



West Virginia University

**Emergency
Response
Plan
1.2**

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West Virginia University

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Introduction

West Virginia University is a “city within a city.” The City of Morgantown, home to West Virginia University’s (WVU’s) main campuses, is located within Monongalia County (population 81,866 according to the 2000 census) in the north central portion of West Virginia. The population of Morgantown is 26,809 (2000 census) with more than that number of students at WVU.

WVU’s student body comprised 28,113 students in the Fall 2007 semester. These students come from all West Virginia counties, 49 States, the District of Columbia, 3 territories (Puerto Rico, Virgin Islands, Guam) and 91 other nations. WVU’s overall minority percentage is approximately 7 percent.

WVU draws upon the resources of the Morgantown community and contributes resources in return. This requires that WVU work closely with local emergency authorities to identify and address campus-specific hazards as well as community-wide events. The hazard risks, such as flash floods, earth slides and severe weather that may affect the campus and community, are detailed in the Monongalia Emergency Response Plan.

WVU has three campuses in the City of Morgantown: the Main Campus, the Evansdale Campus, and the Health Science Campus (See Tab C—Maps). Students, faculty, and staff use various modes of transportation between campuses: personal vehicles (although there is limited parking), the Personal Rapid Transport (electronic tram), the Mountain Line Bus System and motorized/pedal bikes.

The Evansdale Campus has a stadium—Mountaineer Field at Milan Puskar Stadium—that seats more than 60,000. Main corridor evacuation routes to/from WVU are primarily I-79 (Pittsburgh and points north; south toward Clarksburg, Parkersburg, and Charleston) and I-68 (east to Frostburg, MD).

The Campus Emergency Response Committee (CERC) is a standing committee of the University President chaired by the Director of the University Police Department. The Committee is composed of key department representatives, the Federal Bureau of Investigation, and the Morgantown Fire Department. It is responsible for defining an emergency response system that will ensure that the University is prepared to respond to various emergencies that could occur on or near the campuses.

This *West Virginia University Emergency Response Plan* defines key roles and responsibilities, lines of authority, organization, communication methods, continuity, mutual-aid agreements, and training. Annexes and appendices provide for specific emergency types and appropriate responses, emergency operations command and on-site command post setup and maintenance, lists of contacts, alternate sites, checklists, and additional procedures. WVU facility-specific emergency plans, such as the *Milan Puskar Stadium Emergency Operations Plan*, are part of this overarching WVU Emergency Response Plan; guidelines noted within this plan apply to all such documents except where noted.

WVU is committed to the safety of its students, faculty, staff, and community. As a partner with the City of Morgantown and Monongalia County, WVU will use its technical expertise and

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resources to mitigate, prepare for, respond to, and recover from natural, technological, and terrorist events that may affect the campus and community.

Authority for this plan is contained in the West Virginia Code Chapter 15, Article 5, State Emergency Operations Plan (EOP), Code of Federal Regulations (29 CFR 1910.38) relating to emergency preparedness, an order of the University System of West Virginia Board of Trustees, letters of agreement of mutual aid, contracts, and operational procedures specific to each organization.

1.0 Purpose and Scope

The purpose of the *West Virginia University Emergency Response Plan (ERP)* is to describe campus emergency response procedures and their integration with the local emergency response authorities to ensure that the campus and community are prepared to act in the event of an emergency. The Emergency Response Plan provides guidelines for response but does not replace sound judgment of staff at the time of the event. Key Emergency Response Plan objectives include:

- Protect students, faculty, staff, visitors, resources, and facilities.
- Describe the principles of incident command.
- Compliance with the National Incident Management System (NIMS) for seamless integration with other response organizations, including Federal, State and local government entities.
- Emphasize preparedness and safety before, during and after emergencies.
- Maintain effective communication with students, staff, faculty, parents/guardians and the community through the general news media and other methods.

2.0 Situation and Assumptions

- 2.1 An incident requiring an emergency response may occur on one of the campuses.
- 2.2 The campus Emergency Response Plan will be activated to one of the three identified response levels.
- 2.3 Campus resources may be inadequate to handle the incident, and interagency coordination with city and county response agencies will be required.
- 2.4 On-scene responders will initiate the Incident Command System (ICS).
- 2.5 Response personnel have received role-appropriate NIMS training.
- 2.6 The event may necessitate an extended response or involve a wide area of the campus or community adjacent to the campus.
- 2.7 An off-site emergency, such as a flood, may involve students, faculty, staff and the campus and potentially require the response of WVU resources.
- 2.8 WVU media relations staff may work with the local community to effectively inform students, staff, parents/guardians, faculty and the surrounding community.
- 2.9 Regional campuses in Parkersburg, Montgomery, Charleston and Martinsburg, as well as the associated Potomac State College campus, may be available to support WVU main campuses during catastrophic emergencies. In addition, the main WVU campus may be called on to support these other campuses during times of emergency.

3.0 Concept of Operations

3.1 Levels of Emergency Response

The three levels of response to an impending or actual emergency affecting WVU are described below.

3.1.1 Emergency Response Level 1 (ERL1)

- A. Any incident such as a small laboratory fire, hazardous material spill, assault, suspected meningitis case, medical emergency, suspicious package, etc. that can be contained within a single location or can be quickly addressed, resolved, or minimized with WVU resources or limited community help (normal community response from police, fire, EMS).
- B. Does not involve a large-scale evacuation.
- C. Notifications are made to the Associate Vice President for Facilities and Services, Director of University Police, Director of Environmental Health and Safety, and the President's Chief of Staff by WVU Police Dispatch Center.

3.1.2 Emergency Response Level 2 (ERL 2)

- A. A major emergency that impacts portions of the campus and may affect mission-critical functions or life safety (e.g., large residence hall fire, abduction, confirmed meningitis case, food-borne outbreak, criminal activity with weapons, explosion, etc.).
- B. Typically handled with local community resources (Morgantown Fire Department, Monongalia Emergency Medical Services [EMS], Monongalia County Health Department) and University personnel.
- C. May require off-campus emergency assistance coordinated by Monongalia Emergency Centralized Communications Agency (MECCA).
- D. May require complete evacuation of a specific campus facility.
- E. May require activating the WVU Emergency Risk Communication Plan (see Annex B).
- F. Notifications are made to the Associate Vice President for Facilities and Services, Director of University Police, Director of Environmental Health and Safety, and the President's Chief of Staff by the WVU Police Dispatch Center.

3.1.2 Emergency Response Level 3 (ERL 3)

- A. An incident posing major risk or catastrophe to WVU personnel and resources (e.g., plane crash, credible terrorist threat, stadium collapse, etc.) and requires resources beyond what the city and county can provide.
- B. Consider declaration of Emergency Response Level 3 for major planned events, such as presidential visit, national/international championship event, etc.
- C. Has caused, or has the potential for causing, major damage and injury.
- D. Requires off-campus (local, State, and possibly national) emergency response.
- E. May require campus closure and/or evacuation.
- F. Responsibilities listed under Emergency Response Level 3 are exercised by individuals whose assignments are delineated within the Emergency Response Plan.
- G. Authority declaring Emergency Response Level 3 is the President or the President's designee.
- H. Requires full activation of the WVU Emergency Response Plan and the WVU Crisis Communication Plan with immediate notifications to all key responders identified in this plan.

3.2 Initial Incident Actions

- 3.2.1 The University Police Department is the primary first response organization on the WVU campus.
 - A. Depending on the nature of the event as described in the Hazard-Specific Checklists (HSCs), other WVU departments may be dispatched or called upon for support.
 - B. Major incidents, such as building fires, hazardous materials spills into the environment, etc. may relegate University Police to a support role.
- 3.2.2 University Police Dispatch Center will be notified upon recognition of any event that may or will potentially impact the campus community. A University Police unit will be dispatched to perform an on-site assessment as required.
- 3.2.3 The on-scene University Police unit will provide a situation assessment and request a supervisor as necessary.
- 3.2.4 The supervisor will request the dispatch center to notify the Director of University Police under the following circumstances:
 - A. Any situation that requires the use of external agencies to resolve.
 - B. Any situation that results in a loss of life or serious injuries.
 - C. Any situation that may cause media interest, building closure, or campus closure.
- 3.2.5 The Director of University Police will determine the level of emergency, up to and including declaration of Emergency Response Level 2 (Emergency Response Level 2) and authorize dispatch to notify the Associate Vice President for Facilities and Services and the President's Chief of Staff.
- 3.2.6 For potential Emergency Response Level 3, the Director of University Police will authorize dispatch to notify the President, Chief of Staff, and Associate Vice President for Facilities and Services.
- 3.2.7 The President or designee will determine the need to raise the level of emergency to Emergency Response Level 3 and make decisions or deviations from existing policy on closure of the campus, programs, or specific buildings.
- 3.2.8 The Senior Executive Team (SET) consists of some members of the WVU President's cabinet and others as appointed by the President (see Tab D). The Senior Executive Team provides policy guidance to the President on campus policy related to the incident. This includes campus closure,

legal/liability issues, parental notification and similar areas of responsibility. Five members of the Senior Executive Team are in the chain of command for the President's position, thereby ensuring continuity of operations for WVU.

3.2.9 The normal reporting location for all other emergencies is the President's Conference Room.

- A. The Senior Executive Team reports to the Stadium Blue/Gold Suite 10 (north side) during stadium emergencies.
- B. The secondary location is the John Jones Conference Center in the Health Sciences Building.

3.2.10 Communication

- A. Primary communication methods for WVU field teams are by radio through the University Police Dispatch Center.
- B. Coordination with MECCA will initially occur through the University Police Dispatch Center. MECCA has the capability to "patch" between the University Police and first responders to ensure a common operating frequency.
- C. A WVU liaison, most likely the Director of University Police, will be sent to MECCA to coordinate between WVU and local first responders.
- D. The Senior Executive Team will be notified through landline or cellular communication.

4.0 Organization and Assignment of Responsibilities

4.1 Incident Command System

- 4.1.1 WVU will use a NIMS-compliant incident management system to meet Federal standards and to coordinate seamlessly with the Monongalia Emergency Centralized Communications Agency (MECCA)
- 4.1.2 Primary and alternate staff assignments have been predesignated for emergency roles (See Table 1 below).
- 4.1.3 Contact information for the Senior Executive Team is maintained in the University Police Dispatch Center. (304-293-3136)

Table 1. Emergency Roles and Assignments

Function	Emergency Position	Primary Assignee	Primary Reporting Location
Senior Executive Team (SET)	Chair	President or designee	President's Conference Room
	Managing Chair	Chief of Staff or designee	President's Conference Room
	SET Member and 2 nd in Chain of Command	Provost and V.P. Academic Affairs and Research or designee	President's Conference Room
	SET Member and 3 rd in Chain of Command	V.P. Administration and Finance or designee	President's Conference Room
	SET Member and 4 th in Chain of Command	V.P. Health Sciences or designee	President's Conference Room
	SET Member and 5 th in Chain of Command	V.P. Student Affairs or designee	President's Conference Room
	SET Member and 6 th in Chain of Command	V.P. University Advancement & Marketing or designee	President's Conference Room
	SET Member and Legal Counsel	V.P. Legal Affairs or designee	President's Conference Room
	SET Member and Executive Officer for Communications	Executive Officer for Communications	President's Conference Room
	SET Member and Executive Officer for Policy Development	Executive Officer for Policy Development	President's Conference Room
	SET Member	Associate V.P. for Facilities and Services	President's Conference Room
	Senior Executive Team Support Staff	Administrative Staff from President's Office or designee	President's Conference Room

Table 1. Emergency Roles and Assignments (continued)

Function	Emergency Position	Primary Assignee	Checklist Reference Number	Primary Reporting Location
	Incident Commander (major event on site)/Stadium	Initial Emergency Responder	3	Incident Site or Press Box, Stadium
	Safety Officer	Director of Environmental Health and Safety or designee	6	
	Public Affairs Officer	Director, News and Information Services or designee	5	
	Liaison Officer	Director of University Police or designee	4	MECCA
Finance & Administration	Finance & Administration Section Chief	Associate V.P., Finance or designee	7	
	Compensation/Claims Unit Leader	WVU Department of Human Resources, Compensation Unit or designee	8	Waterfront Place
	Procurement Unit Leader	WVU Finance Division, Business Services Procurement Staff or designee	11	Waterfront Place
	Cost Unit Leader	WVU Finance Division, Business Services Staff or designee	9	Waterfront Place

Table 1. Emergency Roles and Assignments (continued)

Function	Emergency Position	Primary Assignee	Checklist Reference Number	Primary Reporting Location
	Time Unit Leader	WVU Finance Division, Employee Data Services Staff or designee	10	Waterfront Place
Planning	Planning Section Chief	Director, EHS or designee	12	
	Resources Unit Leader		14	
	Situation Unit Leader		13	
	Demobilization Unit Leader		16	
	Documentation Unit Leader	EHS Director designee	15	
	Technical Specialists	EHS Director designee	17	
Operations	Operation Section Chief	EHS Director designee	18	
	Stadium Coordination Branch Director	Associate Athletic Director or designee	21	
	Campus Coordination Branch Director		21	
	Student/Staff Services Branch Director	Associate V.P. and Dean of Student Affairs or designee	21	

Table 1. Emergency Roles and Assignments (continued)

Function	Emergency Position	Primary Assignee	Checklist Reference Number	Primary Reporting Location
Logistics	Logistics Section Chief	Assistant Vice President, Facilities Management or designee	24	
	Communications Unit Leader	Executive Director, Administrative Technology Solutions or designee	27	
	Medical Unit Leader	Senior Associate V.P., Health Sciences or designee	28	
	Food Unit Leader	Dining Services Staff or designee	26	
	Supply Unit Leader		30	
	Facilities Unit Leader	Associate Director, Facilities Management or designee	32	
	Ground Support Unit Leader	Assistant Director, PRT Operations or designee	31	

4.1.4 Staff notifications will be made in accordance with level of emergency declared.

WVU Organization for Emergency Response Levels

4.2 Assignment of Responsibilities

See Table 1 for full list of primary and alternate assignments.

4.2.1 President or Designee

- A. Declares Emergency Response Level 3 and authorizes subsequent implementation of Emergency Response Plan and assembly of the Senior Executive Team.
- B. Chairs the Senior Executive Team (SET) comprised of:
 - President's Office (President, Chief of Staff, Support Staff)
 - Provost and Vice President for Academic Affairs and Research
 - Vice President for Administration and Finance
 - Vice President for Health Sciences
 - Vice President for Student Affairs
 - Vice President for University Relations
 - Vice President for Human Resources
 - General Counsel
 - Associate Vice President for Facilities and Services
 - Assistant to the Chief of Staff
- C. Upon declaration of Emergency Response Level 3, may authorize any of the following conditions:
 - Delay work/school activities in affected area.
 - Halt work/school activities in affected area.
 - Delay work/school activities of WVU.
 - Halt work/school activities of WVU.

4.2.2 Vice President for Administration and Finance

- A. Serves as member of Senior Executive Team.
- B. Appoints designee to serve as Finance and Administration Section Chief during Emergency Response Level 3 activations.

4.2.3 President's Chief of Staff

- A. Serves as Senior Executive Team Managing Chair; assists President with all Senior Executive Team functions, including coordination of meetings and communication among parties regarding issues and decisions.

- B. Oversees and directs Senior Executive Team support staff from the President's Office.
- C. Administers WVU's Emergency Response and Control policies.
- D. Consults with University President and Associate Vice President for Facilities and Services on status of emergencies.
- E. Releases status of suspension of activities or closure of university to:
 - WVU units
 - Director of News and Information Services for release to news media.

4.2.4 Associate Vice President for Facilities and Services

- A. Evaluates potential emergency situations and advises WVU administration on potential impact of emergency conditions.
- B. Communicates with units on status of potential or existing emergencies.
- C. Oversees response from Facilities and Services units.

4.2.5 University Police Department

- A. Director of University Police or designee
 - May serve as Incident Commander or as liaison to MECCA.
 - Maintains, reviews, revises and distributes WVU Emergency Response Plan to all WVU units and local emergency response agencies.
 - Notifies Associate Vice President for Facilities and Services of Emergency Response Level 3 emergency.
 - Will act in accordance with own emergency response procedures.
- B. Associate Director of University Police
 - Serves as liaison with Monongalia County Emergency Operations Center during Emergency Response Level 3 activation.
 - Coordinates Campus Police response.
- C. University Police Officers
 - Serve as primary responders to emergencies at WVU.
 - Establish on-site command post at emergency scene depending on the seriousness of the circumstances.

4.2.6 Transportation

- A. Assistant Director, PRT Operations or designee
- Serves as Ground Support Unit Leader in the Logistics Section during Emergency Response Level 3 activations.
 - Manages and maintains vehicles available for use during emergencies.
 - Maintains staff to operate vehicles for use during emergencies.

4.2.7 Environmental Health and Safety

- A. Director
- Serves as Planning Section Chief.
 - Appoints Safety Officer.
- B. Responsible for management of the Planning Section during Emergency Response Level 3 activations.
- Gathers information and issues a report to WVU administration on the following:
 - Probable cause of incident
 - Extent of property damage
 - Number and extent of casualties
 - Recommends changes in the following to administration and pertinent units to prevent recurrence of emergency:
 - Work procedures and practices
 - Training
 - Nature of work tasks
 - Design of work stations
 - Personal protective equipment
 - Structural design of facilities
 - Emergency response and control procedures

4.2.8 Facilities Planning

- A. Serves as Resources Unit Leader of the Planning Section during Emergency Response Level 3 activations.
- B. Creates and revises floor plans of University facilities for use in emergency response.
- C. Creates and revises maps of University for use in emergency response.

4.2.9 Facilities Management

- A. Maintenance and Operations
 - Serves as Facilities Unit Leader in the Logistics Section.
 - Maintains emergency warning systems, fire alarms, and public address systems.
 - Maintains fire suppression/fire extinguishing equipment and systems.
 - Maintains ventilation, eye wash, and emergency shower equipment.
 - Maintains equipment and materials for use in restoration of emergency site.
 - Shuts off and restores power to affected facilities depending on the seriousness of the circumstances.

- B. Design and Construction
 - Serves as the Campus Coordination Branch Director of the Operations Section during Emergency Response Level 3 activation.
 - Recommends changes in the following to administration and pertinent units to prevent recurrence of emergency:
 - Structural design of facilities.
 - Structural design of roads and grounds.

4.2.10 Real Estate

- A. Identifies and lists potential areas for emergency operations, housing, classrooms, student activities, administration, and storage.

- B. Implementation of emergency provisions to lease space to accommodate displaced personnel.

4.2.11 Student Affairs

- A. Auxiliary Facilities
 - Serves as the Facilities Unit Leader of the Logistics Section during Emergency Response Level 3 activation.
 - Provides lodging to WVU personnel and students depending on the seriousness of the circumstance.
 - Assists in locating off-campus housing depending on the seriousness of the circumstance.

- B. Dining Services
 - Serves as the Food Unit Leader of the Logistics Section during Emergency Response Level 3 activation.
 - Provides food to WVU personnel and students depending on the seriousness of the circumstance.

C. Student Life

- Serves in the Student/Staff Services Branch of the Operations Section during Emergency Response Level 3 activation.
- Coordinates notification of family of any student injured or killed.

4.2.12 Business Services

A. Procurement

- Serves as Procurement Unit Leader in the Finance and Administration Section during Emergency Response Level 3 activation.
- Processes purchases of emergency materials and equipment as needed.

B. Risk Management

- Serves in the Administration/Finance Section during Emergency Response Level 3 activation.
- Coordinates loss claims with the State Board of Risk and Insurance Management and the insurance carrier.

4.2.13 Vice President for Health Sciences

A. Advises President or designee as member of the Senior Executive Team.

B. Provides medical assistance and support depending on the seriousness of the circumstance.

C. Serves as Technical Specialist to the Planning Section during Emergency Response Level 3 activation.

4.2.14 News and Information Services Director

A. Serves as Public Affairs Officer during Emergency Response Level 3 activation.

B. Releases WVU administration-approved information and statements to appropriate local, regional, and national media.

C. Sets up and operates news media center as authorized by WVU administration depending on the seriousness of the circumstance.

4.2.15 Legal Affairs

A. Advises President or designee as member of the Senior Executive Team.

- B. Authorizes the issuance of any statement about an emergency by WVU administration, directors, deans, or building supervisors to news media, or in the course of investigations, by any WVU personnel to any entities outside WVU, or to their agents.
- C. Serves as the university's counsel regarding any claims that may be filed against WVU as a result of any emergency.

4.2.16 Carruth Counseling Center

- A. Serves as the Counseling Services Leader in the Student/Staff Services Branch in the Operations Section during Emergency Response Level 3 activation.
- B. Provides counseling and psychological counseling services to WVU personnel and students as needed.

4.2.17 Telecommunications

- A. Serves as a Communications Unit Leader in the Logistics Section during Emergency Response Level 3 activation.
- B. Provides emergency communications systems to on-site command post as necessary.

5.0 Continuity of Operations

5.1 Chain of Command

The WVU President is the overall decisionmaker during Emergency Response Level 3 emergencies at WVU. In the event the President is unavailable or unable to perform this function, the following persons, listed in order of succession, would assume this role during the emergency:

- 5.1.5 President
- 5.1.6 Provost and Vice President – Academic Affairs and Research
- 5.1.7 Vice President – Administration and Finance
- 5.1.8 Vice President – Health Sciences
- 5.1.9 Vice President – Student Affairs
- 5.1.10 Vice President – University Relations
- 5.1.11 Vice President – Human Resources

5.2 Personnel Availability and Redundancy

5.2.1 To ensure continuity of operations and the ability to perform 24 hours/day and 7 days/week, each key position should have at least one alternate.

5.2.2 Updated contact information should be readily available in key locations (see 5.3 below) and in possession of key responders at all times.

5.3 Primary and Alternate Locations

5.3.1 The Senior Executive Team reports to the Stadium Blue/Gold Suite 10 (north side) during stadium emergencies. Their normal reporting location for all other emergencies is the John Jones Conference Center in the Health Sciences Building.

5.3.2 The Stadium Operations Center (SOC) is located in the Press Box on the West Side. The alternate location is the MECCA Mobile Command at the Law School building. The secondary alternate site is the MECCA facility.

5.3.3 Should the Monongalia County Emergency Operations Center be unavailable due to the emergency, a back-up facility is the NOROP facility at the Morgantown Municipal Airport.

6.0 Preparedness

6.1 Campus Emergency Response Committee (CERC)

6.1.1 The Campus Emergency Response Committee is a standing committee of the University President and is chaired by the Director of the University Police Department.

6.1.2 It comprises representatives from:

- A. Director of the University Police Department (Chair)
- B. Athletics
- C. Environmental Health and Safety
- D. Facilities Management
- E. Health Sciences
- F. Telecommunications and Network Operations
- G. Chief of Staff
- H. Student Affairs
- I. Student Government Association
- J. Federal Bureau of Investigation
- K. Fire Department, City of Morgantown
- L. Monongalia Emergency Centralized Communications Agency
- M. Police Department, City of Morgantown

- 6.1.3 The Campus Emergency Response Committee is responsible for defining an emergency response system that will ensure that the university is prepared to respond to various levels of emergencies that occur on or near the University campus.
- 6.1.4 The Campus Emergency Response Committee meets annually, or as required.
- 6.2 Plan Development, Maintenance, Testing
 - 6.2.1 The Emergency Planning Unit, housed within the University Police Department, oversees the campus-wide emergency preparedness program and the building response plan development, and is responsible for the administrative plan tasks.
 - 6.2.2 WVU's Emergency Response Plan is included within the Monongalia County Office of Emergency Management Disaster Plan.
 - 6.2.3 Each unit or department is responsible for communicating the content of WVU's Emergency Response Plan to its staff.
 - 6.2.4 The Emergency Response Plan (or portions of the Emergency Response Plan) will be tested annually. A written after-action report with background, observations, and corrective actions will be distributed to all members of the Campus Emergency Response Committee. The Stadium Emergency Operations Plan is tested annually with appropriate response agencies.
 - 6.2.5 Corrective actions identified after an event or exercise will be reviewed within 60 days of citing by the Campus Emergency Response Committee and tracked for correction until resolved.
- 6.3 Awareness, Training and Education
 - 6.3.1 The Associate V.P. for Facilities and Services ensures monetary and staffing resources are provided to the University Police to identify, design, develop, manage and provide training and education on plans and procedures to responders, students, faculty and staff as they relate to emergency response issues.
 - 6.3.2 Cross-training between groups with similar functions should occur (e.g., between the University and outside agencies, including Monongalia Emergency Medical Services, Morgantown, Monongalia departments and agencies).
 - 6.3.3 The Associate V.P. for Facilities and Services ensures monetary resources are provided to the University Police Department for copying, distribution and maintenance of the Emergency Response Plan and associated documents/materials.

- 6.3.4 Event hosts will, at the beginning of an event, provide a briefing or announcement stating the facility's emergency procedures and evacuation information to attendees (e.g., all gatherings to include: academic instruction, student orientation, employee orientation, Parents Club, etc.) Suggested topics: (fire evacuation, shelter in place, bomb threats, night classes).
- 6.3.5 Emergency response procedures and guides, such as the WVU Quick Reference, Emergency Response Flip Chart, will be distributed or posted for use by students, faculty, and staff. All such documents (except those with confidential information) will be posted on WVU's Emergency Planning website (http://police.wvu.edu/emergency_management).