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# **Emergency Response Plan**

## **Hazard Specific Checklists**

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## **Disclaimer**

These procedures and checklists provide simple general response guidelines for WVU Beckley response staff for various hazards. They do not replace sound judgment, nor do they provide the level of detail necessary for such operations.

Many WVU Beckley departments, such as Environmental Health and Public Safety, have additional operational plans that reference Federal and State standards, such as the Occupational Health and Safety Administration. The attached checklists should be validated against these detailed internal plans to ensure consistency and a uniformed response, and a signature/date line for the appropriate responsible party should be added to each checklist.

## HSC – 1 Weather Emergency

### Lead Agencies

Department of Administration, Finance, and Human Resources,  
Department of Public Safety

### Possible Weather Conditions

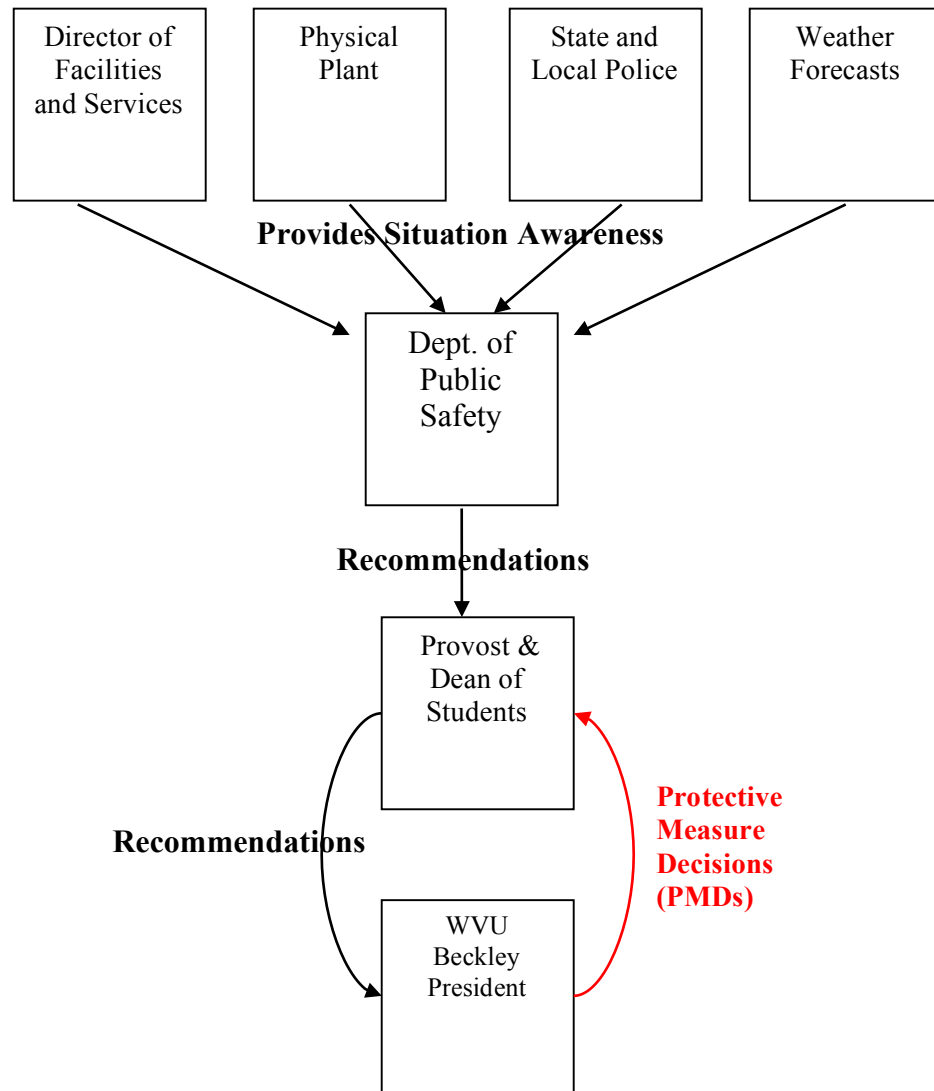
- Snowstorm
- Ice storm
- Major power outage resulting from severe weather
- High winds
- Floods
- Thunderstorm
- Lightning
- Tornadoes
- Sinkholes

### Protective Measure Decisions (PMDs)

The WVU Beckley President or designee may authorize one of the following PMDs in response to an impending or actual weather emergency (see Figure 1 for diagram of the protective measure decision-making process for weather emergencies).

- Close** entire WVU Beckley campus, including classes, activities, offices, transportation, and services (except emergency and health).
- Cancel** certain activities, such as night classes, extracurricular activities, outdoor activities, classes, etc.
- Delay** normal starting times for classes, activities, offices.
- Early Dismissal** – Halt work/school activities immediately or at a set time.
- Shelter-in-Place** – Used for immediate hazards, such as lightning and tornadoes.
- Declare Emergency Response Level 3 (ERL 3)** if there is a severe weather situation or after a major weather event with significant damage to life, health, safety, or property. Activate the campus EOC and implement emergency response plan.

**Figure 1. Protective Measure Decision-Making Process for Weather Emergencies**



## **Notifications**

### **Chief of University Police**

- Collects information from department's duty officer, Physical Plant, State Police, local police, and weather forecasters.
- Announces actions of the WVU Beckley President, Director of Facilities and Services Units (Physical Plant, and Public Safety). If any of the PMDs has been activated then the University Police will notify the radios and televisions stations.
- In the absence of the Chief of University Police, the Sergeant of University Police or designee is designated to serve in this capacity.

### **Director for Administration**

- Advises WVU Beckley President with recommendations from the Chief of University Police and from the Director for Facilities and Services.
- Approves content of official news releases, announcements, and taped phone messages.
- Announces conditions to all internal units, including President, all Deans, Department Chairs, and Director for Human Resources.

### **Telecommunications and Network Services**

Places information message on intranet and Internet servers.

### **Report**

- A report of the incident is provided to the President.

**Table 1. Weather Emergency Notifications**

Situation	Emergency Response Level	Primary Notifications by WVU Beckley Public Safety Department	Contacts	Secondary Notifications	Possible Protective Measure Decisions (PMDs)	PMD Notifications
Impending or actual weather condition, such as snowstorm, tornado	ERL 1	Chief of University Police  Director for Facilities and Services  Campus President	→		Close school  Cancel school  Delay starting time  Halt school  Shelter in place	Faculty <i>by Supervisors</i> Staff <i>by Supervisors</i> Students  Intranet <i>by Network staff</i>  WVU Beckley phone system <i>by Network/Telecommunications staff</i>  Blast e-mail to students, staff
	ERL 2	Chief of University Police  Director for Facilities and Services  Campus President			Close school  Cancel school  Delay starting time  Halt school  Shelter in place	Faculty <i>by Supervisors</i> Staff <i>by Supervisors</i> Students  Intranet <i>by Network staff</i>  WVU Beckley phone system <i>by Network/Telecommunications staff</i>  Blast e-mail to students, staff

## **HSC – 2 Hazardous Materials**

### **HSC – 2a Chemical Spill/Release**

#### **Lead Agencies**

Department of Public Safety  
Environmental Health and Safety

#### **Initial Notifications**

Preliminary investigation will determine whether the incident is a law enforcement issue or strictly an environmental health and safety issue. If the incident is of a law enforcement nature, refer to HSC-7, Terrorism. At all times, health and safety should remain paramount in the response operations.

#### **Chemical Spill/Release**

Whenever toxic solids, liquids, or vapors are released on WVU Beckley property, every effort shall be made to protect students, employees, visitors, and members of participating units and agencies assisting at the incident site.

#### **Responses**

##### **Emergency Response Level 1**

- Each department or unit that works with chemicals employs its own containment/spill procedures in the event of a small unintentional release of less than 1 liter and not extremely toxic.
- At the onset of the release, the department evacuates the area and notifies Environment Health and Safety and the Department of Public Safety (University Police) of type of chemical and approximate quantity.
- Environmental Health and Safety dispatches a hazardous waste specialist or technician to provide additional support in containment and cleanup if assistance is required.

##### **Emergency Response Level 2**

- If the release cannot be abated with on-site containment procedures, evacuation of building occupants will begin.
- The chemical hygiene officer notifies Environmental Health and Safety and the Department of Public Safety (University Police) of the type of chemical, the approximate quantity, and the need for additional assistance.

- Environmental Health and Safety dispatches a hazardous waste specialist or technician to implement containment and clean-up procedures.
- Environmental Health and Safety requests an off-campus emergency response based on toxicity and quantity of chemical released.

### **Emergency Response Level 3**

- If the chemical release is extremely toxic or in an amount larger than can be contained locally, the chemical hygiene officer begins evacuation of the building and notifies Environmental Health and Safety and the WVU Beckley Department of Public Safety.
- RECCA/WVU Beckley Department of Public Safety notifies the Beckley Fire Department by direct line telephone with the following information:
  - Nature of emergency and exact location
  - Title and unit/department of caller
  - RECCA/Department of Public Safety
  - Name of chemical hygiene officer
- RECCA activates the County's Emergency Operations Center.
- WVU Beckley follows the county's established emergency response plan and protocol.
- Building occupants evacuate the building and remain at a safe distance, upwind, until:
  - Chemical release containment and cleanup have been accomplished.
  - People who have been exposed or injured have been removed.
  - The jurisdiction declares the building safe to reenter (see Appendix A – Building Evacuation/Closure).
- Environmental Health and Safety dispatches a hazardous waste specialist or technician to assist with containment and clean-up procedures.
- If the release cannot be abated with containment procedures, Environmental Health and Safety notifies off-campus emergency responders based on toxicity and quantity of chemical released.

### **Report**

- A report of the incident is provided to the President.



## **HSC – 2 Hazardous Materials**

### **HSC – 2b Biohazard Spill/Release**

#### **Lead Agencies**

Department of Public Safety  
Environmental Health and Safety

#### **Initial Notifications**

Preliminary investigation will determine whether the incident is a law enforcement issue or strictly an environmental health and safety issue. If the incident is of a law enforcement nature, then refer to HSC-7, Terrorism. At all times, health and safety should remain paramount in the response operations.

#### **Biohazard Spill/Release**

Whenever toxic solids, liquids, or vapors are released on WVU Beckley property, every effort shall be made to protect students, employees, visitors, and members of participating units and agencies assisting at the incident site.

#### **Responses**

##### **Emergency Response Level 1**

- Each department or unit that works with biohazards will employ its own containment/spill procedures in the event of an unintentional release that does not pose a serious threat to people or the environment.
- At the onset of the release, the department will notify Biological Safety of the type of biohazard and approximate quantity.
- Biological Safety will provide additional support in containment and cleanup if assistance is required.

##### **Emergency Response Level 2**

- If the release cannot be abated with on-site containment procedures, evacuation of building occupants will begin if the Biosafety Officer thinks it necessary.
- The Biosafety Officer will notify the WVU Beckley Department of Public Safety of the type of biohazard and approximate quantity.

- Biological Safety will request an off-campus emergency response based on virulence and quantity of biohazard released.

### **Emergency Response Level 3**

- If the biohazard release is extremely virulent or in an amount larger than can be contained locally, the Biosafety Officer will begin evacuation of the building if appropriate, and notify the WVU Beckley Department of Public Safety.
- RECCA/WVU Beckley Department of Public Safety notifies the Beckley Fire Department by direct line telephone and provides the following information:
  - Nature of emergency and exact location
  - Title and unit/department of caller
  - RECCA/WVU Beckley Department of Public Safety
  - Name of Biosafety Officer
- RECCA activates the County Emergency Operations Center.
- WVU Beckley follows the county's established emergency response plan and protocol.
- Building occupants evacuate the building and remain at a safe distance, upwind, until:
  - Biohazard release containment and cleanup have been accomplished.
  - People who have been exposed or injured have been removed.
  - The jurisdiction declares the building safe to reenter (see Appendix C – Building Evacuation/Closure).
- If the release cannot be abated with containment procedures, Biological Safety will notify off-campus emergency responders based on virulence and quantity of biohazard released.

### **Report**

- A report of the incident is provided to the President.

## **HSC – 2 Hazardous Materials**

### **HSC – 2c Radiation Spill/Release**

#### **Lead Agencies**

Radiation Safety Department  
Department of Public Safety

#### **Initial Notifications**

Preliminary investigation will determine whether the incident is a law enforcement issue or strictly an environmental health and safety issue. If the incident is of a law enforcement nature, then refer to HSC-7, Terrorism. At all times, health and safety should remain paramount in the response operations.

#### **Radiation Spill/Release**

Whenever toxic solids, liquids, or vapors are released on WVU Beckley property, every effort shall be made to protect students, employees, visitors, and members of participating units and agencies assisting at the incident site.

#### **Spills/Releases of Radioactive Materials**

Incidents that involve radioactive materials have the potential for serious contamination of personnel. Following these emergency guidelines will aid in mitigation and remediation of major radiological incidents, reduce radiation exposure to others, and minimize the spread of radioactive contamination.

#### **Responses**

##### **Emergency Response Level 1**

- Clear the room of all people NOT involved in the spill (individuals who may have been involved should remain near the area for survey and possible decontamination).
- Contain the spill to the area involved by any feasible containment means. DO NOT remain inside of spill area once contained.
- Secure the area by marking spill areas, sealing rooms, or posting guards outside spill areas to prevent additional entry until Radiation Safety Services staff arrives.
- Report incident immediately to Radiation Safety Services. Provide information such as building, floor, room number, phone number contact, and brief description of the incident.

- Decontamination procedures are administered by Radiation Safety Services personnel and the Radiation Safety Office (RSO).
- If a spill is believed by personnel reporting the incident to be deliberate, they should inform Radiation Safety Services at the time of their report.
- Incidents involving a release of airborne contamination (dust, mists, fumes, vapors, gases, aerosols):
  - Evacuate laboratory immediately. If the source can be accessed easily and time permits, hold your breath and attempt to shut off the source of contamination. If the attempt fails, evacuate immediately. Do not jeopardize health and safety.
  - Shut all doors to the laboratory.
  - Call Physical Plant and have the HVAC to that lab shut down.
  - Notify Radiation Safety Services immediately; they will assess the situation and supervise re-entry to the area.
  - Post a guard to ensure that no one enters the laboratory.
  - Assemble everyone who was in the laboratory at the time of release. The place of assembly should be near the contaminated area to reduce the spread of contamination to other areas. Advise everyone who may have been exposed not to drink, smoke, eat, or touch their faces. They should wash their hands as soon as possible.
  - The RSO and Radiation Safety Services staff should assess the release scenario, monitor and advise affected personnel on any additional measures to be taken, and notify any additional authorities based on assessment and determination of materials involved based on regulatory requirements.

### **Ingestion of Radioactive Materials**

If radioactive materials are known to have contacted a person's mouth, it should be assumed the material has been ingested. If so:

- Call 911.
- Notify Radiation Safety Services immediately. The RSO will advise on further measures to take regarding ingestion. If you are advised to do so by the RSO, induce vomiting.
- Take appropriate steps, as advised by the RSO, to prevent or mitigate uptake of materials into tissues.
- RSO will assess the extent of ingestion and notify all pertinent authorities based on regulatory requirements.
- Notify hospital.

### **Injury to Personnel Involving Radioactive Materials**

**People who have been injured and exposed to radiation should be transferred to the hospital immediately. If that is not possible, the following steps may be considered:**

- If contamination is found in open wounds, flush wounds immediately with copious amounts of water while spreading the edges of the wound.
- If eyes are affected by radioactive contamination, flush eyes with copious amounts of water.
- Notify Radiation Safety Services immediately. The RSO will advise on additional measures to take and notify all pertinent authorities based on accident type and regulatory requirement.

### **Fire in Radioactive Material Areas**

- Notify everyone in the immediate area of the fire.
- Evacuate all personnel from the area, then activate the nearest fire alarm signal.
- Follow established WVU Beckley protocols for reporting the fire to RECCA operators.
- Attempt to contain or extinguish small fires if the radiation hazard is not serious. Protective masks should be worn if possible.
- Notify Radiation Safety Services of the fire as soon as possible.
- The Radiation Safety Officer contacts the Incident Commander on proper protective measures for affected areas.
- The Radiation Safety Officer notifies any additional authorities based on an assessment of the accident scene and determination of materials involved based on regulatory requirements.

### **Spills/Releases of Radioactive Materials or Radioactive Material Waste During Transportation on WVU Beckley Campuses**

- Emergency personnel responding to the scene should allow HazMat personnel to obtain radioactive material shipping manifests from the accident scene.
- The Incident Commander at the scene contacts Radiation Safety Services immediately, providing all pertinent material information.

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- Radiation Safety Services staff members and the RSO assess the potential spill situation and advise emergency personnel on further courses of action.
- Based on the information provided, Radiation Safety Services responds to the accident site and supervises all decontamination procedures at the scene.
- If emergency personnel administering care to ambulatory victims at the scene suspect they may be contaminated by radioactive materials, notify the hospital emergency department so that the Radiation Mass Casualty Plan can be instituted (ambulatory personnel will be assessed under this plan, as well as upon arriving at the emergency department).

**Radiation Safety Services Contact Information:**

Radiation Safety Office (RSO) (M-F 8:00 a.m.–5:00 p.m.)  
(304) 558-2981

**Report**

- A report of the incident is provided to the President.

## **HSC – 3 Fire/Smoke**

### **Lead Agencies**

Beckley Fire Department  
Department of Public Safety  
Environmental Health and Safety

### **Reporting**

- All fire/smoke conditions are reported through RECCA (9-911) to the Beckley Fire Department and the Department of Public Safety, (University Police) The information to be reported includes:
  - Nature of fire/smoke and exact location
  - Title and unit of caller to RECCA and Beckley Fire Department/Department of Public Safety (University Police)
- WVU Beckley personnel evacuate building and remain at a distance to ensure the following:
  - Safe performance of firefighting and rescue operations
  - Treatment and removal of the injured

### **Responsibilities**

#### **Department of Public Safety**

- Upon notification from RECCA, assigned Department of Public Safety (University Police) personnel respond to the scene.
- Upon arrival at the scene, a command post may be established depending on the seriousness of the circumstance.
- Notify Environmental Health and Safety of the incident.
- Notify the Director for Facilities and Services of the incident and needs.
- Determine if the emergency operations center is needed, and make appropriate notifications.
- If the incident is of a criminal nature, a report is provided to the President.

### **Environmental Health and Safety**

- Upon being notified of the incident by Department of Public Safety, Environmental Health and Safety immediately dispatches a representative to the scene.
- An Environmental Health and Safety representative gathers information to assess the following:
  - Probable cause of incident
  - Extent of property damage
  - Number and extent of casualties

### **Report**

- A report of the incident is provided to the President.



## **HSC – 4 Loss of Building Utilities**

### **Lead Agencies**

Physical Plant  
Department of Public Safety  
Environmental Health and Safety

### **Situation**

The disruption or loss of electricity, telephone, potable water, natural gas, steam, sanitary disposal, elevator power, or other building utility may severely limit or curtail classroom, research, or staff activity.

### **Responsibilities**

#### **Physical Plant**

- Upon notification, during daytime working hours (between 7:00 a.m. and 4:30 p.m.), Physical Plant responds to a loss of utility.
- Upon arrival at the scene:
  - A determination is made as to whether to notify the Department of Public Safety (University Police) if crowd/traffic control or other assistance is required.
  - A determination based on building contents (e.g., hazardous materials, laboratory space, chemical refrigeration units, fume hoods, etc.) is made about whether to notify Environmental Health and Safety and the Department of Public Safety.
  - If a gas odor is present, immediately evacuate entire building.
  - If there is a water/sewer leak, protect important documents/items and use caution if electrical objects are near standing water. Notify the Department of Public Safety of electrical hazards and seal off dangerous areas.
  - Restore utilities if possible. If not, provide Department of Public Safety with estimation of outage time, if known.
  - Contact private utility companies as needed.

**Department of Public Safety (University Police)**

- Receives direct notification of building utility loss between 4:30 p.m. and 7:30 a.m., and on weekends and holidays.
- Notifies Physical Plant maintenance personnel, who will respond to the scene.
- Notifies the Director for Facilities and Services.
- Respond to scene upon request from Physical Plant.
- Upon arrival at the scene, may establish a command post if necessary.
- Determines whether a power outage will be prolonged and the possible effects on staff, students, faculty, visitors, equipment (e.g., extreme temperatures).
- Address mobility issues for individuals with disabilities in the event of an elevator outage.
- Keep affected persons informed.

**Report**

- A report of the incident is provided to the President.

## **HSC – 5 Bomb Threat or Explosive Device**

### **Lead Agency**

Department of Public Safety

### **Situation**

Because of the seriousness of the situation and the possibility of physical injury, initial precautions must be taken in the case of a bomb threat or presence of explosive devices.

### **Response**

#### **Suspected Bomb or Explosive Device**

- If a WVU Beckley employee or student suspects an object to be a bomb or explosive device, he or she should NOT HANDLE OR TOUCH THE OBJECT.

#### **Immediate Measures**

- The building or area in which the object is found is evacuated immediately according to evacuation procedures (see Appendix C on Building Evacuation).
- Two-way radios and cell phones should not be used inside the building, nor should the fire alarm be pulled unless an immediate detonation is expected.
- It is essential that the object NOT BE TOUCHED OR MOVED by WVU Beckley staff or students.

#### **Immediate Notifications**

- All bomb threats and suspicious objects shall be reported immediately to University Police at (304) 929-2677, who will assume responsibility for dealing with such objects and advise the senior administrator or designee when the building is considered safe.
- The Department of Public Safety (University Police) will notify RECCA.
- In the event of a bomb threat message, a University Police officer will contact one of three predestinated administrators in the building.

## **Evacuation**

- The police officer will recommend a course of action, and the building administrator will make the decision as to whether to evacuate (in a predetermined order based on the person's availability).
- If evacuation is required, a call-down pyramid will be used to alert all affected areas. People in this pyramid shall notify others in their area by walking through and informing everyone.
- Gathering places at least **300 feet** from the building and vehicles to be used will be determined in advance by the Building Safety Committee.
- Access to these gathering places shall not be through a parking lot, unless necessary.
- Building Coordinators and alternates will be designated by the Building Safety Committee and will be responsible for the specific evacuation plan for their areas.
- These coordinators and alternates will also be responsible for ascertaining whether anyone is missing after an evacuation and notifying law enforcement personnel on the scene.

## **Responsibilities**

### **Department of Public Safety (University Police)**

- Upon notification, dispatches a sufficient number of officers and supervisors to the scene in accordance with Department of Public Safety procedures.
- If appropriate, summons and directs the assigned K-9 handler to respond to the scene.
- Upon arrival at the scene, a command post may be established depending on the seriousness of the circumstance.
- Staff and students should not handle any object suspected of being a bomb or explosive device.
- Request off-campus emergency response depending on the seriousness of the circumstance.
- Act in accordance with Department of Public Safety bomb/explosive procedures

### **Report**

- A report of the incident is provided to the President.

## **Preparedness (Bomb Threat/Suspicious Device)**

### **Lead Agencies**

The WVU Beckley Building Safety Committee and the Building Supervisor are responsible for ensuring that the following criteria are established and maintained for each WVU Beckley Building.

### **Facility Response Procedures**

#### **Identifying Building Response Team**

- Three WVU Beckley administrators are assigned as primary emergency contacts for each WVU Beckley building. Full contact information should be updated monthly. The building emergency contacts are called by the Department of Public Safety when a threat or suspicious device is discovered. The first emergency contact available will make the decision, based on Public Safety and Fire Department recommendations, on whether to evacuate in the event of a bomb threat. These administrators will arrange for evacuation drills at least annually, in addition to regular fire drills.
- There is a call-down pyramid of people with their phone numbers (and a backup for each) who will walk through their areas and announce the evacuation. These individuals, usually called Building Coordinators and alternates, must be at their workstations throughout the day or easily reached on their floor.

#### **Evacuation and Assembly Points**

- As people leave the building, they should take note of any unusual packages, devices, wires, people, etc.
- Those who evacuated should be directed to assembly points for accountability.
- Assembly points should be at least 300 feet from the building, parking garages, and vehicles.
- Floor or Area Captains account for any staff members who are missing following an evacuation. Those who appear to be missing should be reported to the University Police on scene.
- Plans for evacuation of individuals with disabilities should be included that are specific to each building, and tested regularly.

**Training and Exercising**

- It is critical that deans and directors make their staffs aware of bomb and explosive device procedures.
- These administrators will arrange for evacuation drills at least annually, in addition to regular fire drills.
- All WVU Beckley staff and faculty should be aware of the Telephoned Bomb Threat Checklist Procedures on the following page.

## Telephoned Bomb Threat Checklist

Phone number receiving threat \_\_\_\_\_

Name of person receiving call \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Workplace address \_\_\_\_\_

### QUESTIONS TO ASK:

When is the bomb/device going to explode/activate? \_\_\_\_\_

Where is it right now? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb/device is it? \_\_\_\_\_

What will cause it to explode/activate? \_\_\_\_\_

Did you place the bomb/device? \_\_\_\_\_

Why? \_\_\_\_\_

What is your name? \_\_\_\_\_

**EXACT WORDING OF THREAT:** \_\_\_\_\_

### DESCRIPTION OF CALLER:

Sex: \_\_\_\_\_ Estimated age: \_\_\_\_\_ Length of call: \_\_\_\_\_

### CALLER'S VOICE:

Calm	Angry	Excited	Slow	Rapid	Soft	Loud
Laughter	Crying	Normal	Distinct	Slurred	Nasal	Stutter
Deep Breathing	Clearing Throat	Lisp	Raspy	Ragged		
Whispered	Deep					
Cracking Voice	Disguised Accent					

### LANGUAGE:

Well Spoken, Educated      Foul      Irrational      Message Being Read      Taped  
Message

### BACKGROUND SOUNDS:

Street Noise	House Noise	Voices	PA System	Music	Static Clear
Motors/Engines	Office Machines	Factory	Trains	Long Distance	Local

## **HSC – 6 Demonstration/Civil Disturbance**

### **Lead Agency**

Department of Public Safety

### **Situation**

In the event that riots, looting, political violence, and/or similar civil disturbance should occur, WVU Beckley has capabilities that, if used promptly and properly, can minimize loss and damage to its resources resulting from such causes.

### **Responsibilities**

#### **Department of Public Safety**

- In the event of civil disturbance, the Department of Public Safety (University Police) dispatches a sufficient number of officers and supervisors to the scene, implementing civil disturbance control in accordance with the Department of Public Safety procedures.
- Upon arrival at the scene, an on-site command post may be established depending on the seriousness of the circumstance.
- The Department of Public Safety determines whether to request an off-campus emergency response based on the seriousness of the circumstance.

### **Report**

- A report of the incident is provided to the President.



## **HSC – 7 Terrorism**

### **Lead Agencies**

Department of Public Safety  
State and Local Law Enforcement  
Federal Bureau of Investigation (FBI)

### **Situation**

A terrorist incident may occur with little or no warning, at a time of day that produces maximum casualties and causes widespread damage. It is assumed that facility security is incapable of preventing occupation or random attack, and that the response capabilities of this county would be overwhelmed by a chemical, biological, or nuclear terrorist act.

### **Response**

- Raleigh Emergency Coordinated Communication Agency (RECCA) is the emergency response center.
- RECCA activates the County Emergency Operations Center.
- WVU Beckley follows the county's established emergency response plan and protocol.
- RECCA coordinates all resources needed to respond to the event. Local resources are used first.
- RECCA requests Federal and State assistance from the WV Office of Emergency Services under the West Virginia Terrorism Counteraction Plan on an as-needed basis.
- The FBI is notified by WV State Police.
- The Department of Public Safety (University Police) responds to lifesaving and fire protection requirements before other local response activities, except where national security implications are determined to be of higher priority.
- Support by other local agencies is provided to the extent that it does not conflict with their local emergency requirements.

### **Communication**

- The Department of Public Safety coordinates activities and protocols with RECCA.
- Communication systems are the responsibility of the Chief of University Police.
- The News Services Office is responsible for all communication to keep the public informed.

### **Access to Incident Scene**

- Once lifesaving activities and investigation of the crime scene are completed and the area is considered safe, the area will be made available to damage assessment teams, restoration teams, insurance adjusters, media, etc.
- Access may be limited depending on the extent of damage sustained, general condition of the area, and reason for access request.
- Risk and necessity for access determine accessibility and reentry policies.
- The Department of Public Safety develops methods of facilitating identification and accountability with other law enforcement agencies for safety and security purposes.
- The Department of Public Safety enforces the accessibility policies with other law enforcement agencies.
- Areas onsite that pose a potential hazard or risk will be identified and cordoned off with appropriate isolating devices and warning systems by the Department of Public Safety.

### **Report**

- A report of the incident is provided to the President.

## **HSC – 8 Communicable Disease Outbreaks**

### **Lead Agencies**

Biosafety Office  
Environmental Health and Safety  
Department of Public Safety

### **Response**

#### **Initial Notifications**

- Upon receipt of information concerning a possible communicable disease outbreak, the building supervisor, dean, or director of the affected facility notifies Environmental Health and Safety and the Department of Public Safety (University Police).
- The Environmental Health and Safety and the Department of Public Safety will begin immediate investigation to determine the nature of the concern, and jointly determine whether the incident is environmental or criminal in nature.
- In the event of a suspected communicable disease outbreak, Student Health and Occupational Medicine personnel will immediately contact Environmental Health and Safety.
- Environmental Health and Safety coordinates activities such as:
  - Isolation/quarantine of patient.
  - Transport of patient to hospital.
  - Identification of persons who may have been exposed.
  - Medical diagnosis of a reportable disease will be reported to public health authorities as required by law.

#### **Medical**

- Environmental Health and Safety assists medical personnel and public health authorities on these issues.
- The medical staff authorizes treatment onsite or transport of affected personnel for treatment according to Health Sciences and emergency medical services procedures.

#### **Report**

- A report of the incident is provided to the President.

## **HSC – 9 Injury/Death of Student, Staff, or Faculty**

All injury and death notifications should be in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

### **Student**

- Upon the serious injury or death of a student, the primary responding unit notifies the Dean of Students.
- The Dean of Students immediately notifies police in the home city of the student.
- Police in the home city contact the student's family and confirms with the Dean of Students that notifications have been made.
- After notification of the family, the Dean of Students notifies the Campus President and Provost of the notification.
- A report of the incident is provided to the President.

### **Staff**

- Upon the serious injury or death of a WVU Beckley employee, the primary responding unit notifies the Director for Human Resources.
- The Department of Human Resources immediately notifies the next of kin identified in the employee's Human Resources files.
- Should the next of kin live outside the area, local police will be contacted in that city and asked to notify the employee's family.
- After notification of the family, the Director for Human Resources responds according to Department of Human Resources procedures.
- A report of the incident is provided to President.

### **Faculty**

- Upon the serious injury or death of a faculty member, the primary responding unit will notify the President's designee—the Provost or the designee will, in turn, inform the President and contact the faculty member's academic dean or director.
- The dean/director should contact the family.

## West Virginia University Institute of Technology Emergency Response Plan

- The dean or director will notify the Department of Human Resources, the faculty member's chairperson and immediate colleagues, and News Services.
- The dean/director should contact the Office of Student Life so that students can be informed about the situation.
- Upon the serious injury or death of a faculty member, the primary responding unit will notify Environmental Health and Safety, who will gather information as necessary.

### **Report**

- A report of the incident is provided to the President.

## **HSC – 10 Crimes in Progress**

### **Lead Agency**

Department of Public Safety

### **Situation and Response**

- Observed criminal activity, including theft and crimes of violence, will be reported to the Department of Public Safety (University Police) or RECCA (9-911).
- Provide the following information:
  - Your name
  - Type of crime
  - Exact location of crime
  - Answers to any questions that you may be asked
  - Phone number at the scene
- A person reporting a crime should not get involved in trying to prevent it unless it involves self-defense.
- Gather as much information as possible about the criminal. If at all possible, take the time to note height, weight, sex, race, age, clothing, vehicles involved, license plates, and whether the individual is armed.

### **Responsibilities**

#### **Department of Public Safety (University Police)**

- Upon notification, Department of Public Safety personnel respond to the scene.
- Appropriate actions are taken and support summoned according to police procedures.

#### **Report**

- A report of the incident is provided to the President.

## **HSC – 11 Workplace Violence**

### **Lead Agency**

Department of Public Safety

### **Preparedness**

#### **Prevention**

- The University Police serve WVU Beckley to provide a safe and protected environment for people and property in all WVU Beckley facilities and property. In addition to law enforcement services, the department can provide police escorts, surveillance, crime prevention programs, violence awareness and prevention programs and other services as appropriate.
- The services described in this procedure seek to prevent acts of violence at WVU Beckley through training and intervention.

#### **Education**

- The Department of Public Safety and the Department of Human Resources provide training programs on violence-related subjects—prevention of and response to violence and threats of violence, stress management, and conflict resolution when dealing with difficult people.

#### **Intervention**

- Training, intervention, and crisis management services are provided by the University Police, the Department of Human Resources, and other appropriate WVU Beckley offices when threats or acts of violence occur on WVU Beckley property.
- A Campus Crisis Assessment Team will be available to support and counsel employees and students following acts of violence at WVU Beckley.

### **Responsibilities**

#### **Managers, including department heads, supervisors, deans, and directors**

- Be familiar with the WVU Beckley Workplace Violence Policy and these procedures.
- Ensure that employees under their supervision are familiar with the WVU Beckley Workplace Violence Policy and these procedures.

- Coordinate with Department of Public Safety and the Department of Human Resources for workplace violence training for supervisors and managers in their functional units and for other staff as appropriate.
- Maintain an atmosphere conducive to appropriate resolution of disputes and that encourages the reporting of incidents of violence or threatening conduct.
- Evaluate any alleged threat or act of violence by assessing (1) whether an imminent risk of harm to persons or property exists, (2) the perceived intent and the capacity and means to fulfill the threat, (3) the duration of risk, and (4) the likelihood that harm will occur.
- If the circumstances do not indicate imminent danger to persons or damage to property, the responsible administrator/manager will:
  - Document the circumstances associated with the event, including a record of information from any individual involved in or witnessing the incident and the manager's assessment of the cause of the circumstances. The manager requests that witnesses prepare written statements of the event.
  - If an employee was involved in perpetrating an act of violence or threatening conduct, contact the Department of Public Safety and Human Resources to report the incident and to request guidance and assistance.
  - If a student was involved in perpetrating an act of violence or threatening conduct, contact the Department of Public Safety and the Office of Student Affairs to report the incident and to request guidance and assistance.
  - Promptly develop and implement a plan of action.
- If the circumstances do indicate imminent danger to persons or damage to property, the responsible administrator/managers should:
  - Notify the Department of Public Safety (University Police) immediately.
  - Seek assistance for persons needing care.
  - If an employee was involved in perpetrating an act of violence or threatening conduct, contact the Department of Public Safety, Office of Student Affairs, and Human Resources to report the incident and to request guidance and assistance.
  - After the event, document the circumstances associated with the event, including a record of information from any individual involved in or witnessing the incident and the manager's assessment of the cause of the circumstances. The manager requests that witnesses prepare written statements of the event.



**Faculty/Staff/Student Employee**

- Be familiar with the WVU Beckley Workplace Violence Policy and these procedures.
- Immediately report violations of the policy to an appropriate administrator (e.g., immediate supervisor, department head, University Police, Department of Human Resources). Any individual who is the victim of domestic violence, or who believes he or she may be the victim of violence, is encouraged to promptly notify an appropriate administrator and University Police. If the individual has obtained an order of protection, either a temporary or permanent order, from any court, which would include WVU Beckley property as a protected area, the individual should provide a copy of the order of protection to the appropriate administrator and to University Police. Confidentiality will be maintained to the extent possible.

**Department of Public Safety (University Police)**

- Immediately respond to calls for assistance in a situation involving violence or threats.
- Enforce criminal law, including making arrests or escorting individuals from WVU Beckley property when appropriate.
- Assist in restoring order in a conflict situation.
- Arrange for emergency medical assistance where necessary.
- Assist in the preparation and presentation of training on workplace violence and prevention.
- Participate on a Campus Crisis Assessment Team.

**Department of Human Resources**

- Provide assistance to the employing unit.
- Assist in assessing appropriate corrective actions.
- Notify other Campus Crisis Assessment Teams of any reported incident of violence or threatening behavior.
- Arrange for appropriate periodic training programs for WVU Beckley personnel and students on violence-related subjects.
- Participate as a Campus Crisis Assessment Team Member.

**Dean of Students**

- Where an incident of violence or threatening conduct involves a student, assess appropriate corrective actions in accordance with the Student Conduct Code.
- Participate as a Campus Crisis Assessment Team member.

### **Campus Crisis Assessment Team**

- The Campus Crisis Assessment Team may consist of representatives from the following units based on the incident:
  - Department of Human Resources
  - University Police
  - Counseling Services
  - Other units when appropriate, such as Office of Student Affairs, News Services Office, and Office of the General Counsel.
- Once a Campus Crisis Assessment Team member is notified of an incident, the team will confer as soon as reasonably possible to determine what response from the team is necessary.
- The Campus Crisis Assessment Team is intended to assist in dealing with serious threats and/or incidents of violence. The Campus Crisis Assessment Team is not intended to address workplace issues that should be handled with appropriate procedures at the employing unit or Student Affairs level. It is designed to:
  - Assess and manage incidents involving imminent danger or violence.
  - Work with the affected unit to develop and implement an appropriate action plan to alleviate repercussions of incidents of violence and to prevent future incidents.
  - Ensure that an investigation is conducted and any necessary follow-up as appropriate.
  - Provide information and make recommendations to appropriate WVU Beckley functional units for appropriate corrective actions to prevent future incidents of violence.

### **Report**

- A report of the incident is provided to the President.