

BUILDING EMERGENCY ACTION PLAN

Building Name / Building Address

In any emergency situation you have a choice: **RUN**, **HIDE**, or **FIGHT**.

Only proceed if safe to do so.

RUN

Evacuation Assembly Areas¹

- 1.
- 2.

HIDE

Storm Refuge Areas¹

- 1.
- 2.

Active Threat¹

1. Secure classroom.
2. Secure your office.

FIGHT

RUN

If you can safely leave the building, **RUN**.

HIDE

If you cannot safely leave, find a safe place to **HIDE**.

FIGHT

If you cannot RUN away safely or cannot HIDE, be prepared to **FIGHT** for your life.

NEED HELP?

Areas of Rescue Assistance¹

There are no designated Areas of Rescue Assistance in this building. In a fire emergency move to the nearest exit on your floor without blocking the flow of traffic. If conditions deteriorate, move into the stairs landing behind the closed door, and await help.

- 1.

More Info: <https://police.wvu.edu/campus-safety/emergency-management>

¹ Contact Emergency Management at 304-293-3959 to identify appropriate locations.

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General Emergency Response Recommendations

The Department of Homeland Security and the West Virginia University Police Department Office of Emergency Management recommend the following three responses to any emergency on campus: **RUN > HIDE > FIGHT**

Only follow these actions if safe to do so. When in doubt, follow your instincts, you are your own best advocate!

RUN

Action taken to leave an area for personal safety.

- Take the time now to learn the different ways to leave your building **before** there is an emergency.
- Evacuations are mandatory for fire alarms and when directed by authorities. **No exceptions!**
- Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
- Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
- Assist those who need help but carefully consider whether you may put yourself at risk.
- Look for **EXIT** signs indicating potential egress/escape routes.
- If you are not able to evacuate, go to an Area of Rescue Assistance.
- Evacuate to the Evacuation Assembly Area and remain until additional instructions are given.
- Alert authorities to those who may need assistance evacuating.
- Do not re-enter the building until informed by emergency response personnel that it is safe to return.

ACTIVE THREAT:

- If it is safe to do so run out of the building. Get as far away as possible. Do not go to the Evacuation Assembly Area.
-

HIDE

Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation, such as for severe weather.

- Take the time now to learn the different ways to seek shelter within your building **before** there is an emergency.
- If you are outside, proceed to the nearest protective building.
- If sheltering-in-place due to severe weather, proceed to the identified Storm Refuge Area or to the lowest, most interior area of the building away from windows or hazardous equipment or materials.

ACTIVE THREAT:

- Lock or barricade your area.
 - Get to a place where the threat cannot see you.
 - Place cell phones in **silence**.
 - Do not make any noise.
 - Do not come out until you receive an all-clear from WVU-Alert advising you it is safe.
-

FIGHT

Action taken as a last resort to increase your odds for survival.

ACTIVE THREAT:

- If you cannot run away safely or cannot hide, **be prepared to fight with anything available to increase your odds for survival.**
-

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Emergency Notification Systems

University Notifications — The West Virginia University **MAY** utilize any of the following mechanisms to notify the campus community of an emergency situation:

- **WVU Alert System** — WVU Alert is an “opt-in” system for staff, employees, etc. For students it is an “opt-out” system. It is designed to deliver text messages to those who have registered for the service. WVU Alert automatically triggers mass mail and social media notifications. Sign up at <https://alert.wvu.edu/>
- **WVU Info stations** — The campus will utilize info stations placed across campus to scroll messages with important information pertaining to the situations as they develop and more information becomes available.
- **Public Broadcast Media Outlets** — The campus will utilize all necessary television and radio outlets to provide emergency information to the campus community.
- **NOAA Weather Radios** — The National Weather Service forecast office with jurisdiction, will post an alert message on NOAA weather radios.

Access to University Notification mechanisms may be limited for occupants during an emergency. Buildings may need to provide their own Building and Department Internal Emergency Notifications.

Building and Department Internal Emergency Notifications - Individual buildings and departments may utilize their own mechanisms for communicating emergency information (i.e.: bullhorns, telephone trees, public address systems, and face-to-face contact). Ensure the following list is comprehensive enough to provide coverage for all areas. The following emergency notification system(s) and individuals have been identified specifically for your building to provide emergency information:

Emergency Notification System	Primary Communicator	Backup Communicator
Face-to-face Contact	Floor Coordinators	Backup Coordinators

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Floor Coordinators

Individuals responsible for assisting with the orderly evacuation or sheltering-in-place of all personnel within their area of responsibility and physically accounting for those individuals once convened at the evacuation assembly area(s).

Role of Floor Coordinators

- All actions should be done only if it is safe to do so.
- Emergency response personnel (police/fire) have full authority to order an evacuation or shutdown (see Appendix C if applicable). Floor Coordinators and the Building Emergency Management Team can initiate an evacuation and/or shutdown of the building.
- Individuals identified as Floor Coordinators assume the role voluntarily and understand they are not considered emergency responders.
- Floor Coordinators must be physically and emotionally able to perform the necessary functions of providing assistance with notification, evacuation or sheltering-in-place. (This may include assisting people with functional needs.)
- Floor Coordinators should report observations of people in need of rescue assistance to emergency responders or Building Emergency Management Team members.
- Floor Coordinators should report observed damage of building systems to emergency responders or Building Emergency Management Team members.

Floor Coordinators and Areas of Responsibility

Floor Coordinator	Backup Coordinator	Area of Responsibility

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The following information has been voluntarily provided by those who have self-identified themselves as having a functional need. This information, since it is part of BEAP, will be shared with employees within this building.

Persons with Access & Functional Needs

The following are **self-identified** persons with functional needs who may request evacuation, shelter-in-place or any other types of reasonable assistance during an emergency:

	Name	Cell	Office Phone	Location
Person	None identified			
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

	Name	Cell	Office Phone	Location
Person				
Buddy				
Special Need				

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Building Emergency Management Team Contact Information

Name	Cell	Office Phone	Home Phone	Email

Attributes of Building Emergency Management Team Members

- May have authority to make overall decisions for the building and/or department.
- Has thorough knowledge of the building's operational needs.
- Able and willing to serve as a liaison to emergency responders and/or University administrators regarding, but not limited to, emergency needs, status reports, communications.
- May distribute information to building occupants or gather information needed for dissemination to the Office of Public Affairs.
- May maintain financial and administrative records.
- Should have understanding of other team members' roles and responsibilities to provide team continuity and support if one or more members are unavailable during emergencies.

Roles of Building Emergency Management Team Members

- Planning and Preparedness Actions
 - Assist with identifying Evacuation Assembly Area(s).
 - Assist with identifying Storm Refuge Area(s).
 - Assist with identifying Command Post Location.
 - Assist with identifying Areas of Rescue Assistance.
 - Establish Building and Departmental Internal Emergency Notification list.
 - Identify Floor Coordinators and provide proper training and/or guidance.
 - Solicit the list of **Self-Identified** Persons with Functional Needs.
 - Prepare and submit BEAP to Office of Campus Emergency Planning for approval.
 - Review and update BEAP annually.
 - Create and establish annual training and exercise schedules to test functionality of BEAP.
- Response Actions
 - Initiate Building and Departmental Internal Emergency Notifications to occupants when emergencies have been verified.
 - Deploy Floor Coordinators to evacuate or shelter-in-place as required.
 - Building Emergency Management Team Members report to designated Command Post.

If the emergency requires the **BUILDING EMERGENCY MANAGEMENT TEAM**:

Building Command Post

1.

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Phone List

MECCA (Monongalia Emergency Centralized Communications Agency) — 911

Primary public safety consolidated dispatch center serving Monongalia County for non-campus police, fire, and emergency medical service (EMS) response.

University Police — 304-293-2677

Emergency police response number and non-emergency for information on public safety, personal safety, and workplace safety.

Office of Campus Emergency Management — 304-293-3959

Serves as the focal point for emergency management, planning and preparedness questions, issues and activities.

Environmental Health and Safety — 304-293-3792

Coordinates fire and life safety programs and the building and fire code compliance functions for the campus.

Facilities Management — 304-239-4357

Provides maintenance and repair, utility services, construction, engineering, facilities planning and custodial services for university-owned buildings/facilities.

Office of Strategic Communications — 304-293-8302

Determines what information to disseminate to the media before, during, and after an emergency. The Office of Strategic Communications will determine, at the time of the incident, who within the building is authorized to disseminate information to the media.

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Definitions

Area of Rescue Assistance — An area where people, including those with functional needs, can go to await assistance if they are not able to evacuate or get to another area of safety.

Building Command Post — A physical or virtual Command Post utilized by Building Emergency Management Team members to proactively manage an emergency or disaster.

Building Emergency Action Plan (BEAP) — A document that consists of emergency procedures to help facilitate and organize occupant actions during an emergency.

Building Evacuation — Action taken to leave an area for personal safety.

Emergency Responders — Individuals specifically trained for emergency response, including police, fire, ambulance, public health and public works personnel.

Evacuation Assembly Area — The location where all evacuees will convene once an order to evacuate is given.

Floor Coordinators — Individuals responsible for assisting with the orderly evacuation or sheltering-in-place of all personnel within their area of responsibility and physically accounting for those individuals once convened at the evacuation assembly area(s).

Functional Needs — The needs of an individual who under usual circumstances is able to function on their own or with support systems. However, during an emergency, their level of independence may be challenged.

Shelter-in-Place — Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.

Storm Refuge Area — Specific locations within university buildings/facilities that provide reasonable protection from severe weather. Not all University buildings/facilities have Storm Refuge Areas.

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Preparedness

Emergency preparedness is ultimately the responsibility of every faculty, staff, student, and visitor at West Virginia University. Every occupant of a building should prepare for emergencies and disasters through the following methods:

- Sign up for the campus' emergency messaging system called "WVU Alert" at: <https://alert.wvu.edu/>
- Keep an Emergency Response Guide near your workspace. If you do not have one, request one through Office of Campus Emergency Management (333-1216) or download at: <https://police.wvu.edu/campus-safety/emergency-management>
- Follow @WVUsafety on X; WVU Safety and Wellness on Facebook.
- Take the time to visit the University Police Department's website at: <https://police.wvu.edu/home> and educate yourself on the resources available to you.
- Make plans and preparations before an incident occurs.
- Use the "buddy system" when planning for emergency response actions.
- Maintain accountability of your personal belongings.
- Keep your work area(s) clean and free of debris and other combustible materials.
- Become familiar with your work area(s) and building. Pay attention to the location of evacuation maps (if available), fire extinguishers, fire alarm pull stations, and other fire and life safety equipment in the building.
- Recognize potential fire hazards and report them immediately.
- Remain aware of your surroundings and immediately call 911 to report suspicious persons or activities.
- Actively participate in safety training, including but not limited to fire extinguisher training, fire evacuation drills, first aid training and self-defense training.
- Annually review the building emergency plan and make recommendations for improvement to your Emergency Management Team Members.
- Create a preparedness kit to keep in or near your workspace. Visit <https://www.ready.gov/>

This Building Emergency Action Plan (BEAP) is to be used in conjunction with the Campus Emergency Procedures (CEP), which provides recommendations for response actions to specific emergency events:

https://police.wvu.edu/files/d/da24457b-a20e-4913-868d-4df38433a0c7/campus-emergency-poster_11x17.pdf

Resource List

<https://police.wvu.edu/campus-safety/emergency-management>

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Record of Changes

Date	Changed By	Description of Change
		Creation of document

Acknowledgement

The purpose of this BEAP is to establish a directory of key building personnel, provide general emergency response procedures, and promote planning, education and training for employees as required by federal and state law. This BEAP should be reviewed, updated, and exercised annually by all appropriate personnel. In addition, this BEAP should be distributed to all building employees.

The following individuals have reviewed and affirmed this document for use by campus building occupants to support the emergency planning functions for the West Virginia University.

Emergency Management Coordinator: _____ date: _____

Building Supervisor: _____ date: _____

Revised: date

Prepared By:

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Appendix A — Building Maps

Legend:

Evacuation
Assembly

Evacuation Assembly Area — The location where all evacuees will convene once an order to evacuate is given.

EXIT

Exit — Designated route out of the building.



Area of Rescue Assistance — An area where people, including those with functional needs, can go to await assistance if they are not able to evacuate or get to another area of safety.



Storm Refuge Area — Specific locations within University buildings/facilities that provide reasonable protection from severe weather. Not all University buildings/facilities have Storm Refuge Areas.

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Appendix B — Employee Evacuation Accountability Form

Basement

Floor Coordinator: _____

Persons within the Area of Responsibility	Evacuation Sign-Off

Floor 1

Floor Coordinator: _____

Persons within the Area of Responsibility	Evacuation Sign-Off

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Floor 2

Floor Coordinator: _____

Persons within the Area of Responsibility	Evacuation Sign-Off

Floor 3

Floor Coordinator: _____

Persons within the Area of Responsibility	Evacuation Sign-Off

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Floor 4

Floor Coordinator: _____

[illegible]

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Appendix C — Building Shutdown

OSHA Standard 1910.38(c)(3)

Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.

Employees who may remain to shut down critical operations before evacuating

Certain equipment and processes must be shut down in stages or overtime. In other instances, it is not possible or practical for equipment or certain process to be shut down under certain emergency situations. This condition, which is not unusual for certain large manufacturers operating complex processes, is not typical of small enterprises that normally can turn off equipment or utilities if necessary and evacuated. However, some small enterprises may require designated employees remain behind briefly to operate fire extinguishers or shut down gas and/or electrical systems and other special equipment that could be damaged if left operating or create additional hazards to emergency responders (such as releasing hazardous materials).

Each employer must review their operation and determine whether total and immediate evacuation is possible for various types of emergencies. The preferred approach, and the one most often taken by small enterprises, is immediate evacuation of all their employees when the evacuation alarm is sounded.

If any employees will stay behind, the plan must describe in detail the procedures to be followed by these employees. All employees remaining behind must be capable of recognizing when to abandon the operation or task and evacuate themselves before their egress path is blocked. In small establishments it is common to include in your plan locations where utilities (such as electricity and gas) can be shut down for all or part of the facility either by your own employees or by emergency response personnel.

Staff Required for Shutdown during Evacuation

Name	Office Phone	Cell	Critical Actions Required
N/A			

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Appendix D — Emergency Reporting

- WVU Police 304-293-3136 or dial 911
- Tell the dispatcher exactly where you are, including the building name and room number
- Give your full name and telephone number
- Describe the nature of the emergency clearly and accurately
- Do not hang up unless your safety is threatened or you are told to do so
- If possible, have someone watch for the arrival of emergency personnel and direct them

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Appendix E — Detailed Emergency Response Recommendations

Fire Evacuation (Run)

- If the fire alarm is not sounding, activate the nearest alarm pull station
- Call WVU Police at 304-293-3136 or 911 to report the fire
- Check the immediate area for other employees who may not be aware of the alarm and warn them.
- Accompany or assist handicapped personnel, visitors, and any co-workers who appear to need calm direction or assistance
- Leave the area and take personal items with you.
- Shut all doors behind you as you leave. Closed doors can slow the spread of fire, smoke, and water.
- Never use an elevator during a fire emergency.
- Do not re-enter the building until authorized to do so by emergency personnel. Never assume an alarm is false
- If unable to exit the building, go to the nearest exit stairwell or safe area of refuge and call 304-293-3136 or 911 to report your location. You can also chat directly to UCOM via the LifeSafe app.
- If trained, use a fire extinguisher if the fire is small and contained, and the room is not filled with smoke
- Make sure you know at least two emergency exits for your building

Special Assistance: If an occupant is unable to evacuate or needs assistance reaching the lower level of the building, they should shelter in the designated Emergency Assistance Area and await evacuation, building occupants should make sure that first responders are aware of these occupants who may need assistance.

- Accompany or assist handicapped personnel, visitors and any co-workers who appear to need calm direction or assistance.

Shelter in Place (Hide)

Severe Storms / Tornado Warning

- o Seek shelter indoors in an interior room away from windows, and on the lowest floor possible

Hazardous Materials Release

- o Move indoors to a windowless room away from hazardous materials and, if possible, cover the vents.
- o Wait for an "All Clear" before leaving your safe space

Fire Extinguisher Use (Fight)

- **Only attempt if safe to do so and properly trained!**
- Select an appropriate extinguisher type
- Maintain a safe distance and effective means of egress
- Use PASS (Pull, Aim, Squeeze, Sweep) for operation

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Active Threats (All-Hazards)

Run

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.
- If possible, exit the building and Call WVU Police at 304-293-3136 or 911

Hide

- If you can't escape, hide in an area out of the hazard area, and behind something solid if possible.
- Block entry to your hiding place and lock the doors, if warranted.
- Silence your cell phone and other devices, if warranted.

Fight

- Fighting is a last resort to be used only when your life is in imminent danger.
- Attempt to mitigate the threat or hazard (i.e. incapacitate the shooter, stop the flood waters from entering a room, etc.)
- Find an object to use as a weapon, such as a fire extinguisher or chair, if warranted.
- Work as a team with someone else if possible.

*Please note that the Run, Hide, and Fight action steps may not always occur in this order, so memorizing them all as possible options regardless of order is a key to quick response.

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Receiving Suspicious Packages

- o Remain calm.
- o Do not open the package or letter.
- o Do not shake or empty the contents of a suspicious package or envelope.
- o Do not carry the package or envelope, show it to others or allow others to examine it.
- o Put the package or envelope on a stable surface; do not sniff, touch, taste, or look closely at it or any contents that may have spilled.
- o Do not touch your eyes, nose, or other body parts.
- o Shut off window air conditioning units and fans.
- o Isolate the package
- o Thoroughly wash hands with soap and water.
- o Call WVU Police at 304-293-3136 or 911
- o Advise fellow co-workers to avoid the area.
- o Ensure that all people who touch the letter wash their hands with soap and water.
- o Make a list of all the people who touched the letter or package and who were in the area when the letter was opened.

Features of Suspicious Mail

- o Excessive postage, no postage, or non-canceled postage
- o No return address or fictitious return address
- o Improper spelling of names, titles or locations
- o Unexpected envelopes from foreign countries
- o Suspicious or threatening messages written on packages
- o Postmark with a different location than the return address
- o Distorted handwriting or cut-and-paste lettering
- o Unprofessionally wrapped packages or excessive use of tape, strings, or other wrapping
- o Packages marked "Fragile: Handle with Care," "Rush: Do Not Delay," "Personal" or "Confidential"
- o Rigid, uneven, irregular, or lopsided packages
- o Packages discolored, oily or with an unusual odor
- o Packages with soft spots, bulges, or excessive weight



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Bomb Threats

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building, before police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (on campus)

- WV University Police Department
- from a campus phone: 3-3136
- from a non-campus phone: 304-293-3136
- If WVU Police can not be reached, call: 911

BOMB THREAT CHECKLIST

Date: _____ Time: _____

Time Caller Hung Up: _____ Phone Number Where Call Received: _____

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice

- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Female
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Male
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

Background Sounds:

- ☐ Animal Noises
- ☐ House Noises
- ☐ Kitchen Noises
- ☐ Street Noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

Threat Language:

- ☐ Incoherent
- ☐ Message read
- ☐ Taped
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

Other Information:



**WV University
Police Department**

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CAMPUS EMERGENCY PROCEDURES

In case of an emergency, contact University Police at
304-293-3136 or call **911**.

Address: _____ Building Name: _____ Room Number: _____



Sign up for emergency
notifications from WVU Alert.
alert.wvu.edu

MEDICAL EMERGENCY

- Call 911 or University Police at 304-293-3136.
- Provide your name, the location of the incident, nature of illness or injury and the number of people affected.



SUSPICIOUS BEHAVIOR / OBJECT

- Do not handle suspicious objects or items.
- Evacuate the area.
- Report emergencies by calling 911 or University Police at 304-293-3136.



SEXUAL MISCONDUCT

- Call the Title IX Office at 304-906-9930.
- Seek medical attention (if needed).
- Call 911 or University Police at 304-293-3136.



CHEMICAL SPILLS

- Do not attempt to clean the spill.
- Evacuate the area.
- Call 911 or University Police at 304-293-3136.



FIRE

- Do not use elevators. Use stairs only.
- Leave the area, close the door and pull the fire alarm. Evacuate the premises.
- Call 911 or University Police at 304-293-3136.



MENTAL HEALTH

If you're struggling, help and support are available 24/7. For more resources, visit carruth.wvu.edu.

- Call the Carruth Center at 304-293-4431 (press 1 after hours).
- Text "WVU" to 741741 for free, confidential help from the Crisis Text Line.
- Call the Suicide and Crisis Lifeline by dialing 988 (veterans: press 1).
- Call 911 or visit your local emergency room.



ACTIVE SHOOTER

Call 911 or University Police at 304-293-3136.

Run

If there is an accessible escape path, try to evacuate the area.

Hide

If evacuation is not possible, find a place to hide where the shooter is less likely to find you.

Fight

As a last resort (only when your life is in danger), attempt to disrupt and/or incapacitate the active shooter.



safety.wvu.edu

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Resources and Training

- IS-100.c Introduction to the Incident Command System

<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c&lang=en>

- IS-906 Workplace Security Awareness

<https://training.fema.gov/is/courseoverview.aspx?code=IS-906&lang=en>

- IS 907 Active Shooter. What you can do
- Active Shooter Response WVU Police, provided in person by request at Police.wvu.edu

<https://training.fema.gov/is/courseoverview.aspx?code=is-907&lang=en>

- IS 700.b An introduction to the National Incident Management System

<https://training.fema.gov/is/courseoverview.aspx?code=is-700.b&lang=en>

University Police also provides various other in-person training and safety presentations. To schedule a training or find out additional information visit [Police at West Virginia University](#)

Once you have completed your Floor/Department Emergency Plan (FEP) and it has undergone review by your safety committee and department head, kindly send an electronic copy to:

james.bittner@mail.wvu.edu.

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INSTRUCTIONS FOR COMPLETING THE BUILDING EMERGENCY ACTION PLAN TEMPLATE

This Building Emergency Action Plan (BEAP) serves as a valuable resource to identify the specific equipment and processes within your building. It aims to provide essential information to both the building occupants and emergency responders who may need to render assistance during an emergency. Your participation in this plan involves providing relevant information on the cover and pages 1-6. The remaining pages of this document are dedicated to equipping you and your building occupants with the necessary knowledge for emergency scenarios.

Should you require any assistance in completing this document or have any inquiries, please feel free to reach out to James Bittner at the WVU Office of Emergency Management. James Bittner can be contacted via email at James.Bittner@mail.wvu.edu or by phone at 304-293-6873.

To ensure a comprehensive Building Emergency Action Plan, please follow these instructions:

- Enter the specific information related to your building in the blank spaces.
- Once you have completed your Building Emergency Action Plan (BEAP) and it has undergone review by your safety committee and/or department head, kindly send an electronic copy to James.Bittner@mail.wvu.edu.
- When saving this use the following format for naming: BEAP_*Building Name*_MMYYYY
Example: "BEAP_Field Hall_052025"
- The next crucial step is to put the program into action. Distribute the BEAP to appropriate members of your building and train the occupants on its use, if training assistance is required, UPD staff is available to assist.
- Please be aware that the BEAP requires annual review and should be revised whenever changes occur.
- The BEAP serves as an annex to the WVU Emergency Operations Plan.

By adhering to these instructions and actively participating in the Building Emergency Action Plan, you contribute to the safety and preparedness of your building and its occupants.