

Annex D WVU Campus – General Evacuation, Shelter, and Lockdown Procedures

1.0 Protective Actions

1.1 **Definition:** Those steps taken to preserve the health and safety of the public during an emergency. These actions become necessary in the event of a natural or manmade emergency that threatens your community. The most common protective actions are **evacuation** and **shelter-in-place**.

1.1.1 **EVACUATION** means to leave the area of actual or potential hazard. Evacuations require carefully developed plans and procedures to remove the at-risk population from an area safely and without confusion. The decision to evacuate should be based on the reasonable assurance that the movement of people to an area outside of an affected area is in the best interest of their health and safety, and is of minimal risk to them. An evacuation decision is also dependent the availability of transportation and shelters.

1.1.2 **SHELTER-IN-PLACE** means to stay indoors -- in homes, schools, businesses, or public buildings. It may include additional precautions such as turning off air conditioners and ventilation systems and closing all windows and doors. Shelter in place should be used when movement creates a greater risk.

1.2 These two actions may be used in combination, evacuating some buildings or areas and advising other occupants to shelter in place. In any emergency, officials need to quickly give the public instructions. The public will need continual information and instructions while being evacuated or sheltered in-place.

1.3 Additionally, University Police officers, administrators or faculty may issue an immediately “stay-in-place” order for specific hazards or dangers in a specific building or in the vicinity of a building. Stay-in-place orders may be followed by shelter-in-place or evacuation orders or return to normal services.

2.0 Protective Action Decisions

2.1 WVU staff and faculty have the authority and responsibility to assure the safety of students during a campus alert.

2.2 Appropriate protective action decisions (PADs) are needed to achieve maximum protection of a population at risk.

2.3 Upon issuance, protective action orders should be taken by students, staff and faculty as quickly as possible.

- 2.4 PADs take into account the following:
 - 2.4.1 Population distributions
 - 2.4.2 Projected or actual exposure to hazard
 - 2.4.3 Availability of adequate shelters
 - 2.4.4 Evacuation time estimates
 - 2.4.5 Other relevant factors
- 2.5 Protective action decisions include:
 - 2.5.1 Stay in place
 - 2.5.2 Shelter in place
 - 2.5.3 Partial evacuation
 - 2.5.4 Full evacuation
 - 2.5.5 Campus closure
 - 2.5.6 Information only. No immediate action necessary.
- 2.6 In deciding on the most appropriate protective action, two questions need to be answered:
 - 2.6.1 Will in-place protection provide adequate protection?
 - 2.6.2 Is there sufficient time to evacuate?
- 2.7 There are a few clear case situations in which either evacuation or sheltering is clearly preferred. These include the following cases:
 - 2.7.1 When no fatalities are expected, either protective action is feasible;
 - 2.7.2 When people can be evacuated before plume arrival, evacuation is preferable;
 - 2.7.3 When conditions make evacuation impossible, shelter is preferable;
 - 2.7.4 When releases are extremely short, sheltering is preferable;
 - 2.7.5 When releases are extremely long, evacuation is preferable, and

2.7.6 When the public may refuse to take an action, the choice may be limited to one alternative.

3.0 Emergency Notifications

Note (5/4/07): A committee has been established to evaluate and recommend appropriate system(s) to notify the campus community of protective action decisions.

3.1 Upon determination of the appropriate protective action decision, the University Police will activate appropriate warning system(s).

4.0 Protective Action Implementation Guides

4.1 Stay in place

4.1.1 Students and faculty are instructed to stay where they presently are until notified otherwise by the University Police.

4.1.2 Stay-in-place orders may be initiated by University Police without prior authorization of administration.

4.1.3 Generally are short-term (less than 30 minutes).

4.2 Shelter in place

4.2.1 For severe weather events, students and faculty are generally instructed to move to an interior hallway in a structurally sound building until notified otherwise.

4.2.2 For crimes in progress or other man-made incidents, students and faculty are generally instructed to secure, by use of locks or barricades, doors and windows.

4.2.3 Shelter-in-place is generally a protective action ordered for types of incidents that usually last no more than 2 hours.

4.2.4 Students that are off-campus at the time of the shelter-in-place order should remain off campus and find appropriate shelter in the community.

4.3 Partial evacuation

4.3.1 Sheltering on campus will be reserved for situations where students and/or faculty may be displaced from residence halls.

- 4.3.2 Campus shelters will be pre-designated facilities that meet generally accepted shelter standards and have appropriate comfort facilities, and have access to a food preparation/serving area and emergency power.
 - 4.3.3 Campus shelters will typically function no more than 24 hours.
 - 4.3.4 Campus shelters will be run under the direction of Director of Student Services with support from Facilities Management and Food Service.
 - 4.3.5 Students are to bring their emergency shelter kits (see Annex D-2) when reporting to on-campus or off-campus shelters.
 - 4.3.6 For students without personal automobile, transportation to shelters will be provided by the campus transportation system.
- 4.4 Campus Evacuation-temporary closure
- 4.4.1 The emergency situation may result in temporary closure of all or part of the campus for a period of 1 to 3 days. In this situation the WVU President, in consultation with the Senior Executive Team (SET), may determine that the best action would be to move students off campus.
 - 4.4.2 Messages will be broadcast on radio and local television stations and will include the location of the closest community shelter(s) to the campus.
 - 4.4.3 Faculty, staff and students should listen for emergency messages from WVU and local emergency management.
 - 4.4.4 Students that are off-campus at the time of the sheltering order should report to the closest community shelter.
 - 4.4.5 Students are to bring their emergency shelter kits (see Annex D-2) when reporting to off-campus shelters.
 - 4.4.6 For students without personal automobiles, transportation to shelters will be provided by the campus transportation system.
 - 4.4.7 Students may elect to evacuate to their homes if nearby and leave the campus community if possible. Students should report to a parent or guardian their location and report their location and/or status.
- 4.5 Campus Evacuation – long-term closure
- 4.5.1 An emergency situation may require immediate evacuation and/or long-term closure of the campus.

- 4.5.2 The WVU President in consultation with local emergency management and the SET will make the decision to evacuate the campus.
- 4.5.3 Students may elect to evacuate to their homes if nearby and leave the campus community if possible. Students should report to a parent or guardian their location and report their location and/or status. Belongings should be left behind.
- 4.5.4 Students unable to evacuate from the community will be housed in community shelters until transportation can be arranged. If transportation can be arranged, the students will be transported to community shelters.

5.0 Emergency medical care

- 5.1 Emergency incidents and subsequent protective actions requiring movement of large number of people may result in injury and illness.
- 5.2 Emergency care on campus is handled by Monongalia Emergency Medical Services.
- 5.3 Routine medical care in on-campus shelters is handled managed by Student Health Services.

6.0 Student Accountability

- 6.1 As soon as possible, students should notify their parent or guardian and sign in when assigned to a community shelter.

Annex D-1 Shelter-in-Place Instructions

What Shelter-in-Place Means:

One of the instructions you may be given in an emergency where hazardous materials may have been released into atmosphere or when there is a threat of criminal violence is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors (this is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your residence or academic building. If you are told to shelter-in-place, follow the instructions provided in this guide.

Why You Might Need to Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect yourself and others. Because information will most likely be provided through several means, including television and radio, it is important to keep a TV or radio on, even during the workday. The important thing is for you to follow instructions of local authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place

On Campus:

- Generally, the campus will be closed immediately, 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 briefly call their emergency contact to let them know where they are and that they are safe. Minimize cell usage as circuits will likely be overwhelmed. Text messaging uses much less bandwidth and may be more reliable during an event.
- 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.
- If you are told there is a danger of explosion, direct that window shades, blinds, or curtains be closed, and to stay away from the windows.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- If possible and/or prudent, gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting and plastic garbage bags.

- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will also work well.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room. Shut and lock the door.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s), windows and any vents into the room.
- Write down the names of everyone in the room, and call your designated emergency contact to report who is in the room with you (students, faculty, staff and visitors).
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

Off-Campus Housing:

- Close and lock all windows and exterior doors.
- If you are told there is a danger of explosion, close the window shades, blinds, or curtains.
- Turn off all fans, heating and air conditioning systems. Close the fireplace damper.
- Get your family disaster supplies kit <http://www.redcross.org/services/disaster/beprepared/supplies.html>, and make sure the radio is working.
- Go to an interior room without windows that's above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.
- Bring your pets with you, and be sure to bring additional food and water supplies for them.
- It is ideal to have a hard-wired telephone in the room you select. Call your emergency contact and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

In Your Vehicle:

If you are driving a vehicle and hear advice to “shelter-in-place” on the radio, take these steps:

- If you are very close to home, your classroom or a public building, go there immediately and go inside.
- Follow the shelter-in-place recommendations for the place you pick as described above.

If you are unable to get to a home or building quickly and safely:

- Pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot, to avoid being overheated.
- Turn off the engine. Close windows and vents.

- If possible, seal the heating/air conditioning vents with duct tape.
- Listen to the radio regularly for updated advice and instructions.
- 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.

General Information:

- Follow the directions of law enforcement officials.
- Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and cleanup methods is your safest choice.
- Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

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 residence 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.

Annex D-2 Suggested Emergency Kit Contents

1. Water (1 liter/person/day)
2. First aid kit
3. Can opener
4. Mess kit (pot, pan, dish, cup, eating utensils)
5. Toilet paper
6. Soap and towel
7. Blanket or sleeping bag
8. A container to mix or pour in
9. A container to use as a dishpan
10. Candles
11. Flashlight with spare batteries
12. Personal medications
13. Food for three days. An example menu for one person for one day follows:
 - ½ can of tuna or pork and beans
 - ½ can of dry milk
 - 1 package of graham crackers
 - 1 small pack of dried apricots
 - ½ pound of peanut butter

Note: use good judgment in planning for food items for this three-day emergency pack. Store the items packed in such a way that they are easily moved on short notice.