In the event of any Emergency on Campus, call WVU's Communication Center (UComm) 304-293-3136 or 304-293-COPS (2677), or call 911. *If your calling from a campus phone (293 exchange), you first need to dial '9'.

To report a Fire, request EMS, report criminal activity, or an immediate threat/violence, call; UComm: 304-293-3136, or 304-293-COPS, or call 9 1 1 (if UComm can not be reached)

- Before calling for Emergency Assistance, or to report an incident, ensure you are in a safe place!
- Be prepared to stay on the line with the dispatcher, and give further information.
- Provide the exact location of the problem, and exactly where you are.
- Provide a thorough description of the incident, to ensure that proper resources are dispatched.

To request Building Emergency Maintenance: call UComm 304-293-HELP (4357) *for routine maintenance/repairs, see your floor/area supervisor

---

WVU Emergency Phone Numbers

↑Cut Here↑
During a Fire Alarm activation, in any WVU Building, **ALL BUILDING OCCUPANTS** (including mobility impaired persons) **are to exit the building immediately**, (the only exceptions are approved medical treatment areas in medical facilities).

**Mobility Impaired Persons** NOT on a ground access floor, should **exit to that floors' Emergency Assistant Area (EAA)** (normally the floors’ main elevator lobby area) and await evacuation assistance from a first responder, or another evacuee (as the situation dictates). 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 (and not the main elevator area of Allen Hall.)

- *Report to your department’s designated **Outside Assembly Area** to be accounted for.

---

**Building Evacuation / Evacuation of Mobility-Impaired Persons**

↑Cut Here↑
SEVERE WEATHER EMERGENCIES: (Tornado, extreme High Winds, severe Lightening, etc)

Watch means severe weather is possible. Remain alert for approaching storms/winds, and be prepared to seek shelter.

Warning means severe weather is imminent or has been indicated by Doppler radar or reported by storm spotters. Move to a place of safety immediately!

“WVU uses a text ALERT system to alert faculty/staff/students, when immediate danger exist!

- Move to a pre-designated shelter/safe area, such as a basement. Assist those with mobility impairment in getting to the buildings' shelter area (elevators should be operable).
- Do not activate the fire alarm, as this will cause people to go outside (inside is a safer place to shelter).
- Put as many walls as possible between you and the outside. Do not open windows.
- Stay away from windows and open spaces. Remain in the shelter / safe area until the danger has passed.
- If there is no basement, go to an interior room on the lowest level (interior hallways, restrooms, etc.).
- In a high-rise building, go to small, interior rooms or hallway with no windows, on the lowest floor possible.
- Do not call 911 unless you need to report an emergency, such as; fire, medical emergency or severe building damage.

*Emergency phone lines need to be kept open and available for emergency calls.

Severe Weather Emergencies

↑Cut Here↑
If there are computers, electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area and call the WVU Police / UComm, at 304-293-3136.

If there is no danger, call UComm at 304-293-HELP (4357), and advise the dispatcher of the problem, including:

- Location of the leak/flooding
- Severity
  *Whether any valuables; art collections, records/files, 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, as directed, 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**

↑Cut Here↑
If you discover a Suspicious Package or Device:

- Do NOT attempt to examine the device/package, and/or contents.
- Do NOT use a cell phone or 2-way radio immediately near, the suspicious package/device.
- Do NOT activate the building fire alarm system (unless there is a fire).

Isolate the Package/Device, Create Distance, DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT! LEAVE the room and; CLOSE the door, or section/block off the area (when possible) to prevent others from entering/contacting the package/device. WARN others away and begin an evacuation of the immediate area. *WASH hands with soap and water if you have touched the object.

IMMEDIATELY CALL: WVU Police / UComm; 3-3136 or 304-293-3136. Calmly state:

- Your name / phone number
- All the facts of the incident (suspicious people in the area, etc)
- Building and exact location of suspicious package/device discovery
- Description of the package/device
- Has the Buildings' Dean (Command Team) been notified?

Prepare a list all people who were in the room/immediate area when this suspicious package/device was first observed, with a time-line of events, and give this to the WVU Police. Follow direction from first responders/Building Command Team; considering full evacuation, further search (for anything else that doesn't belong/is out of place) etc.

*If a BOMB THREAT is called in; fill out a 'bomb threat data card', call UPD immediately, and alert Building Command Team (Dean's Office, or Building Supervisor)
If you detect natural gas, fumes or vapors:

- Call WVU Police / UComm, 304-293-3136, or 911, to report the situation.
- Leave the area immediately, and advise others to do so to, providing assistance to those with mobility impairment (if elevators are NOT working, follow guidance in Evacuating Mobility-Impaired Persons section)
- 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 dispatch / first responders, follow their directions (alarm activation, etc.):

- 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 mobility impairment, and provide assistance if possible. Otherwise, provide their location to emergency responders (See Evacuating Mobility-Impaired Persons).
- Report to your department’s designated Outside Assembly Area to be accounted for.

Gas leak—Fumes—Vapors

↑Cut Here↑
If criminal activity is observed:

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

Observe as much information as possible about the criminal: height, weight, sex, age, clothing, vehicles involved / license plate number, whether the individual has a weapon (gun, knife, club, etc.).

![WVU Police / UComm, 304-293-3136, (or 911, if UPD can not be reached) and calmly state:

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

Stay where you are, if you are safe, until authorities arrive. If you are NOT in a safe area, evacuate or seek shelter immediately.

**Crime in Progress**

↑Cut Here↑
If it appears an individual may cause harm to themselves or to others, call WVU Police / UComm, 304-293-3136 immediately (if WVU Police/UComm can not be reached, call 911).

Caution: Interceding/interacting with others who are in an unstable mindset can be very dangerous, unless you know that person and/or are properly trained, DO NOT attempt to diffuse them. If they are engaging with you, give verbal/non-verbal ‘I’m listening’ reflections (calmly) to them, until WVU Police arrive.

After calling WVU PD / UComm or 911, if the individual has threatened others or appears to be armed with any weapon, refer to Immediate Violence/Active Shooter section (Avoid the conflict/area, Deny them entry to where you are, Defend yourself if violently confronted).

Suicide Threat / Psychological Emergency

↑Cut Here↑
Civil disturbances include riots, demonstrations, or assemblies that have become significantly disruptive.

In the event of a civil disturbance:

- Call WVU PD / UComm, 304-293-3136, or 911, and stay a safe distance from the disturbance/demonstration.
  - Provide the address, location, and all possible details to the dispatcher.
  - Do not provoke or become involved in the disturbance.
  - Secure your work area (if the disturbance is inside your area), log off computers, and secure sensitive files, if safe to do so, and stay in a safe area.
  - If the disturbance is outside, stay away from doors and windows, remain inside, and provide details to dispatcher.
  - Follow ALL directions given by arriving First Responders / Police.

*WVU uses a text ALERT system to alert faculty/staff/students, when immediate danger exist!

Civil Disturbance
If you discover a fire or smoke:
- Manually activate the building’s fire alarm system, evacuate, and call WVU Police / UComm, 304-293-3136, immediately.
- 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 fire extinguisher.) If you have any doubts as to whether you will be able to control the fire, do not attempt to do so.
- Immediately evacuate the building, closing doors and windows behind you.
- DO NOT USE THE ELEVATORS.
- Locate those persons with mobility impairment, and provide assistance if possible. Otherwise, provide their location to first responders (See Evacuating Mobility-Impaired Persons section).
- Report to your department’s designated gathering point (Outside Assembly Area) to be accounted for.

Once the fire alarm is activated:
- Walk quickly to the nearest exit. Do not use the elevators. All WVU Building occupants MUST evacuate (except in approved medical facilities/zones).
- If you are able, help those who are mobility impaired (See Evacuating Mobility-Impaired Persons section).
- Notify Fire/First Responder personnel if you believe someone may still be in the building.
- Gather away from the building and emergency responders at a pre-designated location.
- DO NOT re-enter the building until the fire department has cleared the scene.

If caught in smoke:
- Do not breathe the smoke!
- Drop to your knees (below the smoke level) 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, feel for a 'hot' door, before opening it, if exiting / seeking safer shelter.
- Wet and place cloth material over your head, 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.
If an Active Shooter is detected / Shots are fired, or a Violent Act is Observed/Reported, in your area:
*Immediately leave the area, if possible, if leaving the immediate area is NOT possible, or too risky.... seek a place of shelter and avoiding the person/place of violence.*

As Soon As Possible, and when safe to do so, Call WVU Police / UComm 304-293-3136, or 911.

- When you call, remain calm and answer the dispatcher’s questions. Give a good description of the threat/violent individual: height, weight, sex, race, approximate age, clothing, name if known, weapons being used, location or direction of travel.
- An individual must use his/her own discretion (best judgment) 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:
  - Stay inside the classroom/office (unless you are compelled to flee...or feel sure of a safe path to exit the area).
  - Close and lock the door, to the room (if possible); barricade the door with furniture (if it opens inward).
  - Close the blinds, turn off the lights, remain quiet, break up in small groups/individuals, and move behind available concealment (hides you from view) or cover (protects you from bullets).
  - Stay on/near the floor level, away from view from the hallway/outside (doors or windows), and avoid unnecessary movements (peeking out to see what may be happening, etc.).
  - Formulate a plan, to “distract” the suspect (if they enter) (by throwing things at them)...2-3 people (who are most capable) should be positioned close enough to the doorway(s) to ‘charge/rush’ the suspect(s) if they enter...others should be prepared to ‘charge/rush’ the suspects (and pin their arms down/secure any weapons they may have).

HOSTAGE / BARRICADED SITUATIONS (NO shooting/violence is going on, or believed to immediately occur)
- Do NOT argue, fight, or interfere with the suspect(s)...unless shooting/violence begins.
- Comply with their demands, lay still/sit calmly, avoid frustrating/antagonizing hostage takers.
- Make mental notes of all information that may help Police/Negotiators (in case you are freed); number of suspects, descriptions, weapons, room layout, booby traps/explosives devices, victims (including their medical conditions)
- Police WILL be attempting to negotiate/make contact with the suspect(s).

REMEMBER A.D.D.:
- Avoid (person or area of disturbance/violence...leave if possible)
- Deny (entry of threat to your area—close/lock/barricade door...if you can not leave)
- Defend (if you must shelter...prepare yourself to defend against an attack or forced entry by the threats)

*WVU uses a text ALERT system to alert faculty/staff/students, when immediate danger exist!*

**Immediate Violence / Active Shooter**

↑Cut Here↑
The disruption or loss of electricity, telephone, potable water, natural gas, steam, sanitary disposal, elevator failure, or other building utility

Notify the WVU Police Department / UComm, 304-293-3136.

Advise WVU Police / UComm, of any known critical areas affected. (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 WVU Police, your supervisor or building administrator.

Be prepared to evacuate if circumstances necessitate (See Evacuation section).

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

Power or Utility Outage

↑Cut Here↑
BOMB Threats: As Soon As Possible, fill out a BOMB THREAT Data Card (located with this Emergency Action Guide) and call WVU Police / UComm, 3-3136, or 304-293-3136. Also alert/notify your Building Command Team (Dean's Office, or Building Supervisor).

Suspicious Persons: If you detect someone, out of place, you should: 'Greet Them, and ask if you can help them'
- As soon as possible, call WVU Police / UComm, 3-3136 (or 304-293-3136) and report the incident
- Alert/Notify the Building Command Team (Dean's Office, or Building Supervisor)
- While the incident is still fresh in your mind, write down all pertinent information:
  ✓ Complete Physical Description
  ✓ Note anything they may have asked you (or others)
  ✓ Where they came from / left towards
  ✓ Have you (or anyone else) ever seen them before
  ✓ Did anyone snap a phone picture of them (covertly)

Upset/Irate People, with Outbursts of Anger (from other Staff, Faculty, Students, or Public): Should you have an encounter with someone who is upset/irate and venting angrily, you should; 'listen to them, using reflective listening skills, while someone nearby you (who can also see what is going on), should immediately call 'WVU Police / UComm, 3-3136 or 304-293-3136', and alert UPD. Also, when possible, alert your departments command staff, and the Building's Command Team (Dean's Office, or Building Supervisor).
- For Staff/Faculty issues; report problems to Human Resources (your employee HR representative, or main HR Office)
- For Student issues; report problems to Student Life (Office)
- For non-WVU/public; report problems to WVU Police (UPD should be notified, for any of the above, unless a minor issue that is more appropriate to be report to HR or Student Life)

Training from WVU Police: UPD training available; Active Shooter Event Public Response (Shots Fired), Recognizing violent behavior and reacting (Flashpoint), Domestic violence that comes to the work place (Red Storm), and other topics as well. For further information, contact UPD ask for a Committee Resources Officer, 3-3136 or 304-293-3136.

- Being prepared, and staying attentive, in your work environment is everyones business, and a valuable asset to WVU's safety overall. Report ALL Suspicious Behavior, Objects, or Events to UPD!
- Be sure to register your phone/email within WVU's Text Alert System (to receive text alerts from WVU), register at, UPD's website: police.wvu.edu or call our office for assistance 3-3136 or 304-293-3136
- WVU also provides an App 'LiveSafe', that is available for download on your phone. To get more information on downloading/using this App, see our website, or call our office.

STAY SAFE!
WVU Police

General Office Emergency Information

↑Cut Here↑
The designated safe area(s) in this building for sheltering in place; tornado/severe weather threat include:

In the event that you hear the fire alarm or must evacuate for some other reason, all occupants of this 'room/floor/zone' should go to the following location (outdoors), for accountability (report any missing/unaccounted for/pertinent information to the Building Command Team/First Responders on scene):

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

(Mobility-impaired persons may await evacuation at that location by rescue)

In an emergency, call UComm / WVU Police, 304-293-3136 or 911 (if UComm/UPD can not be reached)

*Text Alerts will be used to warn/advise WVU Faculty, Staff, Students during Emergencies.

You are in Room Number ___________ in ____________________________ (name of building)