

FAIRMONT STATE UNIVERSITY

PIERPONT COMMUNITY & TECHNICAL COLLEGE

Emergency Guide

January 1, 2010

EMERGENCY CONTACTS

Police/Fire/Rescue	911
Campus Police EMERGENCY Line	(304) 367-4357 (HELP)
Threat Assessment Team	(304) 367-4157
Student Security Escort Services	(304) 367-4157
Student Counseling	(304) 367-4215
Information Technology Services	(304) 367-4131

EMERGENCY CONTACTS

MY BUILDING/RESIDENCE EMERGENCY INFORMATION

My building/residence hall

Fire alarms are located _____

Fire extinguishers are located _____

Emergency exits are located _____

Tornado shelters are located _____

Defibrillators are located _____

Person(s) trained in CPR _____

Evacuation meeting place _____

People needing help during evacuation _____

Nearest emergency call box is located _____

MY BUILDING/RESIDENCE EMERGENCY INFORMATION

WEATHER OR EMERGENCY CLOSING INFORMATION

- Read and listen to media announcements.
- Check the FSU or Pierpont web site for official word and full details. www.fairmontstate.edu or www.pierpont.edu
- Check the main phone number for announcements (304) 367-4000 or 800-641-5678

The Institution will contact the following Media:

RADIO

Fantasia Broadcasting WMMN (920 AM)
WTCS (1490 AM)
WRLF 94.3 (FM)

Froggy Country 102.7 FM
92.7 FM
103.7 FM

WV Radio Corporation WKKW (97.9 FM)
WVAQ (101.9 FM)
WAJR (1440 AM)

WV Public Radio Morgantown 90.9 FM
Clarksburg 107.3 FM
Buckhannon 88.9 FM; Elkins 88.5 FM

TELEVISION

WBOY Channel 12
WDTV Channel 5

NEWSPAPER (These newspapers will be notified when the change is known in time to meet printing deadlines.)

Times West Virginian
Dominion Post
Exponent-Telegram

MEDICAL EMERGENCY

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person's life or long term health.

After you have called 911, there are several things you can do until Emergency Responders arrive. These simple procedures will greatly aid the Emergency Responders and the patient they will treat.

- Notify Campus Police at (304) 367-4357 immediately.
- Provide first aid to the best of your ability (if trained).
- Use universal precautions to prevent your exposure to bodily fluids.
- Refrain from moving the patient unless it is absolutely necessary for safety reasons.
- If you determine that the patient has no pulse and is not breathing, begin cardiopulmonary resuscitation (CPR), but only if you have been trained in this life saving technique.
- Stay calm. Then reassure the patient that help is on the way.
- Make the patient as comfortable as possible.
- If possible, identify any medication the patient is prescribed.
- If not able to assist medically, keep clear of the area for emergency personnel.

MEDICAL EMERGENCY

MENTAL HEALTH EMERGENCY

A mental health emergency is a situation in which an individual is experiencing mental, emotional and/or psychological disturbances and stress that may result in a threat or harm to her/himself and/or others.

In the event of a mental health emergency, constituting an immediate threat to self or others, notify FSU Campus Police at (304) 367-4357.

In non-emergency situations, refer students to the Counseling Center and Student Affairs Center in Colebank Hall; refer faculty and staff to Human Resources. If appropriate, walk the individual over to the Counseling Center or to Human Resources.

- Express your concerns directly to the individual.
- Make referral in the presence of the individual and offer to accompany them.
- Watch for changes in behavior.
 - Significant changes in academic or work performance;
 - Changes in hygiene, speech, attentiveness or social interaction;
 - Changes in eating or sleeping patterns,
 - Excessive drinking or drug use;
 - Sever loss of emotional control;
 - High levels of irritability;
 - Impaired speech or garbled/disjointed thoughts;
 - Excessively morbid, violent or depressing themes in written assignments;
 - Expression of suicidal or violent thoughts.

Concerns for an individual's emotional well-being should be reported to the Threat Assessment Team at (304) 367-4157 regardless of whether or not the individual wishes to seek services.

Report any violence or threat of violence to Campus Police immediately at (304) 367-4357.

MENTAL HEALTH EMERGENCY

MENACING BEHAVIOR

Menacing behavior is expressing or showing an intention to inflict injury or damage upon someone or something.

- Call Campus Police at (304) 367-4357.
- Have someone else call if you are unable to do so.
- Provide the address, location, and all possible details to the dispatcher.
- De-escalate the situation if possible; if not possible, get to a safe place.
- Do not provoke or become involved in the disruptive behavior.
- Do not argue, yell or joke with the individual.
- Limit eye contact with the individual.
- Stay out of arm's reach of the individual.
- Do not touch the person.
- If the disturbance is outside, stay away from doors and windows. Remain inside.
- Do not allow menacing behavior to go unreported. Alert the Campus Police Department.

Refer to the Shooting Incident section of this Crisis Management guide if the individual begins using a weapon or gunshots are fired.

MENACING BEHAVIOR

SHOOTING INCIDENT

This type of incident is unpredictable, and your immediate response depends on the situation you encounter.

If it is possible to do so SAFELY, exit the building immediately, moving away from the immediate path of danger, and take the following steps:

Call 911 or (304) 367-4357 if you can.

1. Evacuate to a safe area away from the danger and take protective cover; notify anyone you may encounter. Keep hands visible at all times.
2. If not safe to evacuate, go to the nearest room.
 - Close and lock the door.
 - Turn off the lights.
 - Stay away from doors and windows.
 - Keep quiet.
 - Stay there until assistance arrives.
3. If unable to evacuate or seek a secured location, fight with everything you have in order to save your life.
4. Individuals not in harm's way are to take protective cover, staying away from windows and doors until notified otherwise.

EXPLOSIONS

- Call 911, (304) 367-4357 — **(DO NOT use cell phone, electronic devices or any electrical device that could spark further explosions.)**
- Remain calm.
- Immediately seek cover in safe place or evacuate if safe to do so.
- Do not use elevators in case of fire.
- If able to get outside, move to a distance of at least 500 feet away from the blast.
- Do not return to the area.
- Leave the building and move away from it.
- If trapped, signal for help.

When a fire alarm sounds, complete evacuation is REQUIRED. Close doors and windows as you leave if feasible. Walk, do not run, to the nearest stairway exit and proceed to ground level.

The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops. Notify police and/or firefighters on the scene if you suspect someone may be trapped inside the building.

EXPLOSIONS

FIRE

- Call 911 or (304) 367-4357 to report the location and size of fire. Always call from a safe location.
- Alert people in the immediate area of the fire and evacuate.
- Confine the fire by closing doors as you leave.
- Activate a fire alarm by pulling on an alarm box on your way out of the building.
- Evacuate the building. Do not use elevators unless directed to do so by authorized emergency personnel.
- Do not re-enter the building until authorized emergency personnel give the “all clear” signal.
- If you notice smoke or fire in your path, use alternative exit routes.
- If heat or flames block your exit routes, stay in the room with the door closed. Consider ways to signal for help, including calling 911 or (304) 367-4357, or signaling from window if possible.
- If possible call (304) 367-4357 to advise authorities you are trapped in the building.
- Report all fires, even those which have been extinguished, to Campus Police at (304) 367-4357.

If you must use a fire extinguisher:

Pull the safety pin on the grip handle.

Aim the nozzle at the base of the fire.

Squeeze the handles all the way together.

Sweep the extinguisher from side to side.

Nearest fire extinguisher _____

Note: There are different types of fire extinguishers for use on different types of fires. Familiarize yourself with the type and operation of fire extinguishers in your work area.

(Continued)

HOW TO SURVIVE A BUILDING FIRE:

- Know the building. Take time to familiarize yourself with the layout of the building such as:
 - Emergency evacuation for your floor
 - Locations of all pull stations on your floor
 - Locations of all fire extinguishers on your floor
- Crawl if there is smoke. Cleaner air will be near the floor. If you are caught in smoke, get down and crawl on your hands and knees.
- Go to the nearest exit or stairway. If the nearest exit is blocked by fire, heat, or smoke, go to another exit. USE AN EXIT STAIRWAY – DO NOT USE ELEVATOR. If the stairway fire doors are closed, they will keep fire and smoke out and protect you until you are outside. Close doors behind you to confine fire and smoke.

IF YOU ARE ON FIRE:

- Stop, drop, and roll. If your clothes are on fire, stop, drop, and roll wherever you are. Rolling will smother the flames.
- Cool down burns. Immediately use cool water on burns. DO NOT use ointments, butter, or lard. Seek medical attention immediately.

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FIRE DRILLS:

- Periodic unannounced fire drills will be conducted as required by West Virginia State Law. ANY TIME a fire alarm sounds, building occupants must vacate in accordance with instructions given by the proper authorities. Failure to vacate may result in citation, fine, or disciplinary action.

STAFF RESPONSIBILITIES

- No staff member shall silence an alarm until after the proper authorities have secured the building.
- All staff members will comply with requests from Campus Police and/or other emergency response. No staff member should enter any area that appears unsafe. Staff priority is to evacuate the building and instruct and assist others to do the same.
- Staff members are required to file an incident report with the proper authorities by 8:00 a.m. the following day.

AFTER A FIRE ALARM:

- No person shall return to the building until directed to by campus officials or the Fire Department.

EXPLOSIVE DEVICE / POTENTIAL EXPLOSIVE DEVICE / BOMB THREAT

ALL BOMB THREATS ARE TO BE TAKEN SERIOUSLY. NOTIFY CAMPUS POLICE AT (304) 367-4357 IMMEDIATELY.

- Call from another location or emergency call box. **(DO NOT use a cell phone or other communication device.)**
- Remain calm.
- Do not operate any light or power switches.

If you receive a bomb threat by telephone, remain calm, write down the caller's exact words and note the time of the call. Check for caller ID information. Listen for background noises. Ask the caller:

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- What is your name and address?

If you receive a bomb threat in written form:

- Notify Campus Police at (304) 367-4357 immediately. **(DO NOT use radios, pagers or cell phones as they can trigger an explosive device.)**
- Do a quick visual inspection of your area. Do not touch or move any suspicious objects.
- If you are told to evacuate the area by authorized emergency personnel, take your notes about the call with you.
- Follow your unit's evacuation procedures which are:

EXPLOSIVE DEVICE / POTENTIAL EXPLOSIVE DEVICE / BOMB THREAT

HAZARDOUS MATERIALS

Placards or signs are posted outside all rooms containing hazardous materials or equipment.

CHEMICAL SPILLS:

Detailed safety procedures are in place in all campus laboratories where dangerous materials are used and stored. If you encounter a chemical spill and no trained individuals are in the area:

- Notify Campus Police at (304) 367-4357
- DO NOT walk into or touch any spilled material.
- Avoid inhaling fumes, smoke and vapors, even if no hazardous materials are involved.
- ISOLATE the area by sealing it off or closing doors.
- Notify people in neighboring offices and classrooms.
- Turn off space heaters and extinguish open flames in the area.
- EVACUATE the affected area or building and do not re-enter the area until told to do so by authorized emergency personnel.
- Most chemicals are odorless so remember just because you can't smell it doesn't mean it's not harming you.

RADIOACTIVE MATERIALS

Minimal radioactive materials are utilized in some campus laboratories. Those that might be encountered are considered low-level sources of radiation and pose minimal threat when properly stored and handled. If you encounter what you believe to be radioactive material:

- Notify Campus Police at (304) 367-4357.
- DO NOT touch the material.
- ISOLATE the area by sealing it off or closing doors.
- Notify people in neighboring offices and classrooms.

EVACUATION

Leave your building immediately when an alarm sounds or if you are instructed to do so by authorized emergency personnel.

EVACUATION PROCEDURES:

- Remain calm.
- Evacuate in a safe and orderly manner.
- Gather personal belongings (medication, keys, purses, etc.), but only if safe to do so.
- DO NOT use elevators unless authorized emergency personnel tell you to do so.
- Turn off all electronics, including computers.
- Provide assistance for those with disabilities. Refer to the Evacuation Procedures for Persons with Disabilities section of this guide.
- Go to the identified assembly area which should be at least 300 feet away from the building unless directed to another location by Campus Police or properly identified emergency personnel.
- Remain with your class/office so a full accounting can be made.
- Notify Campus Police or emergency personnel of any missing or trapped persons.
- Follow all directions from Campus Police or other authorities present.

My identified evacuation assembly area is: _____.

EVACUATION

EVACUATING PERSONS WITH DISABILITIES

Instructors and supervisors should be proactive and be aware of people who will need assistance.

ASSISTING BLIND/VISUALLY IMPAIRED:

- Clearly announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, and alert him/her to obstacles along the way.
- Keep them informed of what is happening.

ASSISTING DEAF/HEARING IMPAIRED:

- Turn lights on and off to gain the person's attention.
- Indicate directions with gestures or a written note.

ASSISTING MOBILITY IMPAIRED/WHEELCHAIR USERS:

- Elevators should not be used to move people with disabilities.
- Seek volunteers to assist students/personnel with physical disabilities to the nearest enclosed stairway or designated areas for rescue assistance.
- One individual should remain with the person(s) if it can be done without unreasonable personal risk.
- Others should advise emergency personnel of the location so that the evacuation can be completed.
- If an imminent danger situation exists and the person requests assistance in evacuation before emergency personnel can arrive, assist in finding volunteers to evacuate the person per his/her instructions.

IF YOU ARE PHYSICALLY CHALLENGED (EVEN TEMPORARILY) OR VISUALLY IMPAIRED:

- If you are physically challenged, you should:
 - Be educated about fire safety.
 - Plan ahead for emergency situations.
 - Be aware of your capabilities and limitations.
 - Notify proper authorities of your conditions so aid may be given in case of a fire.
- In case of a fire, look for places of refuge, like stair enclosures or behind fire doors. **ELEVATORS WILL NOT OPERATE WHEN THE ALARM SOUNDS AND ARE NOT SAFE TO USE DURING FIRES.** It may be better to stay in your room.
- Visually impaired should take the hand of another person to assist with exiting the building.
- Persons confined to a wheelchair or crutches should not attempt to evacuate the building using these devices unless they have ramped or level access to a designated exit. If access to one of these exits is unavailable, proceed to the nearest fire exit and wait for emergency personnel assistance.

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If you are required to leave the building immediately, but are unable to (because of physical disability, injury or obstruction):

- Go to the nearest area of safe refuge.
- Notify Campus Police at (304) 367-4357.
- Signal out the window to emergency responders if possible.
- Remain calm.

My identified safe refuge area is: _____.

STAFF RESPONSIBILITIES:

- No staff member shall silence an alarm until after the property authorities have secured the building.
- All staff members will comply with requests from Campus Police and/or other emergency response. No staff member should enter any area that appears unsafe. Staff priority is to evacuate the building and instruct and assist others to do the same.
- Staff members are required to file an incident with the proper authorities by 8:00 a.m. the following day.

SUSPICIOUS MAIL / PACKAGES

If you see or are holding a suspicious package/object:

- **DO NOT use a cell phone as it can trigger an explosive device.**
- Do not physically touch the object.
- Move away from suspicious items.
- Leave the immediate area.
- Call (304) 367-4357 or (304) 367-4157 from a landline or emergency call box.
- Evacuate others from the immediate area.
- Gently set the item down on a solid surface or on the floor. If there is powder or liquid, try to set item down in a container, for example a trash can or bucket.
- Follow police instructions.

SUSPICIOUS MAIL / PACKAGES

UTILITIES / POWER OUTAGE

In the event of a major utility failure, call the Physical Plant at (304) 367-4110 if between 8:00 a.m. and 4:00 p.m. Monday through Friday. At all other times, or if unable to reach Physical Plant, contact Campus Police at (304) 367-4357.

- Remain calm; move cautiously to a lighted area.
- Turn off and unplug computers and other voltage-sensitive equipment.
- Provide assistance to others if necessary.

ELECTRICAL OUTAGE:

- Evacuate the building if the fire alarm sounds or upon notification by authorized emergency personnel.
- In laboratory buildings, fume hoods do not operate during power outage and most laboratories should not be used until the ventilation is properly restored.

GAS LEAK/UNUSUAL ODORS:

- Cease all operations immediately.
- **DO NOT use cell phones or other electronic equipment.**
- Do not switch lights on or off.
- Evacuate as soon as possible.

FLOODING/PLUMBING FAILURE

- Cease using all electrical equipment.
- Avoid contact with the water.
- Evacuate the building.

WEATHER EMERGENCIES

Campus Police is equipped with weather alert station which is on at all times.

Report any injury/damage to the Campus Police dispatcher at (304) 367-4357. Provide as much information as possible to respond to the emergency.

WATCH: Conditions are favorable for the development of severe weather. Everyone should closely monitor the weather station radio or computer as the situation progresses.

WARNING: Severe weather has actually been observed, and there is an imminent threat. Listen closely to instructions provided by weather radios/emergency officials.

THUNDERSTORMS:

- Frequently have high winds, cloud to ground lightening, heavy rain, and can produce tornados.
- STAY AWAY from windows and draw shades or blinds to reduce injury from flying glass.
- Minimize use of electric appliances.

SNOW:

- Monitor media announcements.
- For official information and full details check the web site www.fairmontstate.edu. or www.pierpont.edu.
- When public schools close in Doddridge, Preston, Barbour, Taylor, Randolph, Calhoun, Gilmer and Upshur counties, off-campus courses for Pierpont in that particular county are canceled. There will be no media announcement.

Pierpont classes offered in Monongalia, Lewis and Braxton can operate if public schools are closed in those counties, so they will follow the same closings/delay schedule as main campus. The Robert C. Byrd National Aerospace Education Center and the Gaston Caperton Center in Harrison County also follow the same closings/delay schedule as main campus.

- In the event of a 2 hour delay, classes scheduled before 10:00 a.m. will be canceled. All classes starting at 10:00 a.m. or later will operate on their normal schedule. Staff members are to report as close to their normal start times as possible.
- USE GOOD JUDGEMENT WHEN DECIDING IF YOU CAN ARRIVE ON CAMPUS SAFELY.

TORNADOS:

- Alert system will be activated when there is a TORNADO WARNING, and you should SEEK SHELTER IMMEDIATELY in designated shelter locations.
- Stay away from windows and doors to prevent injury from glass or other flying objects.
- DO NOT go outdoors to see the storm.
- If you are in a vehicle, seek shelter in a building, ditch, or other safe place. Automobiles are very dangerous during high winds.
- Once the storm has cleared, notify Campus Police at (304) 367-4357 of any damages or injuries.

FLOODS:

- Secure vital equipment, records, and chemicals. Shut off all electrical equipment. Secure all laboratory experiments.
- Move to HIGHER, SAFER GROUND.
- DO NOT return to your building unless you have been instructed to do so by the Campus Police Department or emergency personnel.
- If flood water rises, DO NOT attempt to wade or travel through the water. Even small amounts of water can be very dangerous.

My designated shelter for tornado warning is: _____.

WEATHER EMERGENCIES

LOCKDOWN

A lockdown is ordered any time it is unsafe to leave the building. A lockdown will be ordered by the Campus Police Department or other designated authority. You may be notified of a lockdown by various means including public address systems, paging notification systems, mass e-mails, text messaging, web site, telephone notification or other means available based on circumstances of the incident.

DURING LOCKDOWN YOU SHOULD:

- Remain calm.
- Remain in your assigned area so a full accounting can be made of everyone inside of the building.
- Close and lock doors. Stay away from all windows and doors. Turn off all lights and remain silent. **DO NOT use cell phones** except for emergency notification to Campus Police at (304) 367-4357.
- Move to a location in the room which is not visible to someone looking through the door. If gunshots are heard everyone should move to the floor.
- Students and staff in hallways or other open areas must proceed immediately to a classroom or office where they can safely be locked in. If a classroom or office door is locked, proceed to the next closest available room to take cover.
- If you see someone other than emergency personnel attempting to enter the building notify (304) 367-4357 IMMEDIATELY.
- **NO ONE SHOULD LEAVE THE SECURED ROOM UNTIL DIRECTED TO DO SO BY THE AUTHORIZED EMERGENCY PERSONNEL.**
- If building becomes unsafe, evacuate only if safe to do so.

EMERGENCY COMMUNICATIONS

During emergencies, campus crisis communications protocol calls for speedy notification of emergency responders and all members of the campus community. The various communication resources that can be used in a given situation include:

PUBLIC ADDRESS SYSTEMS	Falcon Center Main quad area, Education Building
BROADCAST VOICEMAIL	All campus VOIP phones
EMERGENCY TEXT MESSAGING	Available by subscription by opting in on web page.
E-MAIL SYSTEMS	@students.fairmontstate.edu @students.pierpont.edu @fairmontstate.edu @pierpont.edu
WEB SITE	www.fairmontstate.edu www.pierpont.edu
WEATHER RADIOS	Campus Police
EAS (EMERGENCY ALERT SYSTEM)	The national system which supersedes the Emergency Broadcast System and is jointly administered by the FCC, FEMA, and the National Weather Service and which Broadcasts emergency alerts via radio and television.

MEDIA

RADIO

FANTASIA BROADCASTING

- WMMN (920 AM), WTCS(1490 AM), WRLF (94.3 FM)

FROGGY COUNTRY

- 102.7 FM, 92.7 FM, 103.7 FM

WV RADIO CORPORATION

- WKKW (97.9 FM), WVAQ (101.9 FM), WAJR (1440 AM)

WV PUBLIC RADIO

- MORGANTOWN (90.9 FM), CLARKSBURG (107.3 FM), BUCKHANNON (88.9 FM), ELKINS (88.5 FM)

TELEVISION

- WBOY Channel 12
- WDTV Channel 5

NEWSPAPER (These newspapers will be notified when the change is known in time to meet printing deadlines.)

- TIMES WEST VIRGINIAN
- DOMINION POST
- CLARKSBURG EXPONENT-TELEGRAM

EMERGENCY COMMUNICATIONS

PERSONAL INJURIES (WORKER'S COMPENSATION)

- Seek medical attention.
- Contact immediate supervisor.
- Contact CAMPUS SAFETY SPECIALIST at (304) 367-4985.
- Complete Occupational Injury/Illness Report and submit to Campus Safety Specialist.
- Participate in the Return to Work Program (if necessary).

MISSING STUDENT

To report a missing student:

- Call Campus Police at (304) 367-4357.
- Provide as much information as possible about student such as: clothing, height, weight, hair color, automobile, etc.

MISSING STUDENT

EMERGENCY GUIDE

FAIRMONT
STATE UNIVERSITY™

PIERPONT
COMMUNITY & TECHNICAL COLLEGE™

January 2010

To: The Fairmont State University and
Pierpont Community & Technical College Community

From: Presidents Thomas L. Krepel and Blair Montgomery

Re: Emergency Guide

Emergency response planning for our shared campus is a responsibility that the administrations of Fairmont State University and Pierpont Community & Technical College take seriously. Planning for campus emergencies is an ongoing process that requires attention from each of us.

Enclosed is a copy of our updated Emergency Guide. Every employee should receive a copy of the guide, which is designed to provide users with quick and easily accessed basic information on recommended responses to a wide array of potential emergencies. We ask that you keep your copy in a location where you can find it quickly.

All supervisors should review the guide's content with their employees. Please fill out sections of the guide pertaining to your individual unit. Thorough review and complete information are vital to effective emergency planning at all levels.

Copies of the Emergency Guide will be posted in classrooms and laboratories across campus and will be available on the FSU and Pierpont web sites.

Recognizing that no single set of instructions can anticipate all types of potential emergencies, we encourage you to give us feedback on this publication by sending comments or suggestions to the FSU President's Office, Room 222, Hardway Hall.

In an emergency, individual actions can make a big difference. We thank you for your personal commitment to keeping our campus as safe as possible.