

INSTRUCTIONS FOR DESIGNATED BUILDING EMERGENCY PLAN (BEP) DEVELOPERS FOR COMPLETING THIS TEMPLATE

This Building Emergency Plan template was created by the West Virginia University Police Department to assist departments/colleges in preparing their Building Emergency Plans. The BEP is a tool to identify the specifics of your building and to provide information for your occupants and First Responders. If you need assistance or have any questions contact:

University Police, Emergency Planning Unit
Lt. Josh Cook
293-2677 Joshua.cook@mail.wvu.edu

INSTRUCTIONS

Enter your building's specific information into the corresponding text form fields (i.e.) by using the mouse pointer (double click on the text form field) or use the "**Tab**" key to navigate to the next field. The entire field will then become highlighted and you can start typing requested information as normal text. Do not worry about any default instructional text that may already be in the form fields; it will disappear when you start typing in new information. Some of the information requested may not be available or necessary for your building. Similarly, you may know of additional information in your building that would be of assistance to your occupants in an emergency. Please adapt this document to include any additional information that makes your BEP more effective! (See our staff for assistance)

After you have completed your Building Emergency Plan and it has been reviewed by your Building administrator(s), please send an electronic copy (from this template) to:

Email: Joshua.cook@mail.wvu.edu
Lt. Josh Cook

The next step is to put the program into action. Distribute the Building Emergency Response Plan, which is *Public Safety Sensitive*, only to appropriate members of your building planning team; such as the secondary Building Supervisor, Building Administrators (who are on the command team), and Building Safety Committee members. Develop a Building Command Team (4-6 members), to establish a 'point of contact' with first responders and connect your buildings actions with them. Use your planning team to edit the training power point with relevant sections of your Building Emergency Response Plan to train all building occupants on emergency response. Plan to work with our Emergency Planning unit at WVU PD to conduct a command level table top exercise, and eventually a full scale evacuation drill. We also have additional training (response to active threats of violence, bomb threat response, etc.) available.

Please Note: *You need to review the Building Emergency Response Plan at least annually and revise it when there are changes. Please forward a copy of the revised plan or annual review documentation to the Capt. Camden. Completion and review of your Building Emergency Response Plan is required to comply with the University's Emergency Response Plan (ERP).*

WEST VIRGINIA UNIVERSITY

_____ ***EMERGENCY RESPONSE PLAN***
(BUILDING NAME)

Date Submitted to WVU Police Department: _____

Date Approved by WVU Police Department: _____

Date Last Revised: _____

Prepared By: _____
(BEP Developer)

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INTRODUCTION: TERM DEFINITIONS

All Hazards Warning Messages: WVU's Alert Text Messaging system. This service is free to employees and students and you may sign up from the WVU Homepage.

Building Supervisor: The Building Supervisor is a University employee who has a defined role in each campus building. Each WVU building should have at least a primary and a secondary Building Supervisor, appointed by the Building administrator(s). In an emergency, the Building Supervisors should report to the Incident Command location to provide building information to emergency responders. The "All Clear" information will typically be communicated to the primary Building Supervisor when it is safe to return to the building, so that the occupants can be notified.

Building Command Team: The Building Command Team (BCT) is an organized group of decision makers from a specific building (normally 3-7). The BCT operates within the building, at a pre-designated room/area. This area is normally the same area that any first alert/emergency report comes to. The BCT has a deepest understanding of all internal building operations, organizations and BEP content. First Responder (command) should be pulled alongside the BCT for critical information sharing concerning the emergency incident (bomb threat, evacuation, search, etc). Should the building require immediate evacuation (fire, fire alarm), the BCT should also have an external site, near the building, but safely away from hazards, and meet/link up with First Responders. A primary function of the BCT is to be the point contact between the building occupants and the First Responders, controlling the information flow concerning completed evacuation (to include any resident occupants requiring assistance for evacuation), coordination of movement for evacuated occupants to another location, and support the First Responders with internal building information (known building critical/hazardous operations). The decision making process for bomb threat evacuation and/or an organized building sweep for suspicious packages/concealed devices, should be made collectively by the BCT and First Responders.

Building Emergency Plan: The plan is a document that consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

Building Safety Committee: A group composed of members of each department in the building, generally chaired by the Building Supervisor or other employee, charged with coordinating building safety concerns. The Building Safety Committee program is administered by Environmental Health and Safety.

- Serves as a forum for building employees to report and discuss safety or environmental improvement needs.
- Identifies employee needs for safety training and requests training sessions accordingly.
- Coordinates safety self-audits on a regular basis; assists the Building administrator(s) in prioritizing actions to address safety concerns.

- Disseminates information about requirements concerning workplace health, safety, and environmental protection.

Critical Operations: Any critical operations located in your facility that require preplanning for evacuation and/or Shelter-in-Place events, such as data storage, servers, or animal quarters, etc. This information is Public Safety Sensitive, but must be readily available to first responders to assist them in their emergency response efforts.

Hazardous Operations: Any potentially hazardous operations located in your facility that require preplanning for evacuation and/or Shelter-in-Place events, such as hazardous materials. This information is Public Safety Sensitive, but must be readily available to first responders to assist them in their emergency response efforts.

Outdoor Evacuation Assembly Area (OAA): A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.

First Responder(s): Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from West Virginia University Police Department, Morgantown Fire Department, Monongalia Emergency Medical Services (Mon EMS), WVU Environmental Health and Safety, WVU Facilities Services, etc. In critical situations, they may take charge of the building and have full authority over activities in and around the building.

Roll Taker: Building occupant(s) assigned by the Building Supervisor to take roll at the Outdoor Assembly Area(s) (OAA) after a building evacuation.

SECTION I: PLAN DEVELOPMENT AND VALIDATION

1. Each University building must have a Building Emergency Plan (BEP) that plans for possible emergency incidents. The Building Supervisor will be designated the BEP Developer and will develop and submit the Building Emergency Plan to the Building administrator(s) then the University Police for review. The University Police Department will distribute the BEP to the Morgantown Fire Department.
2. Once the plan is developed, review and/or revise it annually. If there are no significant changes that warrant a BEP revision, document your annual review below and send a copy of this page to the University Police.
3. If you have any questions about this plan, email Joshua.cook@mail.wvu.edu

Annual Review:

SECTION II: YOUR BUILDING EMERGENCY PLAN

1. INTRODUCTION

a. The Building Emergency Plan is designed to assist in training students, faculty, staff and visitors in basic emergency information to include **shelter-in-place** and **building evacuation** procedures for natural and man-made events.

b. The Building Administrator(s), Building Supervisors, Laboratory Managers, Chemical Hygiene Officers, etc. need to understand their Building Emergency Plan information and procedures. Please remember that the Building Emergency Plan itself contains Public Safety Sensitive information about critical and hazardous operations in the building that must not be shared with the public or all occupants of the building for security purposes. All occupants of the building need to be familiar with appropriate emergency response information when there is an emergency in the building. **Emergency warning notification, evacuation, and shelter-in-place procedures** need to be understood by all building occupants. Specifically, questions like...”How will I receive emergency warning notifications? Where do I go when I evacuate? Who do I call for in an emergency?” are just a few of the questions the Building Emergency Plan should help you to answer when training building occupants in emergency response.

c. As a member of the university community, you should also be familiar with the University **Emergency Response Plan**. This manual describes the procedures to follow in a variety of emergencies. A copy of the Plan can be viewed electronically at:

<http://police.wvu.edu/emergency-management/emergency-response-plan>

2. RESPONSIBILITIES

a. Building Administrator(s)

- 1) Appoints a primary and a secondary Building Supervisor.
- 2) Ensures that current information on the Building Supervisors (name, department, building room #, phone, emergency phone #s) is communicated to the Coordinator of the Building Supervisors Program,

Lt. Joshua Cook, Joshua.cook@mail.wvu.edu

- 3) Assigns the primary Building Supervisor, or other building employee, as Building Emergency Plan Developer, and works with that person to develop the individual Building Emergency Plan.
- 4) Reviews and signs off on the Building Emergency Plan prior to submission to the WVU Police Emergency Planning Unit.

b. Building Emergency Plan Developer

- 1) Develops, with the Building Administrator(s), the Building Emergency Plan.
- 2) Once the Building Emergency Plan is approved by the WVU Police Emergency Planning Unit, refers to it in training all building occupants in emergency response.
- 2) Ensures that the Building Emergency Plan is available to the appropriate personnel, such as the Building Administrator(s), Laboratory Managers, Chemical Hygiene Officers, etc. and that it is used during emergency incidents.
- 3) Reviews the **Building Emergency Plan annually** to ensure that information and procedures are current.
- 4) Lists all ***Critical and Hazardous Operations*** in the Building Emergency Plan for First Responder reference and use.
- 5) Adds the electronic link to the University's **Emergency Response Plan** to the Building Emergency Plan.
- 6) In the event of an emergency, ensures that emergency notification to emergency agencies takes place.
- 7) Assists in building evacuation.
- 8) Reports to Outdoor Assembly Area(s) (OAA) and ensure that Roll Call is taken of evacuated personnel.
- 9) Collects and provides essential information to emergency personnel (e.g. location of incident, persons in building, special hazards, etc.).
- 10) Develops additional building-specific information that makes the Building Emergency Plan more effective (e.g. specific procedures for any assigned disabled people, evacuation maps, etc.).
- 11) Includes in the Building Emergency Plan any additional information as directed by the Building Administrator(s).
- 12) Organizes at least one annual exercise or drill and elicits feedback and ideas for improvement.

c. Building Occupants should be trained by the Building Supervisor or Emergency Plan Developer in the following:

- 1) To know the evacuation routes and Outdoor Assembly Area(s).
- 2) To know the University's Emergency Warning Notification System.
- 3) To know the locations of emergency materials that may be needed in an emergency, such as emergency telephones and fire pull alarms
- 4) To know the proper procedures for notifying emergency responders about an emergency in the building (dial 9-911 on campus, 911 from a public telephone or cell phone).
- 5) To know any additional building-specific procedures and requirements.
- 6) To participate in annual exercises/drills.
- 7) That if they have any questions, to consult their Building Supervisor.

3. BUILDING EMERGENCY PLAN REQUIREMENTS

a. The Building Emergency Plan is reviewed annually by the Building Emergency Plan Developer and the Building Administrator(s) to ensure that information and procedures are current. The University Police Emergency Planning Unit will also review the Building Emergency Plan, will maintain a copy for use by Emergency Operations Center personnel and will forward a copy to MECCA.

b. The Building Emergency Plan will be tested with an exercise at least annually to validate procedures and to ensure building occupants' understanding. The exercise should be based on a simulated emergency event that highlights building shelter-in-place or evacuation procedures. Any lessons learned that require changes to the Building Emergency Plan should be incorporated into the Building Emergency Plan and a copy forwarded to the University Police Emergency Planning Unit. The University Police Emergency Planning Unit will assist in exercise development if needed.

c. Training is an integral part of the safety and preparedness program for your building. It is the responsibility of each department head and supervisor to ensure that all building occupants are trained or made aware of the Building Emergency Plan for the building(s) they occupy.

4. TRAINING SLIDE PRESENTATION TEMPLATE

A Power Point Training Presentation template (Building Emergency Plan Presentation) is located at <http://police.wvu.edu/emergency-management> in the right-hand menu or can be obtained in the original Power Point format by emailing Joshua.cook@mail.wvu.edu . This template is used by the Building Emergency Plan Developer or Building Supervisor in developing a training presentation for building occupants. The template is a guide and should be adjusted to fit the needs of each building. **Feel free to add or delete information based on your building set-up**

and training objectives. Please email Joshua.cook@mail.wvu.edu your completed training template.

5. BUILDING COMMAND TEAM

Building Command Team (BCT) is the decision making / incident evaluation team for the building. This Team should consist of senior administrator(s), building supervisor(s) and maintenance person(s) if assigned to that building. This team should have an interior designated meeting area, where emergency incident information is directed (team members should be notified and assemble here to assess the situation). The University Police Department and any other University support departments for this incident should meet the BCT at this location. The BCT should also have a designated exterior meeting area, in case of immediate evacuation. BCT should always be looking for any first responders (Police, Fire, EMS) and integrate them into the decision making process.

<u>Name & Title</u>	<u>Department</u>	<u>Phone</u>	<u>Room</u>

Building Command Team Interior Meeting location:

Building Command Team Exterior Meeting location:

SECTION III: BUILDING INFORMATION

1. BUILDING SUPERVISOR/SECONDARY BUILDING SUPERVISOR

Please fill in the following areas. Tailor the form to the needs of your building

Building Name: _____

Building Supervisor (BS): _____ **Email:** _____

BS Department: _____

BS Campus Address: _____

BS Campus Telephone No.: _____ **FAX No.:** _____

BS Emergency Telephone Nos. (cell, home): _____

Secondary Building Supervisor: _____ **Email:** _____

Secondary BS Department: _____

Secondary BS Campus Address: _____

Secondary BS Campus Telephone No.: _____ **FAX No.:** _____

Secondary BS Emergency Telephone Nos. (cell, home): _____

2. BUILDING DESCRIPTION

Describe the building (e.g., number of floors and major uses of building) here.

3. BUILDING DEPARTMENTS

List all departments with employees in your building.

<u>Department</u>	<u>Department Administrator</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>

4. BUILDING SAFETY COMMITTEE

All departments with employees in your building should be represented on this committee. List Committee members and titles.

<u>Name & Title</u>	<u>Department</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>

5. BUILDING CRITICAL OPERATIONS

In this section, include information about critical operations that require special care during an emergency, such as servers and animal quarters. Be sure to check with each department before completing this section. The Building Supervisor may need to notify Morgantown Fire about the following critical operations:

<u>Operation</u>	<u>Room</u>	<u>Department</u>	<u>Responsible Person</u>	<u>Phone</u>

6. BUILDING HAZARDOUS OPERATIONS

In this section, include information about hazardous operations that require special care during an emergency, such as hazardous materials, biohazards, temperature-sensitive chemical storage, etc. Be sure to check with each department before completing this section. If this is a long list, you may indicate where this information is available. The Building Supervisor may need to notify Morgantown Fire about the following hazardous operations:

<u>Operation</u>	<u>Room</u>	<u>Department</u>	<u>Responsible Person</u>	<u>Phone</u>

7. BUILDING ALARMS (s)

Indicate all of the alarms that occupants should be able to identify. There may be several alarms in or near your building such as elevator alarms, evacuation alarms, bio-safety hood or fume hood alarms. Describe the different sounds, the significance of each alarm, and the appropriate occupant response to each alarm. Add other steps, actions, or precautions specific to your building or work area.

Insert your building alarm information here. Enter as much information as needed.

SECTION IV: NOTIFICATION PROCEDURES

1. EMERGENCY NOTIFICATION PROCEDURES:

Any building occupant that needs emergency assistance should immediately dial **9-911** from any campus telephone or 911 from any public or cell telephone.

2. EMERGENCY NOTIFICATION CONTACT NUMBERS:

a. Department phone number: Insert your department phone number here.

b. Fire: Morgantown Fire Department (MFD) 284-7480

c. Police: WVU Police Department (UPD) 3-3136

d. Closest medical facility:

Ruby Memorial Hospital - 598-4000 and Mon General Hospital - 598-1200

e. Environmental Health and Safety: 3-3792/5

f. Facilities Management Help Line: 3-4357

g. Facilities Management Zone Services: Insert your zone telephone number here.
(Zone telephone number may be obtained at 3-4357)

3. WVU EMERGENCY WARNING NOTIFICATION SYSTEM

WVU is a large and complex institution, and people move about our campus freely. Despite advances in communication, there is no way to reach everyone instantly with a single message; however, the multi-layered approaches we have in place will help spread the word quickly, based on the circumstances. The following communication methods make up the University's Emergency Communication Plan:

- All-Hazards Emergency Warning Text Message (*Shelter-In-Place*).
- Fire alarms (*Evacuate* the building).
- An e-mail alert will be sent to Building Supervisors. They, in turn, will activate a phone tree, forward the e-mail to others in the building or go to offices or rooms in person. They also may post signs on doors or in hallways. These procedures will be covered in more detail during training.
- University Residence personnel will be notified. They activate their procedures to alert people in individual halls via their resident assistants, phones, and signage.

- An e-mail may be sent to all people with wvu and mix addresses.
- The West Virginia home page (www.wvu.edu) is the focal point of the most complete information in all campus-related emergencies.
- University News and Information personnel will work with the news media— radio, TV, newspapers, and Internet — to help spread the word.
- Additional “phone tree” processes may be activated.

REMEMBER, WHEN YOU Receive:

- ALL HAZARDS text immediately seek shelter (**Shelter-In-Place**) in a safe location, and get more information.
- FIRE ALARMS immediately **evacuate** the building and move to a safe location

In both cases, following the above action, you should solicit additional clarifying information by all possible means...WVU Homepage, TV, radio, email, etc.

SECTION V: EMERGENCY PROCEDURES

1. WVU's Emergency Response Plan will be referenced for all emergencies. A copy of the link must be attached to the BEP.
2. The BEP focuses on two basic and immediate warning notifications:
 - a. **Fire Alarms** mean to immediately evacuate the building and proceed to your Outdoor Assembly Area.
 - b. **All Hazards Emergency Warning Text** means to immediately seek shelter (Shelter-In-Place) in a safe location within closest facility/building.
 - “Shelter-in-place” means seeking immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, earthquake, release of hazardous materials in the outside air, or a criminal/civil disturbance. When you receive the message, immediately go inside a building to a safe location and use all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.
3. Additional warning notifications will follow using the WVU Emergency Warning Notification System.

SECTION VI: EVACUATION

1. EVACUATION POLICY:

WVU policy requires immediate evacuation when any fire alarm sounds within a building. All employees, students and any other individuals within the building must **promptly** depart the building using designated exit routes.

a. Departments are responsible to ensure that all people in their building are aware of exit routes and location of their building Outdoor Assembly Area(s) (OAA).

b. Personnel may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.

c. All building occupants will follow instructions relevant to public safety issued by the Building Supervisor, or fire and police personnel.

d. After exiting building, occupants are to go directly to their designated Outdoor Assembly Area(s) and follow guidance provided by the Building Supervisor, Building Administrator(s) and emergency responders.

e. No one may re-enter building until authorized to do so by fire or police department officials.

2. GENERAL EVACUATION PROCEDURES--If you hear the fire alarm or are instructed to leave the building:

a. Immediately obey evacuation alarms and orders. Tell others to evacuate.

b. No one may remain inside a building when an evacuation is in progress.

c. Classes in session must evacuate.

d. If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.

e. When you evacuate, take keys, coat, purse and any other critical personal items with you to the Outdoor Assembly Area(s).

f. Close doors as rooms are vacated.

g. Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.

h. Note location of trapped and injured victims and notify emergency responders.

- i. Walk calmly but quickly to the nearest emergency exit.
- j. Use stairways only. **Do not use elevators.**
- k. Keep to the right side of corridors and stairwells as you exit.
- l. Proceed directly to your designated Outdoor Assembly Area(s). Stay away from the immediate area near the building you evacuated.
- m. Remain in Outdoor Assembly Area(s) until Roll Call is taken and instructions are given.
- n. Do not reenter the building until authorized fire or police department personnel give the “All Clear” instruction.

3. BUILDING SPECIFIC EVACUATION PROCEDURES

Evacuation procedures must take into account any specific building and occupant needs. Add maps, exit routes, other steps, actions, or precautions specific to your building or work area.

Insert your building specific evacuation procedures here. You can enter as much information as needed.

4. OUTDOOR ASSEMBLY AREA LOCATION

Determine an Outdoor Assembly Area (OAA—Roll Call) away from the building and in a location that will not interfere with emergency personnel.

(Describe your OAA, Outdoor Assembly Areas, your method of roll call and getting this information back to the building command team / first responder command post)

5. EVACUATION GUIDELINES FOR PEOPLE WITH DISABILITIES

a. General Policy (reference Appendix C, Emergency Response Plan for specific information that may be useful in developing your specific policy/procedures for your building):

Expand on any specific occupant disability procedures here.

b. Check on people with special needs during an evacuation. A “buddy system,” where people with disabilities arrange for volunteers (co-workers) to alert and assist them in an emergency is recommended.

c. **Only** attempt an emergency evacuation if you have had emergency assistance training **or** the person is in immediate danger and cannot wait for emergency services personnel. Buildings equipped with a fire sprinklers systems in work areas, may serve as a **temporary** area of refuge during a fire. This allows for individuals with disabilities to have the option, of staying at their assigned work areas until emergency personnel arrive.

d. **Always ask** someone with a disability how you can help **before** attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

e. Faculty and staff who are mobility impaired should let the Building Supervisor know the location of their usual work area and special needs. Document the information in the table below.

Names & Locations of Building Occupants with Special Emergency Needs

Name	Department	Room	Phone

SECTION VII: SHELTER-IN-PLACE

1. TYPES of Shelter-in-Place Events:

You may be required to Shelter in Place for events such as:

- a. Natural
 - i. Tornado warning
 - ii. High winds
- b. Man-Made
 - i. Active shooter
 - ii. Building intruder
 - iii. Civil disturbance
- c. As directed by police personnel for any other situation that requires you to find protection within a building.

2. WHEN TO SHELTER-IN-PLACE: You must **immediately** seek shelter in the nearest facility or building (preferably in a room with no windows) when:

- a. You receive an All Hazards Emergency Warning message.
- b. You are directed to do so by police or fire department personnel.

3. PROCEDURES: The WVU ALERT Warning System (text messaging system) will be used to notify the campus community of a “shelter in place” situation.

- a. If you are “sheltering” due to a **tornado warning**, immediately go to a safe location in your building.
 - 1) Proceed to the basement of any building that has a basement or sub-walk. Position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head.
 - 2) In high-rise (four stories or more) buildings, vacate the top floor and move to a lower floor or to the basement. Position yourself in an interior corridor away from glass. Be prepared to kneel facing the wall and cover your head.
 - 3) If time permits, occupants of wood-frame or brick buildings with wood floors should leave the building and go directly to a more substantial concrete building, preferably with a basement.
 - 4) Any occupant who encounters a student or visitor should direct them to take appropriate actions.

5) Any occupant that encounters a physically disabled individual should assist them if possible.

6) After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. WVU Homepage, TV, radio, email, etc.)

b. If you are “sheltering” due to a **hazardous materials (HAZMAT)** accidental release of toxic chemicals the air quality may be threatened and sheltering in place keeps you inside an area offering more protection. For a HAZMAT situation you should, if possible, take the following actions:

1) Close all windows and doors.

2) Turn heating/cooling systems (HVAC) off.

3) Move to the shelter in place location.

4) Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

5) Do not use elevators as they may pump air into or out of the building.

6) Any occupant that encounters a student or visitor should direct them to take appropriate actions.

7) Any occupant that encounters a physically disabled individual should assist them if possible.

8.) After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. WVU Homepage, TV, radio, email, etc.)

c. If you are “sheltering” due to an **active shooter, building intruder or a civil disturbance** on campus, immediately go to a safe location in your building (**normally the WVU Police Department will put out an ‘ALERT warning notification, by text/email’; this will be the primary notification method**).

If the threat is inside your building (active shooter); Get Out, if safely possible; if you can't safely get out, Hide Out, stay where you are and lock your suite or office door. If you are not in a location where the door can be locked, if at all possible make your way to an adjacent room for higher level security (if the option to flee the building 'safely' does not exist). SPREAD OUT, if sheltering with others (lock/block door way, turn off lights, silence phones, make a plan between yourselves). When you can safely do so, Call Out, to alert police and or others; Help Out others, when you can. Be prepared to possibly face the threat until police arrive, if so, Take Out the threat, if necessary. Keep in mind, there are no perfect answers...and too many possibilities to pre-plan for

everything. A presence of mind by basic pre-thinking, knowing your building/area and taking the 'Shot's Fired' course offered on the WVU Police website <http://police.wvu.edu/> is the first/most important step to take (even if the answers are not clear at this time)...this will help you to avoid panic!

REMEMBER:

The Police will be responding directly to the THREAT!

1) If possible, **GET OUT** (of the building/area where the threat is); if you can't get out, **HIDE OUT**, take refuge in a room that can be locked/barricaded, if possible. **CALL OUT** to alert police, and others, when you can safely do so.

2) When securing yourself in a room with others, **SPREAD OUT**, and make a plan to **TAKE OUT** the threat, should the threat enter your room before police arrive. Remember to close any window blinds to the hallway or other rooms, remain quiet, turn the lights off, and silence your cell phone (don't allow the threat any information someone may be there).

3) After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. WVU Homepage/Information screens, TV, radio, email, etc.)

4) Should Police enter the room you are sheltered in, **DO NOT** go to them, stay low (on your knees, or where you're hidden), show your open hands, and wait for the officer to question you. The officers may have to by-pass you/your group, and continue to the threat.

5) Take the **'SHOTS FIRED'** training, offered by University Police (through WVU Police website, or by a WVU Police training session)

4. BUILDING SPECIFIC SHELTER IN PLACE PROCEDURES AND LOCATIONS FOR HAZARDOUS ENVIRONMENT/WEATHER RELATED THREATS

Shelter-in-Place procedures must take into account any specific building and occupant needs. Add maps, routes, other steps, actions, or precautions specific to your building or work area. Specify your environmental/weather related shelter-in-place locations. Use the lowest floor, avoiding rooms with outside windows, if possible, and seek additional information.

Insert your building specific shelter in place procedures here. You can enter as much information as needed.

APPENDICES

APPENDIX A: Acronyms and Term Definitions

Acronyms

BCT: Building Command Team

BEP: Building Emergency Plan

BS: Building Supervisor

Mon EMS: Monongalia County Emergency Medical Services

OAA: Outdoor Assembly Area

MFD: Morgantown Fire Department

UPD: West Virginia University Police Department

WVU EH&S: WVU Environment Health and Safety Department

APPENDIX B: Resource List

University Police Emergency Planning Unit: 3-2677

The office serves as the focal point for emergency preparedness questions and issues. Its web site can be found at <http://police.wvu.edu/emergency-management>

Environmental Health and Safety: 3-3792/5

Information on various safety topics, including hazard evaluations and employee training can be found online at <http://ehs.wvu.edu/>

Facilities Management: 3-4357

Installation and repair of facility safety equipment; maintenance services can be found online at <http://facilitiesmanagement.wvu.edu/>

West Virginia University Police: 3-3136

Information on personal safety in the workplace, Emergency Planning/Preparedness, Violence Prevention Training, can be found online at <http://police.wvu.edu>

ATTACHMENT 1

The WVU Emergency Response Plan is located at:

<http://police.wvu.edu/emergency-management/emergency-response-plan>

Note: This is WVU's overall Emergency Response Plan, not building specific.

ATTACHMENT 2

Building Emergency Plan

TRAINING PRESENTATION TEMPLATE

Note: The following link will take you to a template for Building Supervisor/Command Team to use in developing a training presentation for building occupants. Use the appropriate information within your BEP to build the power point training presentation.

REMEMBER THAT THE *ACTUAL BUILDING EMERGENCY PLAN*
DEVELOPED FOR YOUR *SPECIFIC BUILDING*
IS *PUBLIC SAFETY SENSITIVE* AND NOT FOR GENERAL
DISTRIBUTION.

LINK ADDRESS: <http://police.wvu.edu/emergency-management>

(in the right-hand side menu, 'Building Emergency Plan Presentation')

Or, the above power point presentation can be obtained
by emailing Joshua.cook@mail.wvu.edu