



Title: #VIII-3. Emergency Preparedness/Response Procedures

Date: November 4, 2024 (Replaces version dated October 23, 2007)

I. INTRODUCTION

Campus emergencies are defined as events that have the potential to cause harm, personal injury or significant disruption or damage to college property, personnel or operations. Appropriate and timely responses to campus emergencies are essential to protect the safety of the college and its occupants. West Virginia University t Parkersburg's emergency response procedures address recognized areas of potential danger as well as emergency levels. These Emergency Response Procedures will be available to faculty, staff and students in print and on the college web site. All college employees are responsible for acquainting themselves with these the institution's emergency response procedures.

A Central Communication paging system is in place to handle routing of emergencies.

These Emergency Preparedness/Response Procedures are predicated on a realistic approach to the problems likely to be encountered on a campus that may result in an emergency or disaster.

II. HANDLING EMERGENCIES

The initial and primary source for all emergency information is the Campus Police & Security and the Executive Director of Maintenance & Facilities Management.

The Campus Police may not be the first to detect an emergency situation. However, as soon as he or she is notified, the following initial steps will be taken:

- A. Upon notification or observation of an emergency situation, the Campus Police will:
 - 1. Ensure that the appropriate alarms have been activated to alert the campus community of approaching/imminent danger.
 - 2. Dispatch sufficient staff to the scene to alert the campus community and to prevent harm or destruction of college or private property.
 - 3. Notify the President and the Vice President of Institutional Advancement of the emergency/disaster.
 - 4. Notify city and county emergency personnel as needed.
- B. The Campus Police will take the immediate steps necessary to intervene in the emergency to reduce the threat of potential injury or loss of life or property. He or she will inform the President of the emergency situation directly, other key staff, and Crisis Management Team (CMT) members as appropriate. Crisis Management Team members are:

President
Executive Vice President for Academic Affairs

Executive Director of Finance & Administration
Executive Director of Maintenance & Facilities Management
Vice President of Institutional Advancement
Safety Coordinator
Campus Police Officer

C. The Vice President of Institutional Advancement will be notified of the emergency situation. If appropriate, the media will be notified and all internal and external communication and request for information will flow through that office.

D. An evaluation of the response will be conducted following emergencies and threats. Any information pertinent to the emergency or threat will be solicited, documented and evaluated. A report of the incident and response will be completed and filed by the Campus Police, including any recommendations for changes in the response procedure.

III. EMERGENCY EVACUATION PROCEDURES

Upon activation of the building fire alarm or other announcements, all building occupants must exit the building to a position of safety away from the building. The use of elevators is prohibited during evacuation.

The following steps should be taken during an evacuation:

A. Faculty members teaching classes must immediately dismiss their students. The instructor should examine the room as they exit and report questionable conditions.

B. Campus administrators should direct their employees to exit. Shut windows, if open. Do not turn out lights. Shut door upon exiting.

C. It is recommended that evacuees move to the following areas:

Parkersburg

For WED: Over flow parking lot

For Main building: Lower area of East or West parking lots

For Caperton Center: Grassy area adjacent to the walking trail parking area.

For Applied Technical Center: Grassy area adjacent to the walking trail parking area.

Jackson County Center

For Main Building –Back Plaza and south parking area

All buildings:

Ensure that no one is near fuel storage area.

DO NOT RETURN TO BUILDING UNTIL CLEAR IS ANNOUNCED.

Further instructions may be given there depending on the nature of the emergency. Evacuees may return to their cars for safety and convenience. Persons should not stand in campus driveways and in all instances should be a minimum of 100 feet from the building at all times.

IV. EMERGENCY EVACUATION OF PERSONS WITH DISABILITIES

- A. Visual Disabilities. Most persons with visual impairments will be familiar with their immediate surroundings. In the event of an emergency, the person with a visual impairment may need to be told the nature of the emergency and guided to the nearest exit. Upon exit, person should be oriented to location and asked if further assistance is necessary.
- B. Hearing Disabilities. Visual fire alarms are installed in campus buildings. A person with a hearing impairment may not hear the emergency alarm and may need an alternative warning technique. One method of warning is to write a short, explicit note telling what the emergency is and the nearest evacuation route. For example: "Fire alarm! Go out the rear door to right and down, Now!"
- C. Mobility Disabilities. In the event of an emergency evacuation situation, mobility impaired persons are to exit the building via the nearest exit. If, however, the mobility impaired persons are on a floor that has no direct exit to the outside, persons should go to the building Emergency Assistance Area (EAA) (normally the nearest stairwell; see plan for your specific building) and await evacuation by trained rescue personnel.

V. GUIDELINES FOR ACCIDENT AND INCIDENT REPORTING

- A. If a person is involved in an accident or suffers from an injury on campus property, an Injured Person Report will be filed. The procedure for responding to an accident follows:
 - 1. The initial responders to the accident or injury immediately call for assistance by activating the paging system. If no answer, depending upon the severity of the injury, call 911 or Campus Police and Security.
 - 2. If this accident or injury occurs on the main campus or its buildings, Campus Security will respond and investigate.
 - 3. If this accident or injury occurs at the Jackson County Center, then the Campus Police & Security investigates.
 - 4. If the injured person is conscious and/or requires medical attention, EMS will immediately be contacted to respond.
 - 5. If the injured person refuses to be transported, they will be required to sign a waiver by the ambulance provider. This is to be noted on the Accident/Injured Person Report as well as the name of the ambulance service.
 - 6. College employees are not to transport injured persons.
 - 7. If the person is unconscious, EMS will immediately be contacted and the person will be transported to a local hospital.
 - 8. Campus police/security will complete an Incident report for their records and forward a copy to the WVU Parkersburg Safety Coordinator.

9. Campus Police/Security, administrator in charge or supervisor of the injured person shall initiate the Accident/Injured Person Report after fact finding (victim, witness and Incident Report). **Injured persons do not complete the report, but do sign off on a completed report.**
10. Accident/Injured Persons Reports are filed with the WVU Parkersburg Campus Police who forwards a copy of an employee Accident/Injured Persons to Human Resources.
11. Student and visitor Accident/Injured Persons Forms are maintained by the WVU Parkersburg Safety Coordinator with copies being forwarded to the Registrar for official filing in the student's records.

B. Faculty/Staff or College Employee

In the event of an accident or injury involving a faculty/staff or college employee, an Accident/Injured Person Report will be filed by the supervisor or administrator in charge. The Campus Police/Security will investigate and complete an incident report. The WVU Parkersburg Safety Coordinator forwards a copy of these records to the Human Resources Office.

C. Student or Visitor

In the event of an accident or injury involving a student or visitor, an Accident/Injured Person Report is completed by the person in charge (administrator, supervisor) and filed with the Campus Police. An Incident Report is completed by Campus Police/Security with a copy forwarded to the WVU Parkersburg Safety Coordinator.

D. Review

Both Accident/Injured Persons and Incident Reports are reviewed twice a year by the President, Director Facilities, Campus Police, Safety Coordinator, Chief Finance Officer, Human Resources Director, and Executive President for Academic Affairs. This review may be used to alleviate potential safety hazards in the future. A record of this evaluation is to be maintained by the Campus Police Officer.

EMERGENCY RESPONSE TELEPHONE NUMBERS

Parkersburg Campus

OFFICE	RESPONSIBILITY	PHONE #
Campus Police & Security	First response	Ext. 235/376 (office) or 834-7383 (cell); 834-7376 (cell)
Campus President	Administration	Ext. 200