



Emergency Action Plan

Entomology

Last Revised: 11/9/2018

PRIVACY STATEMENT

Public disclosure of this document would have a reasonable likelihood of threatening public safety by exposing vulnerabilities. It contains sensitive and confidential information that is not subject to the Freedom of Information Act (FOIA) under Virginia Code §2.2-3705.2. Accordingly, Virginia Tech is withholding this plan from public disclosure.

CONTENTS

Department Information4

Emergency Planning at Virginia Tech6

Annex A: Emergency Procedures 12

 EMERGENCY NUMBERS..... 12

 DIALING 911 13

 PREPAREDNESS..... 14

 EMERGENCY NOTIFICATION SYSTEM 17

 MEDICAL EMERGENCY..... 18

 SECURE-IN-PLACE 19

 PHYSICAL THREAT 20

 SUSPICIOUS PERSONS OR VEHICLES..... 22

 VIOLENCE ON CAMPUS 23

 SHELTER-IN-PLACE..... 25

 WEATHER EMERGENCY 26

 EVACUATION 28

 EVACUATION OF PERSONS WITH DISABILITIES 29

 FIRE SAFETY 30

 BOMB THREAT..... 32

 BOMB THREAT CHECKLIST..... 33

 EXPLOSION 34

 SUSPICIOUS MAIL 35

 HAZARDOUS MATERIALS..... 36

 POWER OUTAGE..... 38

 RETURNING TO NORMALCY 39

Annex B: Additional Resources..... 41

Annex C: Building Annexes 42

Department Information

DEPARTMENT DESCRIPTION

The Department of Entomology is headquartered in Price Hall with the main office in Rm. 216. Dr. Timothy Kring is the Department Head. The normal hours of operation are from 8am to 5pm. As of July 2107, there are 19 faculty and staff in Price Hall. 2 classrooms are located on the 2nd floor, Rooms 220 and 221. The Insect Identification Lab is located in 205A Price Hall.

BUILDINGS OCCUPIED BY DEPARTMENT

Agnew Hall
Latham Hall
Price Hall
Urban Pest Control Facility

KEY PERSONNEL INFORMATION

Title	First Name	Last Name	Office Address	Phone 1	Phone 2	Email (PID@vt.edu)
Dept. Lead	Timothy	Kring	216 Price Hall	231-6341		timkring@vt.edu
EAP Coord.	Eric	Day	205A Price Hall	231-4899		idlab@vt.edu
Head Secretary	Anne	Jarome	216 Price Hall	231-6341		ajarome@vt.edu
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Emergency Planning at Virginia Tech

Virginia Tech Emergency Management (VTEM) coordinates the overall emergency planning process at Virginia Tech using the four Phases of Emergency Management framework (mitigation, preparedness, response, and recovery) and an all-hazards framework. VTEM provides strategic guidance with three primary types of university plans. The Crisis and Emergency Response Plan (CEMP) guides overarching emergency response to incidents that may occur at the university. The Emergency Action Plan (EAP), based at the department and building levels, provides immediate action planning for life safety during an incident. A departmental Continuity of Operations Plan (COOP) provides the basis for continuity actions while establishing a framework of procedures for addressing short-term or extended disruptions that could occur individually or in any combination. Each plan is a tool to increase the university's resiliency and improve the university's ability to respond to and recover from an incident.

The development of an EAP is an integral part of the emergency management system at Virginia Tech. An EAP will be used as the basis for departmental preparedness, response, evacuation, secure-in-place, or shelter-in-place actions. The EAP outlines the actions that personnel in a department will take in response to an incident. A well-developed EAP reduces the impact of incidents on people, property, and departmental functions.

Departments are responsible for the creation of its EAP Base Plan. Departments should append a Building Annex for each building they occupy. The Building Emergency Coordinator (BEC) and the Emergency Preparedness Committee (EPC), for each building, are responsible for updating the Building Annex.

The EAP contains department-wide information such as departmental leadership contact information, general emergency procedures, and proper methods for contacting emergency responders. The building annexes contain information specific to the building such as the BEC and EPC contact information, type of fire alarm in the building, and unique building hazards, evacuation routes, shelter-in-place procedures, and assistance procedures for those with special needs.



Figure 1 Global EAP Principle

Departmental Emergency Action Plan

Each building should have an EPC comprising a single representative from each department occupying the building. The EPC selects a BEC to serve as a contact for first responders and liaison to VTEM. Further information about the roles and responsibilities for the BEC and EPC can be found in the BEC Operations Guide (http://emergency.vt.edu/content/dam/emergency_vt_edu/programs-1/documents/20160524_operationsguide.pdf).

Exceptions to the necessity for building EAPs are barns, outbuildings, and similar structures which are not normally occupied. Virginia Tech Emergency Management will consult with the responsible department to determine the need for an EAP for these facilities.

Some Emergency Preparedness Committees will elect to assign building floor wardens. Floor wardens can be an essential part of the evacuation process for buildings which do not have an automated fire alarm system. Buildings with a highly transient population will strongly benefit from the assignment of floor wardens. The floor warden is assigned by floor or location within a building and provides immediate life safety information to building occupants during an incident. A floor warden may also conduct a sweep or a quick check of specific spaces on his/her way out of the building so long as they do not endanger themselves while doing so.

EMERGENCY PREPAREDNESS TRAINING, EXERCISE, AND DOCUMENTATION

Training is an integral part of the safety program for your department and building. Employees should be aware of the information located within the departmental EAP. There are numerous training opportunities for members of the university community to become better prepared to respond to emergencies.

EMPLOYEE EMERGENCY ACTION PLAN AWARENESS

It is the responsibility of each department to ensure all their employees are familiar with the EAP and building annex for the building they primarily occupy. Training is required at the time an employee is assigned to a building. This includes awareness of the EAP, a physical tour of evacuation routes, location of first aid kits and AED(s), and special building circumstances.

BUILDING OCCUPANT RESPONSIBILITIES

It is the responsibility of the occupant to become familiar with the EAP and refresh their knowledge periodically. Knowledge of evacuation routes, assembly areas, and notification procedures are critical to successfully manage an emergency. Questions regarding a Building Annex or its contents should be directed to the Building Emergency Coordinator, whose contact information is found in the building annex corresponding to the specific building in question.

BUILDING EVACUATION/FIRE SAFETY DRILLS

Exercises of the building evacuation procedures must be conducted regularly. The number of drills that must be performed per year varies by building use and function. Please contact EHS at 231-9068 or firesafe@vt.edu to determine the drill schedule for your building and to schedule drills.

BUILDING EMERGENCY COORDINATOR/ALTERNATE ORIENTATION TRAINING

Building Emergency Coordinators and their alternates will be provided training sessions periodically aimed to enrich the departmental EAP programs. The training will be presented primarily by members of Virginia Tech Emergency Management, Virginia Tech Police Department, Environmental Health and Safety, and Facilities Services.

EHS TRAINING

EHS offers fire extinguisher training to university employees and First Aid and CPR for employees where such training is required by job type. If such training is not required, EHS will train a maximum of four persons per building free of charge. Larger groups are assessed a nominal fee. Check www.ehss.vt.edu/training for available training opportunities.

Departmental Emergency Action Plan

VTRS TRAINING

The Virginia Tech Rescue Squad offers EMT-Basic, CPR, First Aid, and AED training to the university community. Courses are taught for a nominal fee. The Rescue Squad will coordinate with departments to provide training onsite if requested. Registration is available online. Check www.rescue.vt.edu for available training opportunities.

VTEM TRAINING

Virginia Tech Emergency Management sponsors the Campus Community Emergency Response Team (C-CERT) training courses. The office also offers National Incident Management System (NIMS) training periodically. Check www.emergency.vt.edu for available training opportunities.

VTPD TRAINING

The Virginia Tech Police Department offers Faculty and Staff Police Academy and Rape Aggression Defense (RAD) courses. Both are available to faculty and staff and group courses are scheduled as available. The Police Department Community Outreach Unit offers targeted programs for departments; contact the unit for more information. Check www.police.vt.edu for available training opportunities.

INFORMATION FOR FACULTY AND INSTRUCTORS IN THE CLASSROOM

The importance of emergency preparedness extends into the classroom. Students, even in higher education settings, look to the instructor for guidance and definitive action during an emergency. Faculty and instructors who take a few minutes at the start of each semester to familiarize their students with basic evacuation and emergency procedures will find peace of mind that they and their students are prepared for an emergency.

Faculty and instructors are presented with a unique challenge in emergency planning as they travel between buildings and classrooms delivering lectures and guiding lab activities. The Classroom Emergency Preparedness for Faculty and Instructors is intended to be carried by the faculty/instructor to the classroom. The guide serves as a quick reference during emergencies:

http://emergency.vt.edu/content/dam/emergency_vt_edu/programs-1/online-toolkit/20160606_facultypreparedness.pdf).

PLAN EVALUATION AND UPDATING

The EAP should be considered an emergency reference and guidance document. It should be easily accessible in multiple locations and clearly identified as the EAP. It is recommended that it be kept in a labeled red three-ring binder to maintain continuity throughout the university.

Pursuant to university policies 5615 and 1005, departments are required to annually review and update their Emergency Action Plan. Departments are encouraged to update personnel contact information more frequently.

In accordance with university policies 5615 and 1005, Virginia Tech Emergency Management will review EAPs for completeness, accuracy, and compliance with university requirements on a three-year rotating basis.

Annex A: Emergency Procedures

EMERGENCY NUMBERS

IMMEDIATE EMERGENCY RESPONSE

Virginia Tech Police Department: 911
Virginia Tech Rescue Squad: 911
Blacksburg Police Department: 911
Blacksburg Fire Department: 911
Blacksburg Rescue Squad: 911

NON-EMERGENCY RESPONSE

NRV 911 Regional Authority: 540-382-4343
Virginia Tech Police Department: 540-231-6411
Virginia Tech Rescue Squad: 540-231-7138
Virginia Tech Emergency Management: 540-231-2438
Virginia Tech Environmental Health and Safety: 540-231-3600
Virginia Tech Safe Ride: 540-231-SAFE (7233)
Virginia Tech Crime Hotline: 540-231-TIPS (8477)
Virginia Tech Weather Hotline: 540-231-6668
Virginia Tech Facilities Services: 540-231-4300
Virginia Tech Operator: 540-231-6000

Blacksburg Police Department: 540-961-1150
Blacksburg Rescue Squad: 540-961-1189
Blacksburg Fire Department: 540-961-1175

Lewis Gale Hospital at Montgomery: 540-951-1111
Carilion New River Valley Medical Center: 540-731-2000

EMERGENCY PHONES ON CAMPUS

As of July 2017, there are 111 blue-lighted emergency phones located throughout the Blacksburg campus and parking lots. Interior blue call-boxes mounted to the wall can also be found in certain buildings throughout the Blacksburg campus. These phones/call-boxes provide immediate access to an emergency dispatcher twenty-four hours per day.

DIALING 911

REPORTING AN EMERGENCY

Dial 911 from your cell phone or campus phone when you need Police, Fire, or Emergency Medical Services. Remain calm – your actions influence others.

- Tell the dispatcher your location, and provide the exact address or building, if possible.
- The nature of the emergency (describe clearly and accurately).
- Your full name and the telephone number from which you are calling, in case you are disconnected.
- Remain calm and do not hang up as additional information may be needed. If possible, have someone else or yourself meet emergency personnel outside of the building.

THE VIRGINIA TECH POLICE DEPARTMENT

The Virginia Tech Police Department — nationally accredited by the Commission on Accreditation for Law Enforcement Agencies Incorporated (CALEA) — is located in the Public Safety Building at 330 Sterrett Drive

For more information on the Virginia Tech Police Department, please visit their website at www.police.vt.edu or call 540-231-6411.

PREPAREDNESS

Emergencies, accidents, and injuries can occur at any time and without warning. Virginia Tech has established procedures for you to follow so that the effects of such situations can be minimized. Become familiar with your department's Emergency Action Plan (EAP) and procedures. This will enhance your ability to protect yourself and others.

HOW TO PREPARE AT WORK

What can I do to be better prepared at work?

- Review your departmental Emergency Action Plan (EAP).
- Make an emergency kit catered to your work environment.
- Participate in emergency preparedness exercises and training programs.
- Know your building's floor plan — especially the locations of the stairwells, fire extinguishers, manual pull stations, Automatic External Defibrillators (AEDs), and alternate exits. Also be familiar with buildings that you visit often.
- If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door; in heavy smoke, exit signs may not be visible. Even in heavy smoke, you can count the number of doors you pass so you will know when you reach the exit door.

HOW TO PREPARE IN A RESIDENCE HALL

What can I do to be better prepared in my Residence Hall?

- Build a Dorm Emergency Preparedness Kit and store it in an easy-to-find, dry location.
- Keep fire alarms, smoke and carbon monoxide detectors, and sprinkler heads free of obstruction.
- Do not overload circuits and electrical outlets.
- Secure valuables and always lock your door.

HOW TO PREPARE AT HOME

What can I do to be better prepared at home?

- Know how to escape from your home, regularly check smoke detectors, and have fire extinguishers.
- Make an emergency kit that will last up to 72 hours.
- Prepare yourself and your family at home so they will know what to do, where to go, and how to cope in an emergency. For further information, visit www.readyvirginia.gov and www.emergency.vt.edu.

AUTOMOBILE PREPAREDNESS

What can I do to be better prepared while driving?

- Build a Car Emergency Preparedness Kit and store it in your vehicle.
- Secure valuables and always lock your car doors.
- Keep a spare key in a secure location and remember where it is.

EMERGENCY PREPAREDNESS KITS

Everyone should have some basic supplies (a kit) on hand, ready to sustain them in an emergency. Prepare a large, fully stocked kit for home and smaller portable kits for your workplace, your car, and other places where you ordinarily spend time. For more information on emergency preparedness kits, visit:

www.emergency.vt.edu/ready/get-a-kit.html.

A basic kit usually consists of the following:

- Non-perishable and high-energy food items.
- Water in bottles or other sealed containers.
- Medications (must be properly safeguarded), first aid kit, and sunscreen.
- Warm clothes (like sweaters and coats) and comfortable shoes and socks.
- Flashlight and batteries.
- Battery-operated radio and batteries.
- Cash, about \$20.
- Books, pack of cards, etc.
- Also include enough food and water for your pets.

Contents can be kept in a backpack, plastic storage box, or a five gallon pail. Check your kits at least once every six months to assure that everything is in good order.

CONTACT CARDS AND I.C.E. (IN CASE OF EMERGENCY) INFORMATION

Complete a contact card to carry in a wallet, purse, or backpack. Be sure that the card addresses:

- Your name.
- Special health, diet, and medical needs. Include known allergies and current medications.
- An emergency contact (a friend or relative, ideally one nearby and one a safe distance away) to notify and relay emergency news about you. Be sure that these people know that you've listed them as emergency contacts.

Post emergency contact numbers by the phone in your room. Store your emergency contacts' phone numbers in your cell phone under "I.C.E." (In Case of Emergency). If you have children, also include the contact information for your child care provider with your emergency contacts. Special I.C.E. phone applications also exist. If you are unconscious or unable to call, responders may look for this information on your cell phone.

TRAINING PROGRAMS

The Virginia Tech Police Department offers the following training programs at no cost:

- Crime Prevention
- Rape Aggression Defense Course
- Alcohol/Drugs Awareness
- Student's Police Academy
- Workplace Violence

The Virginia Tech Rescue Squad — in conjunction with the American Red Cross — offers the following training programs:

- CPR and Automated External Defibrillator Training
- First Aid
- Emergency Medical Technician (basic class only)

Environmental Health and Safety at Virginia Tech offers the following training programs:

- Occupational Health and Safety
- Radiation Safety
- Emergency Procedures for Assembly Occupancies
- Fire Safety Education, Extinguisher Training, and Fire Drills

Virginia Tech Emergency Management offers the following training programs:

- Campus Community Emergency Response Teams (C-CERT)
- Incident Command System training (ICS)
- Emergency Planning and Preparedness
- Bleeding Control Training (Stop the Bleed Program)

For contact information, See Annex B: Additional Resources.

EMERGENCY NOTIFICATION SYSTEM

The Virginia Tech Emergency notification System is used to reach the campus community - students, faculty, and staff - during an emergency situation. Outdoor sirens, loud speakers, phone and desktop alerts are some components of the VT emergency notification system.

HOW TO RECEIVE VT ALERTS

VT Phone Alerts and VT Desktop Alerts require registration at www.alerts.vt.edu. Become familiar with the additional types of ENS delivery methods which do not require registration.

VT ALERTS: EMERGENCY NOTIFICATION SYSTEM (ENS) AT VIRGINIA TECH

The university will use a variety of means to notify the university community of an emergency. Virginia Tech's Emergency Notification System (ENS) is "VT Alerts" and includes:

- Virginia Tech homepage (www.vt.edu)
- Broadcast e-mails
- Electronic message boards in classrooms
- Weather/emergency hotline
- Campus sirens and loudspeakers (not intended to penetrate into building interiors)
- University switchboard
- VT Phone Alerts
- VT Desktop Alerts
- Twitter: @vtalerts, @virginia_tech
- Facebook: facebook.com/virginiatech
- Fire Alarm Annunciators

During an emergency situation, the VT Alerts system will begin cycling through the points of contact listed for your account to deliver the alert, starting with the first available. When you receive the message, it is very important that you confirm receipt when prompted. Your confirmation improves the efficiency and speed of the system. Remember, when you receive a VT Alert, share the information with others!

WHAT TO DO IF YOU HEAR A CAMPUS OUTDOOR SIREN?

When the sirens are activated, remain calm, move inside a building, follow any audible instructions, and check for additional information via other VT Alerts channels. You may be advised to either:

- **Secure-in-Place**, place a **locked door** or other barricade between you and the associated violence or danger.
- **Shelter-in-Place**, move inside, to a building space that protects you from the risk, **DO NOT LOCK DOORS** so others are able to enter.

**** Note: Tests of the campus warning sirens are conducted each semester and are publicized through regular news outlets on campus in advance of the test.**

MEDICAL EMERGENCY

IN THE EVENT OF A SERIOUS ILLNESS OR INJURY, DIAL 911

Provide the following information to the dispatcher:

- Exact location of the victim.
- Call back information (your name and phone number) in case you are disconnected.
- Sex and approximate age of victim.
- Nature of injury or illness.
- Pertinent medical history, if known.

WHAT TO DO UNTIL HELP ARRIVES

If a serious injury or illness occurs on campus, immediately dial 911. Try to have someone escort EMS personnel to the scene if possible.

- Remain calm.
- Keep victim still and comfortable. **DO NOT** move the victim unless the person is in immediate danger.
- Ask the victim, “Are you okay?” and “What is wrong?” Does the victim respond?
- Check breathing and check for a pulse. If there is no pulse and you have been trained, perform CPR or use an AED.
- Control serious bleeding by applying direct pressure to the wound.
- In case of a minor injury or illness, provide First Aid care. Note the location of the First Aid kits and the names of First Aid/CPR trained personnel in your area. Individuals in each department or building are encouraged to obtain training in First Aid/CPR/AED.

PUBLIC ACCESS AUTOMATIC EXTERNAL DEFIBRILLATORS (AEDS)

Public Access Automatic External Defibrillators (AEDs) are located across the Blacksburg campus and satellite facilities in a variety of buildings. Contact the Virginia Tech Rescue Squad for the most current information on AED use and location. If you have any questions regarding the use of an AED system, their location, or their maintenance, please contact the Virginia Tech Rescue Squad.

FIRST AID KITS

Keep a well-maintained First Aid Kit at your desk, in your car, and at home. Each kit should contain the following items at the very least:

- Adhesive bandages and roller bandages (ACE)
- 4” x 4” gauze pads
- 1” cloth tape
- Alcohol swabs
- Eye wash
- Hot/cold pack
- Medical shears & tweezers
- CPR mask & nitrile gloves
- Oral glucose (tube)
- Aspirin/Tylenol/Ibuprofen
- Antacid and Pink Bismuth

SECURE-IN-PLACE

When it is necessary to Secure-In-Place, you will be safest by placing a locked door or other barricade between you and the associated violence or danger.

HOW DO I SECURE-IN-PLACE?

- REMAIN CALM!
- If you are outside during a secure-in-place emergency you should seek cover in the nearest unlocked building.
- If the buildings in the immediate area have exterior doors that have been locked, continue to move away from the danger, seek cover, move to another building, or leave campus if it is safe to do so.
- Once inside, find an interior room and lock or barricade the doors.
- To minimize vulnerability, turn off lights, silence phones, draw blinds, and move away from windows.
- Await further instruction from VT Alerts and emergency personnel.
- DO NOT leave until an “All Clear” is received.

WHAT IF SOMEONE WANTS TO ENTER A SECURE AREA?

If there is any doubt about the safety of the individuals inside the room or building, the area needs to remain secure. Allowing someone to enter a secure location may endanger you and others.

USE GOOD JUDGMENT.

If there are individuals outside the secured door who wish to get in, several factors should be considered to determine if it is safe:

- Can you see the area outside the door to determine that someone is not lying in wait? Is it a trap?
- If a physical description of the subject was given in the secure-in-place alert, consider similarities such as age, race, clothing description, height, weight, sex, and hair and eye color.

If the decision is made to let a person in, consider the following:

- Have the person leave anything he or she is carrying (a backpack, laptop case, package, etc.) on the ground, outside of the secure area.
- Have the subject lift up his or her shirt, coat, and/or jacket until the waistline is visible and rotate 360 degrees to see if he or she is concealing a weapon.

Remember, always use common sense. There are exceptions to all guidance and prescribed directions.

PHYSICAL THREAT

Remember, if you are witness to violent acts or behavior, immediately move away from the incident, and then dial 911 to notify police department. If you hear about an incident on campus, please stay away from that area.

ACTIVE SHOOTER OR ASSAILANT

An active shooter is considered to be a suspect or assailant whose activity is immediately causing serious injury or death. The incident can involve one or more shooters. It can be a close encounter or from a distance. It can be targeted at a student, faculty/staff, or a random victim. It might involve just one room or multiple locations. No two situations are alike. A shooting can occur anytime, anywhere, and involve anyone.

WHAT TO DO IF THERE IS AN ACTIVE SHOOTER OR ASSAILANT

Try to remain calm as your actions will influence others. Have a survival mindset because the consequences are potentially catastrophic. You need to take immediate responsibility for your personal safety and security. **If you are able, attempt to Secure-In-Place immediately, (See page 19 for detailed instructions).**

IF YOU ARE IN AN UNSECURED AREA

- If you find yourself in an open area, immediately seek protection.
- Here are three guidelines to follow:
 - **Run** – If you know the location of the shooter and there appears to be a safe route immediately available, then proceed quickly and safely. If you decide to evacuate, do not spend time convincing others. Encourage them if necessary, but keep moving. Do not attempt to remove injured person(s). Leave your belongings behind, you will be able to retrieve those items at a later time. Follow instructions of any first responders on scene as you exit.
 - **Hide** – If you decide not to run, and cannot secure-in place: try to place yourself somewhere out of view. Find an object large enough to shield you and provide protection from a bullet. If you choose to hide, leave yourself multiple exits to avoid cornering yourself.
 - **Fight** – If running or hiding are no longer options, you should prepare yourself to fight back. This is dangerous, but depending on your situation, this could be your last option. If you find yourself in this situation act with extreme aggression. Take objects around you to utilize as improvised weapons. If your only option is to fight, commit to taking the shooter down, no matter what.
- **Remember, always use common sense. It is imperative to understand that this is general guidance. Every situation is unique and not every suggestion will apply. There are exceptions to all guidance and prescribed directions. Do what is necessary to protect yourself and others.**

LAW ENFORCEMENT RESPONSE

- The Virginia Tech Police Department will immediately respond to the area, assisted by other local law enforcement agencies if necessary.
- Remember that help is on the way so try to remain calm.
- Law enforcement will first locate, contain, and stop the assailant(s).
- Remain inside a secure area. The safest place for you to be is in a secure room.
- The assailant may not flee when law enforcement arrives, but instead may target arriving officers.
- Once the threat is neutralized, Law Enforcement and Emergency Medical Services will begin care for victims and evacuation of the area. Be prepared to explain this to others.
- You may be searched, instructed to keep your hands on your head, or even placed in handcuffs. Do your best to cooperate.
- After evacuation, you may be taken to a triage or other holding area for medical care, interviewing, counseling, etc.

REPORTING AN INCIDENT BY DIALING 911

When dialing 911, **DO NOT** hang up! Be prepared to provide as much information as possible:

- **WHERE:** Where is the incident taking place? Where are you located? Where is the assailant?
- **WHO:** What does the assailant(s) look like? Do you recognize the assailant? Do you know his/her name?
- **WHAT:** What is the assailant carrying? What type of weapon(s) did you see? A handgun, rifle, or explosive? Was he or she carrying a backpack, bag, or carrying case? What did it look like? What did you hear before, during, and after the confrontation? Explosions? Gunshots?
- **HOW:** How is the assailant communicating? What language is being used? What threats or commands are being said?

For contact information, See Annex B: Additional Resources.

SUSPICIOUS PERSONS OR VEHICLES

If you are witness to violent acts or behavior, immediately move away from the incident and then dial 911 to notify the police department. If you hear about an incident on campus, please stay away from that area.

SUSPICIOUS PERSON OR PEOPLE

If you witness a person acting in an odd or unusual manner or if a person or situation makes you feel uneasy, trust your instincts and report it.

- **DO NOT** physically confront the person.
- **DO NOT** let anyone into a locked building or office.
- **DO NOT** block the person's access to an exit.
- **DIAL 911.** Provide as much information as possible about the person and his or her direction of travel. In your description of the person, include age, race, clothing, height, weight, sex, hair and eye color, weapons, and any other descriptors you noticed.

If a suspicious person is standing at your car, or near a parking spot, just keep going. When it appears to be safe, return to your vehicle and look around and inside your vehicle before getting in.

SUSPICIOUS VEHICLE

Signs of suspicious vehicles include:

- Missing or forged license plates.
- Covered or taped windows.
- Any vehicle that appears overloaded or has any substance leaking from it.
- Any vehicle containing drums, barrels, or other bulk containers.
- Parked illegally, parked at an unusual location, or appears to be abandoned.

If you see a vehicle that appears to be suspicious, immediately dial 911. Give the dispatcher the following information:

- Tell the dispatcher you are at Virginia Tech and give the exact location of the vehicle in question.
- A description of the vehicle, including license plate, vehicle color, vehicle make, model, and any other distinguishing features.
- Your full name and the telephone number from which you are calling, in case you are disconnected.

Do not hang up as additional information may be needed. Follow directions provided by emergency personnel.

VIOLENCE ON CAMPUS

If you are witness to violent acts or behavior, immediately move away from the incident and then dial 911 to summon the police department. If you hear about an incident on campus, please stay away from that area.

WORKPLACE VIOLENCE

The origin of the next threat cannot be predicted. Assaultants in incidents across the nation have been students, employees, and visitors. In many cases, there were no obvious specific targets and the victims were unaware that they were a target until attacked. Being aware of your surroundings, taking common sense precautions, and heeding any warning information can help protect you and others. Violent incidents like an act of terrorism, active shooter, assaults, or other forms of violence can occur on or near the university with little or no warning.

SOME INDICATORS OF POTENTIAL VIOLENCE

If one or more of the following is present, then the risk for potential violence may become a little higher:

- Attempts to harm or kill self.
- Extreme or sudden changes in behavior.
- Unexplained increase in absenteeism.
- Decreased performance in work or academics.
- Resistance to change or reasonable limits.
- Over-reacts to changes in policies and procedures.
- Numerous conflicts with others.
- Alienates or isolates self from others.
- Displays paranoia or distrust.
- Difficulty learning from past behaviors or experiences.
- Makes statements indicating approval of use of violence to resolve a problem.
- Identifies with or idolizes persons who have engaged in violence toward others.

BEFORE CAMPUS VIOLENCE OCCURS

Every campus office or department should perform an initial assessment to identify concerns and/or workplace security issues. If that assessment determines university employees are at significant risk, the responsible manager or supervisor should contact the Virginia Tech Police Department for additional information and training. Additional information on what you can do to minimize the risk of workplace violence and how to recognize the warning signs of potentially violent individuals can be downloaded from the Virginia Tech Threat Assessment Team website at www.threatassessment.vt.edu.

VIRGINIA TECH THREAT ASSESSMENT TEAM

The mission of the Threat Assessment Team is to determine if an individual poses, or may reasonably pose, a threat of violence to self, others, or the Virginia Tech community and to intervene to avert the threat and maintain the safety of the situation.

This team responds to behaviors exhibited by students, employees, visitors, and non-affiliated persons prior to a critical incident in an attempt to prevent a targeted act of violence so that the Virginia Tech campus remains a safe and secure working and learning environment.

If you have any concerns about someone’s behavior, please contact one of the following offices to share your information:

- | | |
|-----------------------------------------------|--------------|
| ▪ Virginia Tech Threat Assessment Team | 540-231-7194 |
| ▪ Virginia Tech Police Department | 540-231-6411 |
| ▪ Dean of Students Office | 540-231-3787 |
| ▪ Cook Counseling Center | 540-231-6557 |
| ▪ Virginia Tech Women’s Center | 540-231-7806 |

WHAT TO DO IF WORKPLACE VIOLENCE OCCURS

Follow these recommendations if you are a part of or witness acts of violence in the workplace:

- Secure yourself in a safe location.
- Call for medical assistance if necessary. **DIAL 911.**
- Report the incident to the police as soon as you can if they haven’t already been contacted.
- Secure the area where the disturbance occurred. The area may be considered a crime scene, so leave everything untouched until the police arrive.
- If business must continue, shift personnel as needed to cover essential work functions.
- Be supportive. The victim(s), witnesses, and other employees may need access to counseling services. Contact Human Resources for guidance or assistance as needed.

For contact information, See Annex B: Additional Resources.

SHELTER-IN-PLACE

Shelter-in-place events are usually weather related emergencies. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from the danger. DO NOT lock doors behind you as others may also need to shelter-in-place.

HOW DO I SHELTER-IN-PLACE?

- **REMAIN CALM!**
- Immediately seek shelter inside the closest sturdy building. Do not wait until you physically see a tornado or severe weather event to react.
- Resist the temptation to go outside and check the weather conditions yourself.
- Once inside, stay away from windows, glass, and unsecured objects that may fall.
- Seek shelter in interior rooms and corridors.
- Avoid large free-standing expanses such as auditoriums and gymnasiums.
- **DO NOT** use elevators.
- Await further instruction from VT Alerts and emergency personnel.
- **DO NOT** leave until an “All Clear” is received.

During a tornado, seek shelter on the lowest level possible. If warranted, consider crouching near the floor and seeking additional shelter under a sturdy desk or table, or cover your head with your hands.

Remember, always use common sense. There are exceptions to all guidance and prescribed directions.

WEATHER DEFINITIONS

Watch: Conditions are favorable for the development of severe weather. Closely monitor the situation in case it gets worse.

Warning: Severe weather has actually been observed. Listen closely to instructions provided by weather radios/emergency officials.

WEATHER EMERGENCY

When severe weather occurs, the administration will determine whether university offices will be closed. Check Virginia Tech's web page, call the weather hotline, or listen to local TV and radio news broadcasts for this information. Remember, weather emergencies can pose a serious threat, so always stay calm and alert!

GENERAL ADVICE FOR SEVERE WEATHER RELATED EMERGENCIES

Follow these general recommendations if severe weather occurs:

- If weather conditions appear threatening, listen for a **WATCH** or **WARNING** through commercial radio, weather radio, and local television. The sirens on the Blacksburg campus will be activated during a tornado warning.
- Keep a small, battery-operated radio on hand to listen to. It is a good way to stay informed.
- Use telephones for emergency calls only.
- Stay away from downed power lines. **DO NOT** handle live electrical equipment in wet areas.
- Leave the area immediately if you smell gas or vapors from chemicals.
- Help injured persons if you can do so without putting yourself at risk of injury. Provide first aid if you are trained. Report injuries by **DIALING 911**. **DO NOT** move injured persons unless they are in immediate danger.
- Report damage on campus to Facilities Services or Risk Management.

WHAT TO DO WHEN THERE IS A SEVERE FLOOD

Follow these recommendations if there is news of a flood in your area:

- Be prepared to shelter-in-place or to evacuate at a moment's notice.
- Be aware of streams, drainage channels, canyons, and other areas known to flood suddenly. Flash floods can occur in these areas with or without warning clouds or rain.
- Listen to area radio and television stations and a NOAA Weather Radio for possible flood warnings and reports of flooding in progress or other critical information from the National Weather Service.

WHAT TO DO WHEN THERE IS A TORNADO

Follow these recommendations if there is news of a tornado in your area:

- If you hear about a tornado in your area, **DO NOT** wait until you see it to take cover.
- Seek indoor shelter in the lowest level possible, in an interior room or hallway away from windows and doors.
- Crouch near the floor or under heavy, well supported objects. Cover your head.
- Avoid windows, corridors with windows, or large free-standing expanses (such as auditoriums and cafeterias). **DO NOT** use elevators during a tornado warning!
- If you are caught outside with no shelter, lie flat in a ditch or depression and cover your head.
- Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

WHAT TO DO WHEN THERE IS A HURRICANE

Follow these recommendations if there is news of a hurricane in your area:

- Follow the instructions of local emergency management personnel regarding evacuation.
- If hurricane conditions already exist outside your location, stay put! Find shelter as best you can and wait it out. The most violent conditions are likely to pass in 24 hours or less.
- Secure the space by shutting and locking all windows and doors.
- Try to locate supplies you may need — such as food, water, a radio, etc.

WHAT TO DO WHEN THERE IS AN EARTHQUAKE

Follow these recommendations if you experience an earthquake in your area:

- If indoors, drop to the ground and take cover by getting under a sturdy table or a piece of furniture. Hold on until the shaking stops.
- If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from anything that could fall, such as lighting fixtures or heavy bookcases.
- Use a doorway for shelter only if it is nearby and if you know it is a strongly supported.
- Stay inside until the shaking stops and it is safe to move about. Injuries most often occur when people inside buildings attempt to move during the earthquake. Beware of aftershocks.
- If you are outdoors, stay there. Move away from buildings, street lights, and utility wires.

For contact information, See Annex B: Additional Resources.

EVACUATION

BEFORE AN EMERGENCY REQUIRING EVACUATION

In advance, locate the nearest exit from your work location and determine the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

DURING AN EVACUATION

If time and conditions permit, secure your workplace and take with you important personal items that are easily accessible — such as car keys, purse, medication, and glasses. Read and understand the following steps:

- Follow instructions from emergency personnel.
- Check doors for heat before opening and if the door is hot, **DO NOT** open it.
- Walk, **DO NOT** run, push, or crowd. Use handrails in stairwells and stay to the right.
- Keep noise to a minimum so you can hear emergency instructions.
- Assist people with disabilities.
- Unless otherwise instructed, move quickly away from the building towards an assembly point.
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency vehicles.
- If you have relocated away from the building, **DO NOT** return until notified that it is safe.

EVACUATION OF INDIVIDUALS WITH DISABILITIES

For more information on this topic, students should contact Services for Students with Disabilities and employees should contact Human Resources. You should take into consideration that there might be someone near you who could need help during an evacuation. **REMEMBER**, the best way to help someone during an evacuation is to first consult with that person regarding how best to assist.

- **Services for Students with Disabilities** 540-231-3788
 - www.ssd.vt.edu
- **Office of Equity and Accessibility** 540-231-2010
 - oea.vt.edu/ada-accessibility-services

EVACUATION OF PERSONS WITH DISABILITIES

INDIVIDUALS WITH DISABILITIES AT VIRGINIA TECH

Virginia Tech has two offices in place to assist those with disabilities on campus. Services for Students with Disabilities and Human Resources' University ADA Services for faculty and staff, both offer:

- Individualized accommodation for those with a documented disability.
- Consultations with supervisors and professors to assist in the accommodation process.
- Physical and programmatic access.
- Education and training for all departments and employees on ADA disability issues.
- Review of policies and procedures to ensure non-discrimination practices.
- Outreach programs.

INDIVIDUALS WITH MOBILITY LIMITATIONS

If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
- Lifting a person with minimal ability to move may be dangerous to you or them.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences. Those with electrical respirators should get priority assistance.

VISUALLY IMPAIRED INDIVIDUALS

Most visually impaired individuals will be familiar with their immediate work area. In an emergency, describe the nature of the situation and offer to act as a "sighted guide" by offering your elbow and escorting him or her to a safe place. As you walk, describe where you are and advise the individual of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.

HEARING IMPAIRED PERSONS

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two possible methods of warning to consider are:

- Write a note describing the emergency and nearest evacuation route.
- Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.

FIRE SAFETY

Most fires are preventable. If you know how to recognize and reduce potential fire hazards, you will increase your chances of protecting yourself and those around you.

WHEN A FIRE ALARM IS ACTIVATED

If you hear a fire alarm in your building, you should exit the building immediately.

- Proceed to the nearest exit.
- Using the back of your hand, feel the top and bottom of the door for heat. **DO NOT** open the door if it is hot. Otherwise, open slowly. Stand behind the door and to one side; be prepared to close it quickly if fire is present. If you feel heat, proceed to an alternate exit.
- Exit the building in a calm manner using the stairs — **NEVER** use elevators. Remember to close the stairwell door behind you.
- Stay low when moving through smoke; walk down to the ground floor and exit.
- After you have left the building, go to your department's designated assembly point and remain there. If there is no designated assembly point, maintain a safe distance (a minimum of 50 feet) from the building to allow ample room for emergency personnel and equipment to access the building.
- **DO NOT** return to the area until instructed to do so by emergency personnel.

BE PREPARED IN CASE A FIRE OCCURS

Know the locations of alternate exits from your area. If your workstation is located within an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, exit signs may not be visible. Even in heavy smoke, you can count the number of doors you pass, so you will know when you reach the exit door.

DURING A FIRE

If there is a fire on your floor, follow these recommendations:

- If your building has a fire alarm system, activate it as you exit.
- Follow the procedures outlined in your department's Emergency Action Plan (EAP).
- Move quickly to an open area that is away from buildings, trees, power lines, and roadways. If your department has a designated assembly area, move to that location if it is safe to do so.
- **DIAL 911** and report the location of the fire. Follow directions of emergency personnel.
- Use a fire extinguisher on small (wastebasket-size) fires; but **ONLY** if it is safe to do so.
- For larger fires, **GET OUT**; close doors as you leave to confine the fire as much as possible.
- If clothing catches fire, **STOP...DROP...ROLL**.

IF TRAPPED IN A ROOM

If you are trapped in a room, follow these recommendations:

- Retreat and close as many doors as possible between you and the fire.
- Seal cracks around the door to prevent smoke from entering. **DIAL 911** to report your location.
- Be prepared to signal from a window but **DO NOT** break the glass unless absolutely necessary as outside smoke may be drawn in.
- Open the window a few inches for fresh air and hang a brightly colored cloth or bed sheet out the window to alert the Fire Department to your location. If you have a flashlight, use it to signal at night.

IF CAUGHT IN SMOKE

If you are caught in smoke, follow these recommendations:

- Drop to hands and knees and crawl or crouch low with your head 30 to 36 inches above the floor, watching the base of the wall as you go.
- Hold your breath as much as possible.
- Breathe shallowly through your nose using a blouse or shirt as a filter.

IF FORCED TO ADVANCE THROUGH FLAMES

If you are forced to advance through flames, follow these recommendations:

- Hold your breath.
- Move quickly, covering your head and hair.
- Keep your head down and close your eyes as often as possible.

HOW TO USE A FIRE EXTINGUISHER

Use the “P-A-S-S” method below to learn more about how to use a fire extinguisher.

- **Pull** Pull the safety pin from the handle.
- **Aim** Aim the nozzle, cone, or horn at the base of the fire.
- **Squeeze** Squeeze the trigger handle.
- **Sweep** Sweep from side to side and beware of re-flash.

For contact information, See Annex B: Additional Resources.

BOMB THREAT

Bomb threats are assumed to be real and considered a threat to the university and its operations. If an explosion occurs at any time, immediately report the explosion by dialing 911.

WHAT TO DO IF YOU RECEIVE A THREAT

Incident bomb threats are usually received by telephone, sometimes by note or letter. Most bomb threats are made by callers who want simply to create an atmosphere of anxiety and panic — but all calls must be taken seriously. If you receive a threat of any kind, immediately **DIAL 911**. If possible, get a coworker to do this while you continue talking with the caller. Permit the caller to say as much as possible without interruption. **THEN** ask a lot of questions:

- Where is the bomb?
- When is the bomb going to go off?
- What kind of bomb is it?
- What does the bomb look like?
- What will cause the bomb to go off?

RECORD WHAT YOU HEAR

Take notes on everything said and on your observations about background noise, voice characteristics, caller's emotional state, etc. Use the [Bomb Threat Check List](#) on the following page. Write down the callers exact words. Also record the exact time that the call was received as well as the following information about the caller:

- The perceived sex, age, accent, and education of the caller.
- The location of the caller and any background noises that you hear.
- A description of the caller's attitude.
- A description of the caller's style of speech, speech impediments, or speech traits.

Trained emergency personnel will advise you if evacuation is necessary. Follow instructions given by emergency personnel.

WHAT TO DO IF YOU SEE A SUSPICIOUS PACKAGE

If there has been a threat, and you see a package or foreign object, **DO NOT** touch it. From a landline phone, immediately **DIAL 911** to report any unusual objects or items. Read the section in this booklet on Suspicious Packages to learn more about how to identify suspicious mail and what to do if you believe you have encountered such items.

BOMB THREAT CHECKLIST

Date:	Time Call Received:	Time Call Terminated:
Number Where Call was Received:		Who Received the Call?
Exact Wording of the Threat:		

WHEN POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS

“When is the bomb going to go off?”	“Where is the bomb right now?”	“What does it look like?”
“What kind of bomb is it?”	“What will cause it to explode?”	“What is your name?”
“Did you place the bomb?”	“Why?”	“What is your address?”
“Is there a special way to identify the bomb?”	Other:	

Describe the caller’s voice (check how he/she sounds)

- Calm Angry Excited Slow Ragged/Raspy Soft
- Laughter Crying Normal Distinct Deep Breathing Slurred
- Stutter Lisp Fast Familiar Clearing Throat Loud
- Nasal Deep Disguised Accent Cracked Voice Other _____

Describe the caller’s language

- Well Spoken Incoherent Irrational Message Read by Threat Maker
- Taped Message Foul Language

Remarks:

Describe the background sounds (check the sounds you hear)

- Street Noises Animal Noises Office Machinery Voices Music
- Motor House Noises Factory Machinery Clear
- Static: PA System or Local?

EXPLOSION

WHAT CONSTITUTES AS AN EXPLOSION

An explosion is caused by a rapid expansion of gas from chemical reactions of incendiary devices. Signs of an explosion may be:

- A very loud noise, a series of noises, such as hissing, popping, and cracking.
- Vibrations.
- Heat from fire or smoke.
- Falling glass, debris, and building damage.

DURING AND AFTER AN EXPLOSION OCCURS

Follow these recommendations if an explosion occurs:

- Get out of the building as quickly and calmly as possible.
- **DIAL 911.**
- If your building has a fire alarm system, activate it as you exit; otherwise, follow the procedures outlined in your department's Emergency Action Plan (EAP).
- If you are outside, you should stay outside. Move quickly to an open area away from buildings, trees, power lines, and roadways. If your department has a designated assembly area, move to that location if it is safe to do so.
- If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.
- If there is a fire, stay low to the floor and exit the building as quickly as possible.
- **DO NOT** use elevators. Use handrails in stairwells; stay to the right.
- Assist others in exiting the building and move to designated evacuation areas.
- Wait for and follow instructions from emergency personnel.
- Keep streets and walkways clear for emergency vehicles and crews.
- If you are trapped in debris, tap on a pipe or wall so rescuers can hear where you are.
- Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

SUSPICIOUS MAIL

The University and law enforcement authorities take postal threats very seriously. The University has adopted a “zero tolerance” policy and will aggressively investigate any such incidents. The following guidelines are intended to help identify suspicious packages and to provide procedures to follow in the event of receiving suspicious mail.

SUSPICIOUS CHARACTERISTICS IN A LETTER OR PACKAGE

If you receive or observe a suspicious letter or package that is unexpected or from an unknown exhibiting the following characteristics:

- Excessive postage.
- Misspellings of common words.
- Excessive weight.
- Rigid envelope.
- Foreign mail, airmail, or special delivery.
- Hand written or poorly typed address.
- Restrictive markings such as confidential, personal, etc.
- Excessive securing - material such as masking tape, string, etc.
- Incorrect titles or titles without names present.
- Oily stains or discoloration.
- Visual distractions.
- Lopsided or uneven.
- No return address.
- Protruding wires or tinfoil.

SUSPICIOUS PACKAGE PROCEDURE

Follow these recommendations if you believe you have encountered a suspicious package or envelope:

- From a safe location notify the police department immediately by **DIALING 911**.
- Move people away from the package and limit access to the area.
- **DO NOT** move or open the package.
- **DO NOT** investigate too closely.
- **DO NOT** cover, insulate or place the package into a cabinet or drawer.

WRITTEN THREAT

If a written threat warning of an explosive device (or other danger) is received, contact the Virginia Tech Police Department immediately by **DIALING 911**. The threat should never be ignored. Save all materials, including any envelope or container. Once the message is recognized as a threat, unnecessary handling should be avoided. Every effort must be made to preserve evidence, such as fingerprints, handwriting or typewriting, paper, and postal marks. These are essential to tracing the threat and identifying the author.

HAZARDOUS MATERIALS

Hazardous materials are substances with dangerous ingredients – particularly chemicals that can hurt the environment, cause injury, or even death. When used with caution, they can be safely used in laboratory instruction, industry, agriculture, medicine, research, and even our homes. But if misused and released, they can be very harmful.

DURING A SMALL OR MINOR SPILL

Minor spills of hazardous chemicals that pose little or no threat to the safety and health of personnel can be cleaned by following the warnings and cautions on the container's label or the material safety data sheet (MSDS). If you need assistance with the cleanup of a spill, contact Virginia Tech Environmental Health and Safety during regular business hours (540-231-3600). For after hours, contact your local emergency dispatch by dialing 911 (for Blacksburg dial 540-231-6411 or 911).

DURING A HAZARDOUS MATERIALS EMERGENCY

Procedures for laboratory personnel to handle chemical, biological, or radiological spills are provided in laboratory safety plans. Trained laboratory personnel are authorized to determine appropriate emergency responses for their areas. A hazardous materials emergency exists when cleanup of a hazardous material spill is beyond the level of staff knowledge, training, or ability and/or the situation is immediately dangerous to the life and health of persons in the spill area or facility.

If a hazardous materials emergency exists, follow these recommendations:

- Alert people in the immediate area of the spill and evacuate the room.
- Confine the hazard by closing doors as you leave the room.
- Use eyewash or safety showers as needed to rinse spilled chemicals off people.
- Evacuate any nearby rooms that may be affected. If the hazard will affect the entire building, evacuate the building.
- Notify the Virginia Tech Police Department of the type of chemical, location, and size of the spill by **DIALING 911**. Always call from a safe location.

REPORTING A HAZARDOUS MATERIALS EMERGENCY

Emergency contact information may be posted on the entry door to the lab or room. If a hazardous materials emergency occurs, report the following information:

- Location of the spill, name of the chemical, and quantity.
- Name and telephone number of the caller.
- Extent of injuries, if any.
- Environmental concerns, such as the location of storm drains and streams.

CHEMICAL, COMMERCIAL CLEANING PRODUCTS, AND SOLVENT SPILLS

Any spill that could **POTENTIALLY** cause injury to a person or property must be reported to Environmental Health and Safety. If an immediate hazard exists or medical assistance is required, **DIAL 911**. For small spills or that pose no immediate danger to life or property:

- Confine the spill.
- Evacuate and secure the immediate area; only allow authorized personnel to access the contaminated area. Notify area supervisor.

TOXIC FUMES RELEASE

- Evacuate the area immediately if you smell gas or other toxic fumes, experience irritation, coughing, burning eyes, and/or difficulty breathing.
- If you smell gas in a dark room, **DO NOT** turn on lights; this action could ignite gas. **DO NOT** touch, activate, or de-activate any power switches, fire alarms, lights, etc.
- Evacuate immediately and **DIAL 911**. **DO NOT** re-enter the area until advised to do so by emergency personnel.

RADIOACTIVE LEAK OR SPILL

In the event of a radioactive leak or spill:

- Limit the spread of the spill.
- Notify others in the area that a spill has occurred. Keep untrained people out of the area.
- Call the Radiation Safety Officer in Environmental Health and Safety (540-231-3600).

If skin contamination has occurred:

- Go to the nearest sink and wash the affected area with tepid water.
- Call the Radiation Safety Officer in Environmental Health and Safety.

BIOLOGICAL RELEASE OR SPILL

In the event of a biological release or spill:

- Use personal protection and decontaminate the spill with appropriate disinfectant.
- For a large spill or release of highly infectious materials, notify everyone in the area, secure the area, then call Environmental Health and Safety immediately (540-231-3600).
- If a blood borne pathogen exposure or needle stick injury has occurred:
- Go to the nearest sink and wash affected area with warm water and soap.
- Call Environmental Health and Safety and seek medical attention immediately.

For contact information, See Annex B: Additional Resources.

POWER OUTAGE

IF A POWER OUTAGE OCCURS

Remember, if it is an emergency, **DIAL 911**. Otherwise, follow the steps below.

- Notify Virginia Tech Facilities Services during regular business hours, between 8:00 AM and 5:00 PM. If it is after hours, notify the Virginia Tech Police Department.
- Wait a few minutes for emergency power to come on to provide emergency lighting.
- If evacuation of the building is required, assist any disabled persons and use the stairway to exit. **DO NOT** use elevators.
- Unplug all nonessential electrical equipment, televisions, and computers. Turn off light switches as a surge may blow out left-on lights and other equipment when power is restored.
- Contact Facilities Services for information regarding scope and expected duration of outage.

A POWER OUTAGE IN A LABORATORY OR RESEARCH FACILITY

Follow these recommendations if a power outage occurs in a laboratory or research lab:

- Laboratory personnel should secure experiments or activities that may present a danger when electrical power is off. Also consider what could happen if power is unexpectedly restored.
- Notify the lab supervisor immediately.
- Take actions to preserve human and animal safety as well as research.
- Keep essential research refrigerators and freezers closed throughout the outage to keep them cold.
- If conditions are hazardous, notify Environmental Health and Safety during regular business hours. If it is after hours, notify the Virginia Tech Police Department.
- If a laboratory fume hood is non-operational, cap all open containers and close the sash.

IF YOU ARE TRAPPED IN AN ELEVATOR

If you are trapped in an elevator, push the “Call for Help” button. Speak with the dispatcher and identify the building, elevator number, and floor.

IF OTHERS ARE TRAPPED IN AN ELEVATOR

If someone is trapped in an elevator because of a power outage, dial 911. Give specific directions to the inoperative elevator and have someone meet emergency personnel outside of the building. Tell passengers to remain calm, help is coming. Talk to passengers until emergency personnel arrive.

For contact information, See Annex B: Additional Resources.

RETURNING TO NORMALCY

There are a variety of resources in place at Virginia Tech for both students and employees in case an emergency occurs. These resources can help you return to a state of normalcy after an emergency.

COPING WITH EMOTIONS

You may be surprised at how you and others feel after a disaster. It can stir up a variety of unanticipated feelings, and they are as important to address as bodily injuries, damaged homes, and possessions. Children, senior citizens, people with disabilities and people for whom English is not their first language are especially at risk and may need extra attention. It is important to calmly let them know that they are safe and that help is available. Some basic steps you can take to meet emotional needs are:

- Try to return to as many of your normal routines as possible.
- Get rest and drink plenty of water.
- Limit your exposure to the sights and sounds of disaster, especially on television, the radio, and other media outlets.
- Focus on the positive.
- Recognize your own feelings.
- Reach out and accept help from others.
- Do something you enjoy.
- Seek comfort and support. Stay connected with your family or other supporters.
- Realize that recovery can take time.

If you have more questions or observe behavior in others that concerns you, contact a counselor or community services professional for additional information and help.

- | | |
|---------------------------------------------------------|--------------|
| ▪ Cook Counseling Center | 540-231-6557 |
| ▪ Office of Recovery and Support | 540-231-0062 |
| ▪ Psychological Services Center at Virginia Tech | 540-231-6914 |
| ▪ Hokie Wellness, Virginia Tech Human Resources | 540-231-9331 |
| ▪ Virginia Tech Employee Advantage Program | 540-231-4889 |
| ▪ Virginia Tech Women’s Center | 540-231-7806 |

IMMEDIATELY AFTER A DISASTER

If a disaster or emergency occurs, the following information could help in the immediate stages of recovery:

- **REMAIN CALM.**
- Have injuries treated by a medical professional.
- Small wounds may be washed with soap and water and then bandaged to reduce the risk of infection. Replace bandages if they become soiled, damaged, or waterlogged.

Departmental Emergency Action Plan

- Pace yourself. You may find yourself in the position of taking care of other people. Listen carefully, and deal patiently with urgent situations first.
- Check with local authorities to learn if your residence is safe to enter.
- Doors or windows may be cordoned off with yellow tape to indicate damage. Do not cut or walk past the tape unless local authorities advise that it is safe to do so. If a structure bears a color-coded sign, do not enter it until you get official information about what the sign means and advice about the safety of entering.

CHECKING YOUR RESIDENCE

Check with local authorities to make sure your residence is safe to enter. For example, if you live in Virginia Tech housing, check university news to find out when it is safe to return. Do not cut or walk past colored tape or a color-coded sign until you get more advice and instructions about what these signs mean and whether it is safe to enter. If you have children, leave them with a relative or friend while you conduct your first inspection of your damaged home. The site may be unsafe for children, and seeing the damage firsthand may upset them unnecessarily.

REPLACING VITAL DOCUMENTS

DOCUMENT	CONTACT FOR REPLACEMENT
Hokie Passport	Hokie Passport Office
Other School Records	Contact the issuing school
Government Issued ID	Contact the issuing government agency
Driver's License	Department of Motor Vehicles
Vehicle Registration	Department of Motor Vehicles in issuing state
Insurance Policies	Your insurance agent or company
Military Records	File a Form SF-180 with the U.S. National Archives
Passport	U.S. State Department, Forms DS-11 and DS-64
Green Card	File a Form I-90 with U.S. Immigration
Other U.S. Citizenship Papers	U.S. Bureau of Citizenship and Immigration Services
Birth, Death, & Marriage Certificates	Bureau of Records for the state of issue
Social Security & Medicare Cards	File a Form SS-5 with the U.S. Social Security Admin
Credit Cards	Contact your card issuer as soon as possible
Titles to Deeds	Records department where the property is located
Mortgage Papers	Contact your lending institution

Annex B: Additional Resources

- **Cook Counseling Center** 540-231-6557
 - www.ucc.vt.edu
- **Environmental Health and Safety** 540-231-3600
 - www.ehss.vt.edu
- **Family Relations (Formerly Office of Recovery and Support)** 540-231-0062
 - www.weremember.vt.edu/recovery_and_support
- **Hokie Wellness** 540-231-9331
 - www.hokiewellness.vt.edu
- **Office of Equity and Accessibility** 540-231-2010
 - oea.vt.edu/ada-accessibility-services
- **Psychological Services Center at Virginia Tech** 540-231-6914
 - www.psyc.vt.edu
- **Schiffert Health Center** 540-231-6444
 - www.healthcenter.vt.edu
- **Services for Students with Disabilities** 540-231-3788
 - www.ssd.vt.edu
- **Virginia Tech Emergency Management** 540-231-2438
 - www.emergency.vt.edu
- **Virginia Tech Employee Assistance Program** 540-231-4889
 - www.hokiewellness.vt.edu
- **Virginia Tech Facility Services** 540-231-4300
 - www.facilities.vt.edu/
- **Virginia Tech Police Department** 540-231-6411
 - www.police.vt.edu
- **Virginia Tech Rescue Squad** 540-231-7138
 - www.rescue.vt.edu
- **Virginia Tech Threat Assessment** 540-231-7194
 - threatassessment.vt.edu/
- **Virginia Tech Women’s Center** 540-231-7806
 - www.womenscenter.vt.edu
- **Virginia Tech WeatherSTEM**
 - montgomery.weatherstem.com/vt
- **American Red Cross**
 - www.redcross.org
- **Ready.gov**
 - www.ready.gov

Annex C: Building Annexes

Each Emergency Action Plan must consist of a department base plan and all associated building annex documents. Annex C should include an annex for each building in which department employees occupy space. If a building annex, or multiple building annexes, are missing, contact your department *EAP Coordinator*.