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.
✓ Providing a thorough description of the incident, will 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 patient treatment areas, and any other area approved by the WV State Fire Marshall's Office).

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). An exception to this rule is in the Health Sciences Center, where mobility-impaired persons may exit from Health Sciences North to Health Sciences South (or vice versa) via the building vertical division/fire doors, separating the building into two separate, but connected, structures.

*After evacuating the building, report to your floor/area’s designated Outside Assembly Area to be accounted for, and await further instructions.

Building Evacuation / Evacuation of Mobility-Impaired Persons

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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. When a 'Weather Warning' is issued, 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 UComm/911 unless you need to report an emergency, such as; fire, medical, or severe building damage;
- * Emergency phone lines need to be kept open and available for emergency calls.

Severe Weather Emergencies
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

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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
- Description of the package/device
- Has the Building/HSC VP/Dean (Command Team) been notified?

Prepare a list all people who were in the immediate area when this suspicious package/device was first observed, with a timeline of events, and give this to the WVU Police. Follow direction from UComm/UPD/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 UComm/UPD immediately, and alert Building Command Team (VP/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

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If criminal activity is observed:

Do not get involved in trying to prevent the crime unless it involves self defense/defense of others (and only as a last resort). If the suspect is armed, see Immediate Violence/Active Shooter section for direction.

Observe as much information as possible about the suspect(s): height, build, 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/observation
- 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 9 1 1).

**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 'nonverbal - verbal active 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).

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**Suicide Threat / Psychological Emergency**

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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 UComm, arriving First Responders / Police.

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

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**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 arriving (See Evacuating Mobility-Impaired Persons section).
- Report to your floor/area 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 breath the smoke! (hold your breath, or breath very small and shallowly)
- Drop to your knees, or prone position (below the smoke level) and crawl to the closest safe exit (see below).
- 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, when 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 (through closed windows, when possible). Call for help using a telephone or cell phone.

Fire/Smoke

↑Cut Here↑
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 safe shelter, 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, build, sex, race, age, clothing description, name (if known), weapons being used, threats location or direction of travel.
- You must use your 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 close to the floor level, away from standing 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 suspect (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 reasonable demands, stay still/sit calmly, avoid frustrating/antagonizing hostage taker(s).
- 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 make contact/negotiate, with the suspect(s), and solve the problem.

**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**

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

Power or Utility Outage

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**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 (VP/Dean's Office, or Building/Floor 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 (VP/Dean's Office, or Building/Floor 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 (VP/Dean's Office, or Building/Floor 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 all of the above, unless a minor issue, that is more appropriate to be handled by HR, Student Life and/or your Supervisor)

**Training from WVU Police:** UPD training available; Active Shooter Response for public (Shots Fired), Recognizing Violent Behavior and taking action (Flashpoint), Domestic Violence that comes to the work place (Red Storm), and other topics as well. For further information, contact UPD ask for a 'Community Resources Officer', 3-3136 or 304-293-3136.

▶ Being prepared, and staying alert/attentive, in your work environment is everyones business, and a valuable asset to WVU’s overall safety. Report ALL Suspicious Behavior, Objects, or Events to UPD/UComm!

▶ 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**

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Chemical Spill, Contamination/Exposure:
1. Quickly try to determine what was spilled; however, do not come into contact with the substance or inhale fumes.
2. If anyone experiences eye irritation, burning lungs, or other symptoms of chemical exposure, proceed directly to step 6.
3. Sound the building fire alarm and evacuate the building, if the spill necessitates and/or the area can't be isolated.
4. Phone UComm/UPD at: 304-293-3136.
5. Evacuate the room/floor, even if not fully evacuating the building, BUT check with first responders before leaving the area.
6. If someone has been splashed with the chemical, immediately flush the contaminated area with water. Assume the person needs medical assistance unless told otherwise by someone knowledgeable about the chemical.
7. Medical attention may be necessary, and all persons who come in contact with a chemical (liquid or vapor) should seek direction from a qualified responder.

Biological Contamination/Exposure:
1. If contamination/exposure cannot be abated with on-site containment procedures;
2. Evacuate the contaminated area immediate, BUT wait on first responders before leaving the area.
3. Call UComm (304-293-3136).
   - Calmly state:
     - Your name
     - Nature of the emergency
     - Building and exact location
     - Quantity and type of bio-hazard
     - Your phone number
   *Follow the instructions from the SOC, or UComm Dispatcher.

Radiation Contamination/Exposure:
1. If contamination/exposure cannot be abated with on-site containment procedures;
2. Evacuate the contaminated area immediate, BUT wait on first responders before leaving the area.
3. Call UComm (304-293-3136).
   - Calmly state:
     - Your name
     - Nature of the emergency
     - Building and exact location
     - Quantity and type of radiological hazard
     - Your phone number
   *Follow the instructions from qualified Staff, UComm (Dispatcher), UPD, and other First Responders.

REMEMBER... If you have (or may have) been exposed to a Chemical/Biological/Radiological Contaminate...DO NOT expose others, warn others...DO NOT leave (except to get away from the contaminated area)....wait on first responders, to be checked out...You may need to be decontaminated!
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 'room/floor/zone' is:

(Mobility-impaired persons may await evacuation at the location above by first responders)

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)