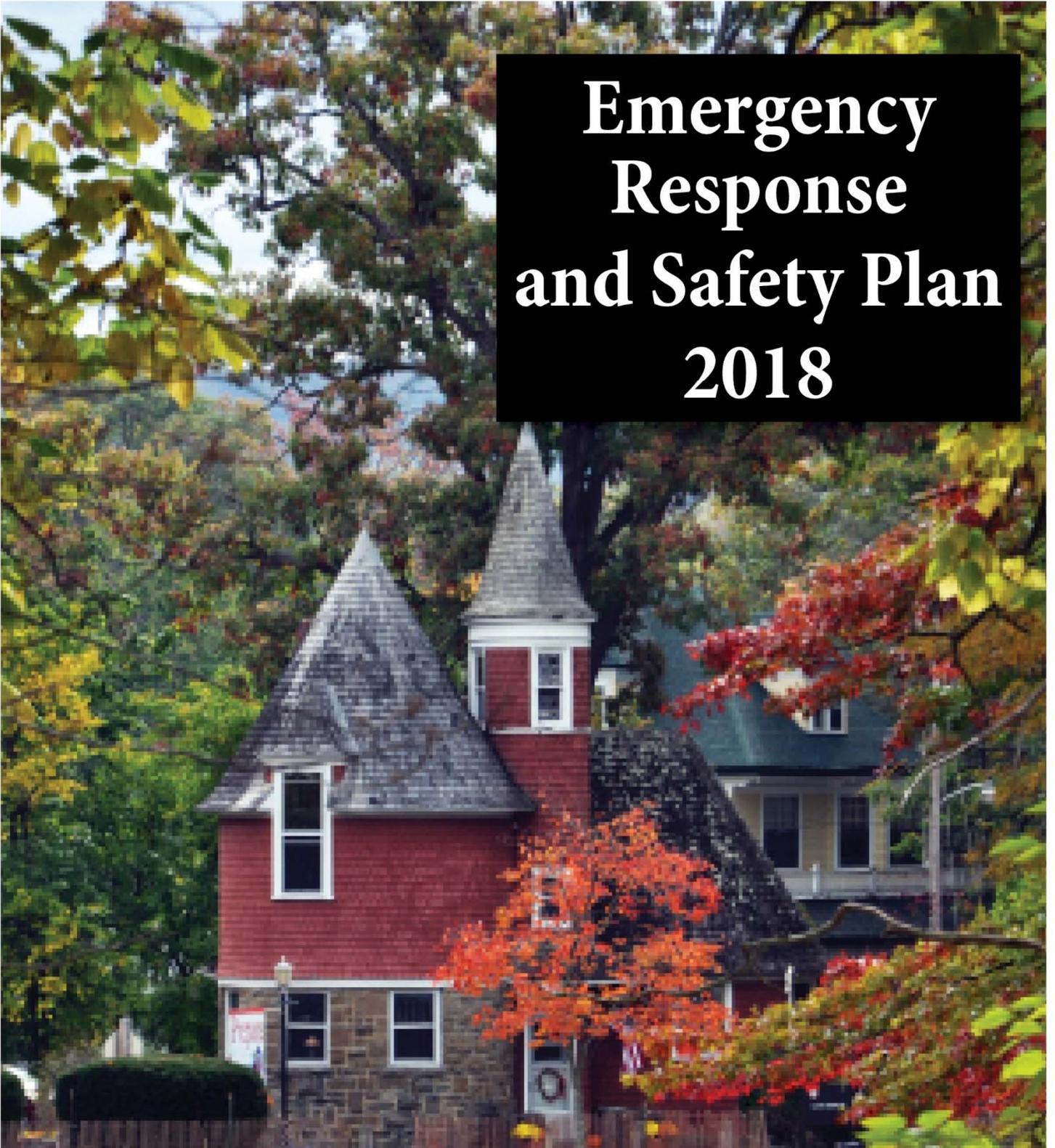


Emergency  
Response  
and Safety Plan  
2018



*Our Mission: To prepare and inspire students for success and for thoughtful engagement in the world.*

Davis & Elkins College  
Emergency Response and Safety Plan

## **DAVIS & ELKINS COLLEGE EMERGENCY RESPONSE AND SAFETY PLAN**

The enclosed plan outlines procedures that will help, aid and assist the entire Davis & Elkins College community in case of an emergency. The emergencies listed in the manual could be very traumatic in nature and would be inclusive of on-campus or off-campus deaths of a member of the campus community, crime related incidents, weather related incidents, natural disasters, or other life threatening situations. No plan can be developed to meet every emergency or crisis; however, the procedures outlined herein are flexible enough to form a coordinated effort, yet structured enough to achieve a common goal. All college departments and personnel will work together to make this plan effective in any emergency situation and will assist as requested during an emergency. These policies are to be used as a guide and reference if any actual emergency takes place. Obviously, with any emergency, circumstances may require a deviation from these procedures. Written guidelines can neither predict the future nor override the need for calm thinking, common sense, and good judgement.

The purpose of this plan is to assure that all staff, students, faculty and visitors are prepared to react to an emergency situation in a reasonable and responsible manner thus ensuring the highest level of safety can be accomplished.

This plan serves as a quick reference guide of responses to specific emergency situations that will guide members of the campus community through these crisis situations.

Any obvious emergency should be handled in the following manner:

### **CONTACT 911**

The 911 Office of Emergency Management will determine which emergency response agency (fire, rescue or police) should be dispatched to the scene.

### **CONTACT DAVIS & ELKINS COLLEGE OFFICE OF PUBLIC SAFETY (304) 704-9111**

Officers can respond and secure the scene until the appropriate emergency response arrives. Officers can also begin to notify the appropriate administrative offices in an effort to initiate a proper plan of action which may include issuing a Timely Warning.

### **CONTACT THE OFFICE OF THE PRESIDENT (304) 637-1243**

The President, or his or her designee, can begin to form a plan of action from the Emergency Response and Safety Plan, or otherwise, as the situation dictates. Members of the campus community, crises intervention teams, management team, etc. can be contacted and directed as needed. NIXLE emergency mass notification system can be used to provide the campus community with Timely Warnings, crime alerts, and safety and other instructions.

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DAVIS & ELKINS COLLEGE CONTACTS LIST

<b>Position</b>	<b>Name</b>	<b>Office #</b>	<b>Cell/Home #</b>
President	Chris A. Wood	304-637-1243	304-642-7204
Vice President for Enrollment Management and Institutional Advancement	Rosemary Thomas	304-637-1337	304-940-9350
Vice President for Student Affairs	Scott Goddard	304-637-1352	304-642-1352
Vice President for Academic Affairs	Robert Phillips	304-637-1291	
Director of Human Resources	Jane Corey	304-637-1344	304-940-3575
Director of Physical Plant	Wade Bremer	304-637-1268	
Director of Dining Services	Scotty Marshall	304-637-1205	
Campus Nurse	Diana Burke-Ross	304-637-1234	304-642-8501
Director of Public Safety	Michael T. Curtis	304-637-1610	412-721-4638
Director of Information Services	Amy Mattingly	304-637-1233	

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## PURPOSE

The purpose of the Davis & Elkins College Emergency Response and Safety Plan is to enhance the protection of lives and property through effective use of the College's resources. Whenever an emergency or disaster affecting the campus reaches proportions that cannot be handled by routine measures, the President (or his or her designee) may declare a state of emergency or a disaster. Emergency and disaster situations can occur suddenly and without warning. These procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

## SCOPE

The Davis & Elkins College Emergency Response and Safety Plan applies to all D&E College faculty, staff, students and visitors, and to all buildings and grounds owned and operated by Davis & Elkins College.

## LEVELS OF EMERGENCIES

The authority to declare a campus state of emergency rests with the President of the College or, in the President's absence, the President's designee or Director of Public Safety.

There are three levels of emergencies.

- *Minor Emergencies:* A minor emergency is any incident with limited impact, which does not affect the overall function capability of the College. In the event of a minor emergency, immediately report it to the Office of Public Safety. Planning and response is carried out at a limited local level (e.g. in a lab or room). The Emergency Response and Safety Plan would be activated only to the extent necessary.
- *Major Emergencies:* A major emergency is any incident that has the potential to affect students, faculty and staff, a building or buildings, and disrupts the overall operation of the College. Outside emergency services may be required, as well as major efforts from the campus community. Policy coordination and direction will be required from College administration during a major emergency.
- *Disaster:* A disaster is any event or occurrence that has taken place and has seriously impaired or halted the operation of the College. In some cases, mass personnel may have been injured and/or severe property damage may have occurred. A coordinated effort of all campus resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an emergency command center will be activated and the appropriate support and operational plans will be executed.

## EMERGENCY PLAN STRUCTURE

### **President**

This plan is disseminated under the authority of the President of the College. All decisions concerning the discontinuation of the College functions, cancellations of classes, or cessation of operations, rest with the President or his or her designee. After consulting the Emergency Response Team Coordinator and/or other appropriate members of the Emergency Response Team, the President or his designee shall be responsible for declaring any major institutional emergency.

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**Emergency Management Team**

This team is comprised of the President and the Management Team. The Emergency Management Team's role is that of policy and decision making that affects the College community. Typically, this centers on planning and preparation prior to and the recovery from the crisis, the long-term effects of the incident and the needs to restore the College to normal operations. The Emergency Management Team is directly involved in crisis stabilization if major expenditures or policy decisions are needed to complete the stabilization. The responsibilities of the team include:

- Approve final plan and major policy decisions.
- Allocate and direct distribution of resources required to reduce identified vulnerabilities to accomplish the purpose of the Emergency Response Plan.
- Request needed resources from outside the College community that are not available internally.
- Delegate authority for incident stabilization and protection of life and property.
- Identify critical business functions that must be quickly restored and maintained.
- Review needs and allocate resources required in the 24-96 hour time frame to complete stabilization.
- Determine long-term (greater than 30 days) effects the crisis may have on the College and how this can be managed.
- Monitor the recovery process.
- Ensure the Emergency Response Team Coordinator is acting in a responsible manner.

**Emergency Response Team Coordinator**

The Emergency Response Team Coordinator is assigned by the President and acts as the liaison between the Emergency Management Team and the Emergency Response Team. The Emergency Response Team Coordinator serves as or designates a leader for the Emergency Response Team as appropriate to the nature of the emergency event. All decisions regarding external communications will be coordinated through the Emergency Response Team Coordinator and the President or his or her designee.

**Emergency Response Team**

The Emergency Response Team is organized under the direction of the Emergency Response Team Coordinator. The Emergency Response Team is responsible for executing the Emergency Response and Safety Plan during a crisis. The Emergency Response Team is comprised of members representing functional areas of the College that have critical emergency plan execution responsibilities. Members are responsible for ensuring their functional area has a critical operations plan and necessary resources to execute their plans.

- The Emergency Response Team includes primary and alternate members. Alternate members direct and execute their responsibilities in the absence or unavailability of the primary member.
- Both primary and alternate members must be available during a crisis. It should be noted that for any given incident, it might not be necessary for all Emergency Response Team members to be part of the incident stabilization and recovery effort. The Emergency Response Team coordinator is responsible for notifying members of the ERT when their services are needed.
- The team members are responsible for evaluation of information from various sources during an actual event and providing advisement to the Emergency Response Team Coordinator and the President (via the Coordinator) on appropriate actions requiring their decisions.

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- Team members are responsible for the review, discussion, advisement and recommendation for the approval for the Emergency Response Plan.

### **Trauma Response Team**

As part of the College's commitment to supporting student well-being and to maintaining the continuity of its educational mission at all times, the College provides a procedure for the assessment of, and response to, traumatic events. A traumatic event may include a natural disaster, a critical or life-threatening injury, or the death or completed suicide of a student or other member of the College community. Under the leadership of the President or his or her designee, members of a Trauma Response team will be selected if a traumatic event occurs and will vary depending on the event but may include the College Chaplain as well as staff members from Counseling and Wellness Services, Communications and Marketing, Student Life, Human Resources, Athletics, and/or other appropriate staff members.

The purpose of the Trauma Response Team is to assess the traumatic event and then ensure that the College provides a response that is timely, ethical, consistent, and compassionate. The Trauma Response Team will work collaboratively with other College administrators and departments as needed to coordinate the College's both immediate and long-term response to a traumatic event.

The team's immediate response to a traumatic event will include securing campus safety, organizing and mobilizing support resources, and providing appropriate communication. The team's long-term response to a traumatic event will include maintaining support resources, addressing memorials and anniversaries and evaluating the impact of the traumatic event on the College community to inform future response and prevention efforts.

### **Building Emergency Coordinators**

Each department or division shall designate one person in each building/area as a Building Emergency Coordinator. Each faculty member teaching when an emergency occurs also becomes an Emergency Coordinator responsible for locking down his or her classroom or evacuating his or her students from the building as appropriate. Building Emergency Coordinators have the following responsibilities:

- To ensure that all employees assigned to their area are aware of evacuation routes and fire extinguisher locations.
- To establish a meeting point with all employees in their area in the event of an evacuation.
- To be able to account for all employees at the designated meeting point.
- To ensure that all exterior doors are secured in the event of a "lockdown."

### **Faculty and Staff**

Each faculty member teaching when an emergency occurs also becomes an Emergency Coordinator responsible for locking down his or her classroom or evacuating his or her students from the building as appropriate. Every member of the faculty and staff should be familiar with applicable emergency plans and familiarize themselves with the Emergency Response Plan which includes evacuation routes for all College buildings. Faculty and staff must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. Faculty members have the following specific responsibilities:

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- Take cell phone to class and leave it on. If there is an emergency message, answer it, inform your class of the emergency, and instruct them on how to respond.
- Know the closest evacuation route.
- Determine an assembly area for each of your classes that is at least 500 feet away from the classroom building.
- At the beginning of each semester, review the evacuation route with each class and tell them the assembly area location outside the building; instruct students to assemble in that location should they evacuate the building.
- Ensure that all students leave the room during an evacuation.
- Account for all students in your class at the assembly area.
- Inform the Office of Public Safety immediately if you think someone is still inside the building.
- Keep your students from returning to the building until you are given an “All Clear” by a Public Safety officer or College administrator.
- If it is obvious that you will not re-enter the building during that class hour, instruct students to leave and avoid getting in the way of emergency personnel and vehicles.

**Emergency Command Center**

When a major emergency occurs, or is imminent, it shall be the responsibility of the Emergency Response Team Coordinator to set up and staff the Emergency Command Center. The Gatehouse will be the primary Command Center if available. At least one uniformed Public Safety officer will staff the Command Center.

The following items should be located in the Command Center:

- One working copy of the Emergency Response Plan
- One fax machine
- One fax phone line
- Six phones (3 lines on each phone) and six phone recorders
- Six phone lines
- Two laptops
- Two portable white boards or paper easel boards
- One TV
- One projector (can connect laptop)
- Office Supplies:
  - 8 ½ x 11 ruled pads
  - Pens/Pencils
  - Stick erasers
  - Highlighters
  - File folders
  - White Board Markers
  - White Board erasers
  - White Board cleaner
  - White Board magnets
  - Post-it notes pads (multiple sizes)
  - Paper/Binder clips (multiple sizes)
  - Staple removers
  - Staplers/staples
  - Clear tape/dispensers

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- Duct tape
- Electrical tape
- Scissors/utility knives

**Education and Training**

The Director of the Office of Public Safety will convene emergency response education and training sessions once a year, or as appropriate, to review emergency response procedures and to institute appropriate periodic training of key response personnel and new campus personnel. The Director will coordinate this training with outside agencies as necessary.

## COLLEGE EMERGENCY NOTIFICATION

**Office of Public Safety**

Upon notification of an emergency or disaster situation, the Office of Public Safety officer on duty will notify the Director of the Office of Public Safety of any campus emergency, who will in turn immediately contact the President. In the President's absence, the President's designee will be notified.

**Emergency Notification**

Once a segment of the campus community is identified to be at risk, the President or designee in his or her absence, along with the Emergency Response Coordinator and when appropriate other members of the Emergency Management Team, will determine how, when and whether an emergency notification or timely warning needs to be made. A determination will also be made as to whom the notification will be sent. These notifications, when deemed appropriate, will be sent without delay.

Emergency notifications are made through a variety of different means including, but not limited to: phone, email, text, word of mouth, loudspeakers, mass notification system, the College website, social media, and regional media outlets. The College's mass notification system is through NIXLE and all students and employees are automatically signed up for this service. If you do not wish to participate, you must opt-out. To opt-out, please email Director of the Office of Public Safety Michael T. Curtis, J.D. at [curtism@dewv.edu](mailto:curtism@dewv.edu).

## GENERAL EVACUATION PROCEDURES

- Building evacuations will occur when an alarm sounds and/or upon notification by the emergency notification system, Office of Public Safety or the Building Emergency Coordinator.
- When building evacuation is activated during an emergency or disaster, employees and students leave through the nearest marked exit and alert others to do the same. These exits are clearly marked.
- Each work area and each class should have a designated area outside the building where employees or students should plan to meet during the evacuation.
- Once at the designated area, the Building Emergency Coordinator or faculty member must account for all employees or students. If any employees or students are missing, the Building Emergency Coordinator or faculty member is responsible for informing the Office of Public Safety.

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- DO NOT USE THE ELEVATORS IN CASES OF FIRE AND/OR EARTHQUAKE.
- Once outside, proceed to a clear area that is at least 500 feet from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- DO NOT return to an evacuated building unless told to do so by Office of Public Safety personnel, a College administrator or fire department personnel.

**Evacuation Procedures for Individuals with Special Needs and/or Disabilities**

- **“Buddy System” – Evacuation Assistant:** Individuals with a disability should privately solicit at least one classmate, instructor, supervisor or co-worker to assist them in the event of an emergency. This “buddy” should be someone who is willing to make this commitment and capable of providing assistance. The “buddy” should be provided with the nature of the assistance that would be needed in the event of an emergency. A separate “buddy” may be necessary for each classroom or building that the individual will be in during the course of the day. If the “buddy” is unable to escort the individual out of the building in an emergency, they should notify emergency personnel of the individual’s location and disability.
- **Evacuation Planning:** Planning and preparation by both persons with special needs and persons without disabilities is key to reducing the impact of emergencies. When developing a plan, safety needs should be determined on a case-by-case basis because they vary with each individual and building. Persons with disabilities utilizing the College’s campus are asked to take responsibility in developing their personal emergency evacuation plans.
- **Mobility Impaired (Wheelchair):** Individuals using wheelchairs should proceed with evacuation if possible to the outside ground level or an unaffected area of the building. If evacuation is not feasible, individuals should stay in place or move to an area of rescue with an evacuation assistant (“buddy”) if present. Once the individual is in place, the evacuation assistant should proceed to the appropriate evacuation assembly point and notify Public Safety officers and/or emergency responders of the individual’s location. A building stairwell may serve as a safe location until rescue personnel arrive to assist. If the individual with the disability is alone, they should follow the Shelter in Place procedures.
- **Mobility Impaired (Non-wheelchair):** Individuals with mobility impairments who are able to walk independently may be able to take stairs with minor assistance. If danger is imminent, the individual should wait until heavy traffic has cleared before attempting the stairs. A building stairwell can serve as a safe location until rescue personnel arrive to assist, if someone is able to notify rescue personnel of the individual’s location. If there is no immediate danger (i.e. detectable smoke, fire, unusual odor), the individual may decide to shelter in place or move to an area of rescue until emergency personnel arrive.
- **Visually Impaired:** Most individuals with a visual impairment will likely be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from a commonly traveled route, persons with a visual impairment may need assistance in evacuating. An evacuation assistant should offer their elbow to the impaired individual and guide him/her through the evacuation route.
- **Hearing Impaired:** Individuals with a hearing impairment may not hear emergency alarms and may not be in a position to see alarm strobe lights. Emergency instructions can be given by writing short explicit evacuation instructions.

In other situations involving an individual with special needs contact Public Safety for further guidance.

## EMERGENCY CLASSIFICATIONS

All notifications shall be issued in plain language referencing the nature of the emergency and this shall be disseminated through NIXLE mass communication system or other means as appropriate.

### **FIRE**

Fire drills shall be performed on an announced and unannounced basis. These fire drills are usually executed with the aid and assistance of the Elkins Fire Department.

In the event of a fire or possible fire, SOUND THE FIRE ALARM IMMEDIATELY!

#### **Action Steps**

- Sound the fire alarm
- Notify the Fire Department by calling 911
- Contact the Office of Public Safety

#### **Roles**

##### Building Coordinators

- Account for all faculty and staff members
- Notify Public Safety and Director of Physical Plant of a break or suspected break in gas or electrical lines
- Ensure that access to the building is open for emergency vehicles and responders
- Notify the Office of Public Safety if an individual is not accounted for

##### Office of Public Safety

- Communicate with President or his or her designee
- Ensure access to the building is open for emergency vehicles and staff

##### Faculty & Staff

- Evacuate the students to the designated assembly area
- Account for all students
- Notify the Office of Public Safety if an individual is not accounted for
- Report to immediate supervisor and await instructions or for the "All Clear"

## LOCKDOWN

### **Definition**

Situations may arise where the entire campus building must be made secure prohibiting entry from the outside. Such situations may include impending threats to students or personnel and unlawful activities happening within the community.

#### **Action Steps**

- All personnel are to receive training in preparation for a lockdown situation.

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- All personnel are to be assigned lockdown responsibilities and be provided with copies of their particular responsibility checklist.
- All personnel are to be issued keys and other necessary equipment to secure the doors and windows listed within their area of responsibility (door chains, panic bar clamps, etc.).
- All personnel are to be trained to implement the lockdown plan when the message is announced via text or phone.
- All students are to be trained not to open and/or unlock any doors or windows during a lockdown.
- The lockdown is to be maintained until an "all clear" signal is announced.

Any order to lockdown must be considered a serious situation and given immediate attention. The origin of the lockdown directive may be internal or external. However, regardless of the source, the lockdown should be implemented immediately.

The plan and a copy of the following checklist shall be maintained at the Office of Public Safety and a backup copy shall be maintained in a secondary location should the Office of Public Safety be incapacitated during the lockdown.

The normal assignments are noted in the checklists. Should persons not be present, the Director of Public Safety or designee shall assign the specific tasks to another person or perform all the tasks themselves.

**Director of Public Safety/Designee  
Lockdown Checklist**

- \_\_\_\_\_ 1. Initiate NIXLE lockdown alert when the need arises and/or directive has been received.
- \_\_\_\_\_ 2. Inform 911 that a lockdown has been initiated and seek assistance as necessary.
- \_\_\_\_\_ 3. Repeat communication until assured that ALL employees and students have been informed and appropriate actions have been taken.
- \_\_\_\_\_ 4. Check to make sure that personnel and students who may be outside are notified and return quickly to the building.
- \_\_\_\_\_ 5. Announce the "All Clear" upon the cessation of the emergency situation.
- \_\_\_\_\_ 6. Advise the President's Office and any legal authorities necessary that the lockdown alert has concluded.

**Office Staff  
Lockdown Checklist**

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- \_\_\_\_\_ 1. Assist as necessary.
- \_\_\_\_\_ 2. Secure office doors and windows: **close and lock**.
- \_\_\_\_\_ 3. Assist with communications: intra-school or with emergency personnel as directed by the President or his or her designee.
- \_\_\_\_\_ 4. Find the nearest secure place to stay.
- \_\_\_\_\_ 5. Assist with the event secession activities when it occurs.

**Faculty  
Lockdown Checklist**

- \_\_\_\_\_ 1. Lock and secure all doors and windows. (Internal and External)
- \_\_\_\_\_ 2. Close all blinds and drapes.
- \_\_\_\_\_ 3. Check rosters to account for all students.
- \_\_\_\_\_ 4. Instruct students to remain seated and calm during the lockdown.
- \_\_\_\_\_ 5. Do not allow students to unlock doors or open any doors or windows without permission.
- \_\_\_\_\_ 6. Maintain lockdown until the "All Clear" has been given.
- \_\_\_\_\_ 7. Following the "All Clear" signal, reset the classroom as desired.
- \_\_\_\_\_ 8. Resume regular activities.

**ALL CLEAR**

**Definition**

All clear - Resume normal activities.  
Emergency Response Agency has cleared the scene.

**Action Steps**

- Unlock doors
- Remove covering from door glass and open blinds
- Report any unusual occurrences to the Office of Public Safety
- Report any missing students to the Office of Public Safety
- Resume normal activities if possible

**WEATHER EMERGENCY**

**Definition**

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Preparedness is easier when you understand the possible threat(s) and definitions used in the business. Do you know what a "WATCH" and "WARNING" are? The following terms are from the National Weather Service provided via Weather Alert Radio.

- **TORNADO WATCH:** Tornadoes are possible in the area. Remain alert for approaching storms.
- **TORNADO WARNING:** A tornado has been sighted or is imminent. If a tornado warning has been issued for your area move to your pre-designated place of safety.
- **SEVERE THUNDERSTORM WATCH:** Severe thunderstorms are possible in your area. Thunderstorms are defined as severe if they produce winds in excess of 58 mph, and/or produce hail one inch in diameter or larger.
- **SEVERE THUNDERSTORM WARNING:** Severe thunderstorms are occurring or imminent. Keep in mind that tornadoes occasionally develop in areas-where severe thunderstorm watches or warnings are in effect. Remain alert to signs of an approaching tornado and seek shelter if threatening conditions exist.
- **FLASH FLOOD WATCH:** Flash flooding or flooding is possible within the watch area.
- **FLASH FLOOD WARNING:** Flash flooding has been reported, or is imminent. Take necessary precautions immediately.
- **FLOOD ADVISORY:** Minor flooding of small streams, streets and low-lying areas, like railroad underpasses and urban storm drains is occurring or imminent.
- **WINTER STORM WATCH:** Significant snow, freezing rain or ice is expected within 24 to 36 hours.
- **WINTER STORM WARNING:** Severe winter weather is occurring, imminent or highly likely within 12 to 24 hours.
- **HEAVY SNOW WARNING:** Snow accumulations of 5 inches or more in 12 hours, or snow accumulations of 6 inches or more in 24 hours.
- **ICE STORM WARNING:** Quarter of an inch of ice accretion or more is expected.
- **WINTER WEATHER ADVISORY:** Issued for weather events which cause significant inconvenience, but do not meet warning criteria.
- **SNOW ADVISORY:** Three to less than 5 inches of snow in 12 hours or less.
- **BLIZZARD WARNING:** A blizzard warning is issued when the following conditions occur for 3 hours or longer:
  - a. Wind speeds of 35 mph or greater.
  - b. Snow or blowing snow, which reduces visibility to 1/4 mile or less.
- **FREEZING RAIN/DRIZZLE ADVISORY:** Light accumulation of freezing rain or drizzle that does not form on all exposed surfaces.
- **BLOWING/DRIFTING SNOW ADVISORY:** Snow that is expected to significantly reduce visibility.
- **WIND ADVISORY:** Sustained wind speeds of 31-39 mph that are expected for one hour or longer or wind gusts of between 46 and 57 mph, any duration.

**Action Steps**

- Will be determined by the President or his or her designee.
- Instructions and special assignments will be given as the specific weather conditions dictate.

## EVACUATION ONSITE/OFFSITE

### Definition

When an emergency situation dictates that parts or the whole of the campus community need relocated to a designated site to maintain safety.

### Action Steps

- If a call with emergency information comes directly to the College, the President or his or her designee will determine the need for evacuation and will notify the campus community accordingly.
- If the call or information comes to the 911 Center, the Randolph County Office of Emergency Management will contact the Office of Public Safety who will follow procedures as per this plan.

## ACCIDENT/SERIOUS ILLNESS/INJURY/MEDICAL EMERGENCY

### Definition

This is an emergency where one or many are ill or injured. The immediate concern is to aid the injured or ill. Medical emergencies or accidents can occur at any time and may involve a number of persons. Some emergencies may only require first aid, while others may require immediate and more complex medical attention. When in doubt, it is better to err on the side of caution and dial 911. Medical emergencies involving any person must be reported to the Office of Public Safety and the Director of Human Resources.

### Action Steps

- Assess the scene:
  - Is it safe?
  - How many victims?
  - Nature of the illness or mechanism involved in the accident?
  - Safe entrance and exit routes for vehicles and foot traffic?
  - Safe and immediate entrance and exit routes for law enforcement and emergency vehicles?
  - If trained personnel is available, call on them to assist in providing medical attention.

### Roles

Vice President for Student Affairs or designee

- Supervises care of ill or injured or delegates to nurses or other medical personnel.
- Communicates with Emergency Management Services and parents as necessary after the urgency of the situation has passed.

Office of Public Safety

- Sets up and monitors traffic patterns, isolates scene from bystanders, assists faculty and others administering first aid assuming no building or mechanical emergency exists.
- Address life threatening injuries and treat appropriately.
- Notify the following:

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- Director of Public Safety
- Director of Human Resources
- 911 if needed\*

*\*When calling 911 be prepared to provide the following information:*

- Your name
- Phone number calling from
- Nature of illness or mechanism of injury
- Number of victims
- Exact location within the College
- Status of injured (number, conscious or unconscious, breathing or not breathing, bleeding, etc...)
- How emergency vehicles can access the scene
- Any anticipated complications, e.g. fire spreading toward gas storage
- If there is a crime involved
  - Location and description of suspect(s)
  - Type of weapon(s)
  - Direction of travel of suspects
  - Vehicle type (CYMBAL- Color, Year, Make, Body Style, Accessories, License Number)

## COLLEGE SPONSORED EVENT EMERGENCY

### **Definition**

Emergencies that occur during a college sponsored event. This includes personal injury, illness, accidents, suspected criminal activity, and other incidents that pose an immediate threat to life or personal safety. The administrator/faculty member in charge shall have sole responsibility for complying with the steps outlined below. If additional staff is available, they may be assigned one or more of the duties.

### **Preparing for the College Event**

- Arrange for on-site security for College events as determined necessary by the President or his or her designee.
- Arrange for on-site emergency medical services personnel for specified athletic events that have an increased potential for injuries.
- Ensure that communications equipment is available and in working order, i.e. public address systems, portable two-way radios, and land-line and cellular phones.
- Ensure adequate staffing for the event.

### **Action Steps**

- Contact 911.
- Contact the Office of Public Safety.
- Provide appropriate first aid without delay.
- Secure immediate area if criminal activity is suspected.
- Restore calm among students and others in attendance.
- Assist emergency responders as they require.
- Notify the President or his or her designee.
- Contact the Director of Human Resources.

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- Contact the Vice President for Student Affairs to contact parents or guardians of involved students at the appropriate time.

## BOMB THREAT

### **Definition**

An explosive device either present or alleged to be present in a College building or on the premises that may not have exploded. However, all bomb threats are to be treated as a real danger to the safety of personnel and students.

### **Roles**

Director of Public Safety or Designee

- Determine need for evacuation and notify staff accordingly.
- Gather information concerning anything or anyone suspicious.
- Assess injuries and potential for injuries.
- Assign a person to first aid assistance at evacuation site.
- Call emergency numbers.
- Communicate with the President or his or her designee.

Staff

- Report to immediate supervisor for further instructions

Faculty

- Evacuate students and follow evacuation plans and instructions.

### **Preventative Measures**

- Access to closets, storage facilities and mechanical rooms must be denied to students and general public. These areas must be locked at all times.
- Good housekeeping must be maintained to prevent clutter in which an explosive package could be hidden.
- Report any suspicious package or container to the Office of Public Safety. NEVER TOUCH OR MOVE SUSPICIOUS ITEMS.
- Train all personnel and student office workers who may be the recipient of a bomb threat call on the procedures to be followed.
- Familiarize all personnel and students with the evacuation plan and procedures.
- Practice evacuation plans periodically.

### **Action Steps**

- If a phone threat is made, obtain as many details as possible. Use the check list that follows, if possible.
- Director of Public Safety or designee will determine need for evacuation and need for emergency assistance (911).

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- Staff should look for unusual or suspicious noises, device, or disturbances during evacuation. Do not touch or move anything that looks suspicious.

**In the Event of an Explosion**

- Protect face and head from flying debris with arms, books, coats, etc.
- Stay in this position until flying debris ceases.
- Follow evacuation procedures.

**Bomb Threat Call Checklist**

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did the caller place the bomb?
7. Why did the caller place the bomb?
8. What is the caller's address or where are they?

**Sex of Caller** \_\_\_\_\_ **Age** \_\_\_\_\_ **Race** \_\_\_\_\_ **Length of Call** \_\_\_\_\_

**Caller's Voice Description**

Calm	Laughing	Lisp	Angry	Crying	Raspy
Excited	Normal	Deep	Slow	Distinct	Ragged
Rapid	Slurred	Soft	Clearing throat	Nasal	Loud
Deep Breathing		Stutter			

**If the voice is familiar, whom did it sound like?**

**Were there any background noises?**

**Other observations?**

**Telephone number the call was received at?**

### **SPECIAL NOTE**

When the caller hangs up, **DO NOT HANG UP** your receiver. Quickly push and release the disconnect button to block incoming calls. Enter \*57 and wait for a confirming message. If there is no confirming message, call the operator to trace the call.

### **Faculty Checklist**

- \_\_\_\_\_ 1. When the alert is received, proceed with the pre-determined FIRE DRILL procedures.
- \_\_\_\_\_ 2. As a class, evacuate the building to the designated safe area.
- \_\_\_\_\_ 3. Visually inspect the classroom and evacuation route for any suspicious objects and report to the Office of Public Safety or emergency response officials.
- \_\_\_\_\_ 4. Supervise students throughout the incident.
- \_\_\_\_\_ 5. Assist with the relocation of students as directed.

## CHEMICAL SPILL/HAZARDOUS MATERIALS

### **Definition**

Chemicals are a natural as well as necessary part of our existence. However, under certain conditions, chemicals can be poisonous and have harmful effects. Even some common household chemicals that are considered somewhat safe under normal use, such as ammonia and bleach, can create toxic gases when mixed.

Chemical accidents do occur. We usually think of a plant accident or tanker truck accident as the most common type of chemical accident. Most chemical accidents can be prevented when protective measures and safety rules are practiced.

The spilling of hazardous materials in or near the College could pose a serious threat to the safety of students and employees. Immediately communicate with Randolph County emergency response agencies (fire, police and EMS).

The chemical accidents addressed in this plan are those that will have an adverse effect on schools. The main dangers associated with chemical accidents are:

- breathing the chemical(s).
- swallowing the chemical(s) (contaminated food/water or medications).
- coming in contact with the chemical(s) or coming into contact with clothing or things that have touched the chemical.

There are several symptoms of chemical poisoning whether by swallowing, touching or breathing. They include:

- difficulty breathing

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- changes in skin color
- headache or blurred vision
- dizziness, clumsiness or lack of coordination
- irritated eyes, skin or throat
- unusual behavior
- stomach cramps or diarrhea

**Roles**

Public Safety Officer

- Act as a liaison with authorities, emergency response officials and law enforcement as needed.

Staff

- Report to supervisor for assignment and instructions.

Faculty

- Follow directions for continuing classes as usual or the evacuation of the building.

## CHEMICAL SPILL OUTSIDE OF A BUILDING

Protective measures are actions that can be taken to safeguard from harm. In the event of a chemical emergency outside of a building, the response taken will be one of the following depending on the particular chemical involved:

- Wait and See. Hold in Place.
- Evacuation.
- Shelter in place.

**Action Steps**

- Identify threat to College.
- Communicate with 911 and Randolph County Office of Emergency Management.
- Determine whether to shelter in place or evacuate the building.

**Chemical Spill Inside the Building**

Chemical spills that may occur in the building usually are of a limited hazard potential and can be safely cleaned up by College or maintenance personnel. Some spills may be more hazardous and clean up should not be attempted by College or maintenance personnel. Personnel who are knowledgeable of the hazardous materials involved and the particular circumstances of the accident should make the decision related to what approach to utilize for a solution to the problem.

**General Response Checklist**

- \_\_\_\_\_ 1. Evacuate the immediate spill area.
- \_\_\_\_\_ 2. Eliminate any fire hazards especially if the spill is flammable or combustible.
- \_\_\_\_\_ 3. Secure the immediate spill area prohibiting entry.

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- \_\_\_\_\_ 4. Alert necessary personnel to the chemical spill.
- \_\_\_\_\_ 5. Assist anyone with injuries as a result of the spill.
  - Remove contaminated clothing.
  - Flush skin with water.
  - Cover person if appropriate.
  - Use eyewash or safety shower.
  - Properly dispose of contaminated clothing.
  - Call 911 for medical assistance if needed.

**Chemical Spill Clean Up Checklist**

Only knowledgeable and experienced personnel should complete cleanup of chemical spills. Individuals cleaning up the spill should be aware of the hazards associated with the materials spilled and have the proper equipment and the necessary materials. ***STUDENTS SHOULD NEVER BE ALLOWED TO CLEAN UP SPILLS.***

- \_\_\_\_\_ 1. Open windows; turn on fume exhaust fan for ventilation.
- \_\_\_\_\_ 2. Contain the spill. Use absorbent clay to stop the spill from spreading.
- \_\_\_\_\_ 3. Mop, scoop or wipe up the spill using care not to come in contact with the chemical. Use protective gear as appropriate.
- \_\_\_\_\_ 4. Place contaminated clean up material in a plastic or other appropriate container and seal for disposal.
- \_\_\_\_\_ 5. Decontaminate the spill area.
- \_\_\_\_\_ 6. Notify appropriate persons that the event has concluded.

**Inhalation of Chemical Smoke, Vapors or Fumes Checklist**

- \_\_\_\_\_ 1. Evacuate the area as soon possible.
- \_\_\_\_\_ 2. Do not allow others to enter the contaminated area.
- \_\_\_\_\_ 3. Call 911 for medical assistance.
- \_\_\_\_\_ 4. Be prepared to provide medical personnel with the names of the chemicals involved.

**Chemicals on Body Checklist**

- \_\_\_\_\_ 1. Quickly remove all contaminated clothing and footwear.
- \_\_\_\_\_ 2. Immediately flood the affected body area in cold water for at least 15 minutes. Remember to remove jewelry to facilitate the cleansing.
- \_\_\_\_\_ 3. Cover the victim and properly dispose of contaminated clothing.

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\_\_\_\_\_ 4. Call 911 and seek medical assistance.

\_\_\_\_\_ 5. Be prepared to identify the chemicals involved.

**Chemicals in Eyes Checklist**

\_\_\_\_\_ 1. Cover the victim and properly dispose of contaminated clothing.

\_\_\_\_\_ 2. Check for and remove contact lenses.

\_\_\_\_\_ 3. Irrigate the eyeball and inner surface of the eyelid with cool water for at least 15 minutes. Forcibly hold the eyelids open to ensure the thoroughness of the wash.

\_\_\_\_\_ 4. Call 911 and seek medical assistance if needed.

\_\_\_\_\_ 5. Be prepared to identify the chemicals involved.

**Chemicals Burning on Body Checklist**

\_\_\_\_\_ 1. Extinguish burning clothing by using the stop-drop-roll technique, wrapping the victim in a blanket, dousing the victim with water, or utilizing the emergency shower or locker room shower.

\_\_\_\_\_ 2. Call 911 for medical assistance.

\_\_\_\_\_ 3. Be prepared to identify the chemicals involved.

**Ingesting of a Hazardous Chemical Checklist**

\_\_\_\_\_ 1. Identify chemicals ingested.

\_\_\_\_\_ 2. Call 911 for medical assistance.

\_\_\_\_\_ 3. Call Poison Control Center (800-642-3625).

\_\_\_\_\_ 4. DO NOT INDUCE VOMITING UNLESS TOLD TO DO SO!

## DEATH OR SERIOUS INJURY BY VIOLENCE

Whenever a student, employee, or visitor on campus is injured by violent action, these procedures should be followed:

- Call 911.
- Call the Office of Public Safety.
- Determine injuries and provide first aid.
- Restore calm by having students either stay in class, return to class or report to a designated area.

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- Assess the extent of the situation by determining who was involved or committed the act.
- Identify witnesses and secure the area.
- Provide information to the Director of Public Safety so that a Timely Warning may be issued.
- Follow emergency procedures for evacuation and communication of information to the President or his or her designee. Follow media communication procedures as soon as scene is stabilized.

**Roles**

**Emergency Medical Personnel**

- Supervises care of sick or injured individuals.

**Director of Public Safety**

- Communicates with Emergency Response Agency.
- Notifies the President or his or her designee.

**Office of Public Safety Officer**

- Sets up and monitors traffic patterns.
- Isolates the scene from bystanders and intruders.
- Ensure no building nor mechanical emergency exists.
- Assist faculty and other staff administering first aid.

**Faculty & Staff**

- Stays with individuals to assess first aid needs.
- Reports to immediate supervisor for instructions.

**Action Steps**

- Assess the scene.
  - Is it safe?
  - How many victims?
  - What is the nature of the accident?
- Identify safe and immediate entrance and exit routes for law enforcement and emergency vehicles.
- Identify safe entrance and exit routes for bystanders.
- Address and treat injuries.
  - Administer CPR if appropriate.
  - Cover the victim with a coat or blanket.
  - Do not move unless there is risk of further injury.
  - Do not give the victim anything to eat or drink.
  - Call trained personnel to assist in life saving care.

When calling 911, expect to provide the following information:

- Your name.
- Phone number calling from.
- Nature of illness or mechanism of injury.
- Number of victims.

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- Exact location within the College.
- Status of victims (breathing, consciousness, bleeding, etc...)
- How emergency vehicles get there.
- If the incident is a crime:
  - Location and description of suspect(s)
  - Type of weapon(s)
  - Direction of travel of the suspects
  - Vehicle type (CYMBAL- Color, Year, Make, Body Style, Accessories, License Number)

## EARTHQUAKE

### **Definition**

Trembling and shaking of the building and grounds signaling movements in the earth's crust.

- An earthquake can occur without warning and could occur during class hours.
- Reaction to an earthquake incident must be instantaneous, therefore prior planning and preparation is a necessity.
- An earthquake could cause widespread damage resulting from the ground shaking and other hazards triggered by the earthquake (e.g., fires and the release of toxic materials).
- Transportation routes, telephone communications and other utility services could be seriously disrupted.
- Medical, fire and rescue personnel may be severely overtaxed and not immediately available to respond to every emergency within the affected area.
- College may have to be self-sufficient for a period of time and need to be capable of relying on their own resources to protect and care for the school population until help becomes available.
- Administrators, faculty and staff members may be required to provide first aid, search and rescue, fire control and other first-response actions without assistance from outside emergency personnel.

*Usually there will be no prior warning or signal for an earthquake. Safety precautions must be implemented immediately.*

Earthquakes strike without warning and the major shock is usually followed by numerous aftershocks, which may last for weeks or months. An earthquake's effect on buildings will vary from building to building. The shaking may activate fire alarm or sprinkler systems. Elevators and stairways will need to be inspected for damage before they can be used.

The major threat of injury during an earthquake is from falling objects and debris and many injuries are sustained while entering or leaving buildings. Therefore, it is important to remain inside the building and quickly move away from windows, glass and freestanding partitions and shelves. Also, take cover under a sturdy desk or table, in a doorway or against an inside wall until the shaking stops.

Building evacuation following (not during) an earthquake is IMPERATIVE due to the possibility of secondary hazards, such as explosions and fires. Use of the College's fire drill procedures for this purpose is recommended.

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**Action Steps**

- Give DROP and COVER command.
- Check for injuries after shaking stops.
- Evacuate to a designated space.
- DO NOT return to building.
- DO NOT light any fires.
- Keep a safe distance from downed power lines.
- Stay alert for aftershocks.

**Inside the Building**

- Get under a desk or table or other sturdy furniture with back to windows.
- Sit in a corner or with back against a wall away from windows.
- Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
- Use notebooks or jackets to hold over head for added protection.
- Stay away from windows, bookcases or other heavy objects.
- Stay away from hazardous chemicals that may spill.
- Extinguish all burners or flames before taking cover.
- Maintain position until shaking stops.

**Outside the Building**

- Move away from buildings, trees, overhead wires and poles.
- Assume drop and cover position in an open space.
- Maintain position until shaking stops.
- Do not enter buildings until it is determined safe.
- Stay away from downed poles and wires.

**Roles**

Director of Public Safety

- Communicates with Emergency Response Agency and the Office of Emergency Management
- Communicates with the President or his or her designee.
- Determines if there is a need for evacuation and notify campus community appropriately.

Director of Physical Plant

- Secure buildings by shutting off gas, electric and water.
- Report to President or his or her designee and Director of Public Safety.
- Shut off all HVAC systems as soon as possible.

Faculty & Staff

- Follow evacuation procedures
- Ensure that students are accounted for
- Notify the Office of Public Safety if there is a possibility that individuals are trapped.
- Report to supervisor or assigned area of responsibility.

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Potential Hazard Checklist

- \_\_\_\_\_ 1. Free standing cabinets, bookcases and wall shelves are secured.
- \_\_\_\_\_ 2. Heavy objects are not stored on high shelves.
- \_\_\_\_\_ 3. Potentially hazardous displays are secured and located away from seating areas.
- \_\_\_\_\_ 4. Student seating is arranged as far away from windows as possible.
- \_\_\_\_\_ 5. Computers, TV monitors, etc. are secured.
- \_\_\_\_\_ 6. All wall-mounted objects are secured to prevent falling.
- \_\_\_\_\_ 7. Heavy equipment, such as a piano, is secured to prevent rolling.
- \_\_\_\_\_ 8. Chemical storage units are secured and lockable.
- \_\_\_\_\_ 9. All building utility shut-off controls have been located and identified in and outside buildings.
  - Electric
  - Gas
  - Water
  - Other
- \_\_\_\_\_ 10. Emergency equipment has been located and identified for building use
  - Fire extinguisher
  - First aid kit
- \_\_\_\_\_ 11. An alternate indoor shelter is identified.
- \_\_\_\_\_ 12. An outdoor evacuation assembly area is identified.
- \_\_\_\_\_ 13. Periodic drills are conducted.
- \_\_\_\_\_ 14. Potential hazards along evacuation routes are identified.
- \_\_\_\_\_ 15. Potential hazards in the assembly area are identified.

**Earthquake Preparation Director of Public Safety Checklist**

- \_\_\_\_\_ 1. Familiarize personnel with the Emergency Response and Safety Plan.
- \_\_\_\_\_ 2. Assess staff skills and identify assistance teams.
- \_\_\_\_\_ 3. Provide trainings for the Emergency Response Teams and Building Coordinators.
- \_\_\_\_\_ 4. Have each Building Coordinator complete the “Potential Hazard Checklist” to ensure all personnel are familiar with potential hazards.

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**Earthquake Response Director of Public Safety Checklist**

- \_\_\_\_\_ 1. Communicate to the President or his or her designee.
- \_\_\_\_\_ 2. Determine if evacuation, sheltering or no response is appropriate for the situation.
- \_\_\_\_\_ 3. Communicate necessary information to the campus community.
- \_\_\_\_\_ 4. Communicate to the Randolph County Office of Emergency Management or other agencies as necessary.
- \_\_\_\_\_ 5. Ascertain that all individuals are accounted for following an event.
- \_\_\_\_\_ 6. Maintain information updates by radio, television or National Weather Service radios to monitor for aftershocks.
- \_\_\_\_\_ 7. Coordinate all services needed during the aftermath of the earthquake.

## HOSTAGE SITUATION (ARMED AND DANGEROUS)

**Definition**

A situation where one or more persons hold student(s) or employee(s) hostage on the campus.

**Action Steps**

- Contact 911.
- Contact the Office of Public Safety.
- Gather facts regarding the situation for police.
- Use good judgement to maintain the highest possible level of safety.

**Roles**

**Director of Public Safety**

- Communicate with President or his or her designee.
- Communicates necessary information to campus community.
- Establish a command post.
- Provide law enforcement floor plans of the building and assist as necessary.
- Work with administrative offices and law enforcement to determine next steps.
- Notify Director of Human Resources.

**Faculty & Staff**

- Secure classrooms and other areas to prevent intrusion.
- Keep students in safe areas.
- No individuals should be circulating through the building.
- Keep students informed as information becomes available.

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- Keep phone lines open.
- Be prepared to provide information to the police.
- Assist with first aid as needed.

President or his or her designee

- Communicates with parents as necessary in conjunction with the Vice President for Student Affairs.
- Assigns counselors and other trained personnel to provide relief for students and employees.
- Prepare and deliver information for the media.
- Prepare statements to direct individuals receiving calls.

## UNWANTED INTRUDER

### **Definition**

A person who has no business or reason to be on College property.

### **Action Steps**

- Contact the Office of Public Safety. The Public Safety officers will determine the need to call police or other local authorities.
- Make notes. Record what has occurred to provide information to Public Safety or law enforcement.
- Follow the Office of Public Safety's instructions.

### **Roles**

#### Office of Public Safety

- Notify the Director of Public Safety.
- Inform the trespasser of the offense.
- Assess the situation to see if further action is needed.
- Contact the police for arrest and charge.
- Communicate with and assist local law enforcement.

#### Director of Public Safety

- Communicate with the President or his or her designee.
- Issue a timely warning if necessary.
- Prepare a statement for the public relations spokesperson if necessary.

## TERRORIST ATTACK

Terrorism is the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

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The main cause of terrorism is the dissatisfaction with a political or social system or policy, and the inability to change it through acceptable or non-violent means. The act of terrorism is usually a means to seek media exposure for a "cause" or as an act of retaliation because of continuing dissatisfaction.

Terrorist perpetrators premeditate acts of terrorism. Terrorists conspire their acts to intimidate and generate an atmosphere of fear and use violence or the threat of violence as a means to motivate the public, group or government to make changes whereby their goal(s) can be realized.

The overall risk of terrorism has increased worldwide and the United States is not immune from this type of act. Therefore, it is prudent to consider the possibilities of a terrorist attack in any crisis management plan. Most plans anticipate the possibility of injuries. The main difference in other crisis events and a terrorist attack will probably be the larger number of victims.

Terrorism from firearms, explosions, and nuclear, chemical or biological weapons constitute a threat in our society. Schools will not be the first line of defense for such actions. Our mode of operation will be reactionary in most cases. In all probability an outside agency will sound the alarm indicating the action to be taken. Therefore, one or more of the existing crisis management plans will be implemented:

- Bomb threat
- Evacuation
- Lockdown

There are three main types of terrorist attacks:

- Chemical
- Biological
- Nuclear

## CHEMICAL WEAPONS

Chemical weapons are defined as compounds which produce lethal or damaging effects in man, animal, plant or material. They exist as solids, liquids or gases and are classified by their effects: nerve, blood, choking or blister agents. Chemical agents are also generally divided into three broad classifications, sometimes referred to as lethal agents, incapacitating agents and harassing agents. Lethal agents are designed to kill or severely injure. Incapacitating agents are designed to disable the victim for at least several hours. These include all of the substances previously mentioned. Harassing agents are designed to force the victim to retreat.

**Nerve Agents**, such as tabun, sarin or VX, may be absorbed through the skin or the respiratory tract. Exposure causes a disruption of nerve impulse transmissions and in sufficient quantity can cause almost instant death. Full protective clothing and protective breathing masks are required to ensure safety. These substances are stored as liquids and may be dispersed as aerosols by explosive charge or aerosol dispenser.

**Blood Agents**, such as hydrogen cyanide and cyanogen chloride are generally colorless liquids widely used in the manufacture of commercial chemicals. These agents interfere with cell respiration by obstructing oxygen intake from the blood or by interfering in the exchange of carbon dioxide between

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the blood and tissues or blood and air in the lungs. The agents attack the body through the respiratory system and can cause almost instant cardiac arrest if inhaled in sufficient quantity. Although fast acting, blood agents dissipate quickly. Although readily absorbed through the respiratory tract, these agents do not normally enter through the skin. A protective breathing mask will provide short-term protection. However, these agents tend to saturate charcoal filters. The agent is disseminated by aerosol sprayer or vaporized by explosive charge.

**Choking Agents**, such as phosgene, cause damage to the tissues of the respiratory system when inhaled or to the unprotected eye. Phosgene has many commercial applications. The use of a protective mask provides protection against phosgene. It is usually disseminated by aerosol spray.

**Blister Agents** are tissue irritants that can lead to convulsions and death. The most common is mustard gas. In lesser amounts, exposure may cause symptoms similar to severe burns and may result in secondary effects. Research has also identified long-term medical effects such as cancer. Unprotected contact with the agent will result in transfer of the substance. Full protective clothing, a protective breathing mask and eyewear are necessary.

### **BIOLOGICAL WEAPONS**

Biological weapons are defined as any micro-organism, virus, infectious substance or toxin capable of causing death, disease or other biological malfunction in a human, animal, plant or other living organism. Toxins are poisonous substances produced by living organisms, which, in certain cases, may also be man-made. Biological agents are generally divided into either replicating (infectious) agents or non-replicating (non-infectious or intoxicating) agents. Replicating agents are produced from bacteria, viruses or fungi. Non-replicating agents are produced from toxins.

For years the dividing line between chemical and biological warfare was clear. Biological agents (toxins) were produced by living organisms. Chemical agents were produced by non-living organisms. Today, due to advances in biotechnology, toxins that were formerly produced only by living things can be produced by manipulating chemicals through synthetic methods in a laboratory setting.

**Viruses:** There are approximately 75 identified viruses that cause diseases in man. The most likely viral agents adopted for use as weapons include yellow fever, tick-borne encephalitis, Japanese encephalitis, dengue, Venezuelan equine encephalitis, chikungunya, o'nyong-nyong, Rift Valley fever, influenza and smallpox. Transmission would most likely be accomplished through aerosol dissemination or the use of a vector (a living organism capable of delivering a biological weapon to a victim, such as fleas, mosquitoes or rats). Many viruses can be reproduced in a basic medical laboratory utilizing eggs or tissue cultures. Following an incubation period, most produce early symptoms such as fever, headache, nausea and vomiting. These diseases can be fatal if untreated.

**Bacterial Agents** include the plague, anthrax, tularemia, brucellosis and typhoid fever. Most can be produced in a laboratory setting or purchased from medical research firms. Dissemination is most probably accomplished by aerosol or natural dispersal (e.g., food contamination). Infection is introduced primarily through the respiratory tract. An incubation period may last from one day to several weeks and the fatality rate for untreated cases may exceed 80 percent. Water supplies are particularly vulnerable to contamination by strains of certain bacteria. It should be noted that it is extremely difficult to contaminate most municipal water systems. The number of purification and filtering processes built into the system would rid the water of any contamination. Private water supplies and those not subjected to rigorous purification processing are at risk.

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**Fungal Infections** are usually introduced through the respiratory system by breathing infected spores. Fungal infections can be spread through the civilian or agricultural population and are extremely difficult to detect prior to the first casualty. At this time there is no known application of fungal infection as a biological agent for a weapon.

**Toxins**, unlike infectious agents, are not capable of natural or unaided reproduction. They are defined as poisonous substances made by living organisms. While such agents generally require an incubation period of a few days prior to illness, some can cause incapacitation or death quickly. Examples of toxin sources are bacteria, plants and venoms from cobras, scorpions and shellfish. Today some toxins can be reproduced in limited quantities through biotechnology. This may involve the use of recombinant technology (gene splicing).

### **Chemical/Biological Terrorist Threat Indicators**

The following should be considered activities indicative of a C/B threat. The presence of it may suggest that a C/B threat is being considered or planned or has (in the case of biological weapons) already been introduced. Activity on behalf of a group or individual investigation should receive immediate attention.

### **Biological Threat Indicators**

- Any reference to the terms: "biological, bacteriological, germ, microbe, microorganism, virus, fungi, bug, vaccine, antidote, culture, spores or vector."
- Any reference to the use of toxins, venoms or poisons in relation to the development or use of weapons.
- Any attempt to purchase or obtain information concerning biological cultures or spores from medical or research facilities.
- Any information concerning the theft or attempted theft of biological cultures from a university or medical research facility.
- Any purchase or consideration to purchase laboratory supplies or specialized medical equipment.
- Any attempt to acquire vaccines or medical antidotes against poisons or disease.
- Any attempt to acquire any type of protective breathing apparatus and/or protective plastic, rubber or charcoal impregnated suit. (These suits are not needed for biological agents.)
- Any indication of the possession, or an attempt to acquire, maps, photographs, or other data related to a public water supply.
- Any reference to addresses of medical research facilities or mail-order companies.
- Any indication of the possession, or attempt to acquire maps, photographs or other information related to the architectural, building or security plans of medical research facilities, including universities and private labs.
- Any indication of the existence of an unusual infectious disease in a locality where such condition is not prevalent - e.g., anthrax, botulism, etc.
- Any evidence of suspicious medical research activities; reports of rats, mice, eggs, etc. at an incongruous location; the death of a large number of animals in any locality; or the unexplained presence of medical protective garments, gloves or face masks.
- Any type of explosive device which contains an unexplained powder or liquid substance.
- Any attempt to acquire meteorological data.

### **Chemical Threat Indicators**

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- Any reference to the terms “chemical agent, blood agent, blister agent, choking agent, mellowing agent, incapacitates, GA, GB, GF, GR, VE, VM or VX” (military abbreviations).
- Any reference to the use of oxidizers, bleaches or other decontaminants.
- Any unexplained attempt to purchase bulk chemicals.
- Any indication of an interest in the location of chemical manufacturing, storage or distribution sites.
- Any information regarding the theft or attempted theft of a tanker truck containing hazardous chemicals.
- Any purchase or consideration to purchase chemical related laboratory supplies or equipment.
- Any attempt to acquire antidotes against chemical nerve agents, such as atropine and 2-DAM chloride.
- Any attempt to acquire any type of protective breathing apparatus and/or protective plastic, rubber or charcoal impregnated suit.
- Any indication of the possession of, or attempt to acquire, maps, photographs or other information related to a public water supply, public transportation system or large public facilities.
- Any indication of the possession of, or attempt to acquire, maps, photographs or other intelligence related to chemical manufacture, storage or distribution facilities.
- Any unexplained reports of individuals suffering from the symptoms of exposure to chemical agents such as chemical burns or muscular seizures.
- Any indication of unexplained or suspicious chemical accidents or spills.
- Any type of explosive device which contains an unexplained powder, solid, liquid, or gaseous substance.
- Any attempt to acquire meteorological data.

## UTILITY EMERGENCY

### **Definition**

Failure of one or more of the utilities (electricity, gas, water) constitutes a condition that must be dealt with on a situational basis. The College should remain in operation to the extent possible.

### **Action Steps**

- Notify 911 in the event of a threatening emergency (e.g. downed power line).
- Notify Director of Physical Plant.
- Notify Office of Public Safety.

### **Roles**

Director of Physical Plant

- Call appropriate utility provider.
- Notify President or his or her designee.
- Call Director of Public Safety.

Director of Public Safety

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- Determines next action steps to maintain safety.

## DEMONSTRATIONS

### **Definition**

A planned or unplanned gathering with an express purpose to protest or raise an awareness.

### **Peaceful Demonstrations**

Demonstrations of this kind should not be interrupted and efforts should be made to conduct business as normally as possible. If demonstrators do not leave by regular facility closing time, the Office of Public Safety should monitor the situation to prevent disruption or threats.

### **Nonviolent Disruptive Demonstrations**

While still peaceful, this type of event blocks access to facilities or interferes with the operation of the College.

### **Action Steps**

- The Director of Public Safety or his or her designee will proceed to the area to ask demonstrators to discontinue the disruptive activities or to leave.
- The Director of Public Safety will consult with the President or his or her designee to determine the next course action should the demonstrators continue the disruptive behaviors.
- Inform the demonstrators if the decision has been made to contact local law enforcement and be warned of the possibility of arrest.

### **Violent Disruptive Demonstrations**

Demonstrations where injury to persons or property occurs or appears imminent.

### **Actions Steps**

- The Office of Public Safety may record any disruptive activity for evidence.
- The Director of Public Safety in consultation with the President or his or her designee will determine the need for an injunction and assistance from local law enforcement agencies.
- The Office of Public Safety will provide assistance to the local law enforcement as needed.

## PANDEMIC

### **Definitions**

A flu or disease of national or global proportions.

Davis & Elkins College's pandemic Response Plan may be activated in several ways relying on guidance received from the World Health Organization, the U.S. Department of Health and Human Services, the Centers for Disease Control, and local and state health departments. The College will keep the campus community informed and provide instructions via NIXLE.

Should such an outbreak occur, the Emergency Response Team will meet to take steps to help faculty, staff and students depart from the College before national or international travel restrictions go into

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effect; maintain a reduced level of key campus operations, possible through remote or online interactions; communicate contingency responses; and begin the recovery process once the outbreak has been controlled.

The primary concern is the health and safety of the campus community. If students or personnel are suspected of carrying a pandemic disease, they should not remain on campus. If that is not possible, there will be a designated space for suspected carries; they will be supported. The spread of the disease is to be avoided. If the College has to close, an attempt will be made for alternative instruction.

### **Roles**

#### Emergency Response Team

- Establish a plan to monitor the event and prepare emergency resources.
- Establish a communication plan with outside health agencies to discuss upcoming events.
- Determine whether College students abroad are at risk and take action to bring them home if necessary.
- Communicate instructions as per the College’s Communicable Disease Policy.
- Prepare for a possible evacuation and closure of the College.
- Attend local emergency response meetings to be informed of local and regional preparations.
- Work with Director of Human Resources to activate and assign essential/non-essential employees.

#### Campus Nurse

- Distribute current information on good practice guidelines for infection control hygiene.
- Assess inventory and take stock of infection prevention supplies.
- Identify and procure critical health supplies in case of an increased need.
- Determine and treat illnesses on campus as per instructions from an outside health agency.

#### Office of Public Safety

- Assist campus nurse.
- Implement plans and procedures dictated by the Emergency Response Team
- Enforce and monitor campus security as the situation requires

## **SUICIDE RECOGNITION AND AWARENESS**

Depression and suicide are serious public health problems that cause immeasurable pain, suffering and loss to individuals, families and communities nationwide. Davis & Elkins College is committed to working with its state and federal partners, public and private organizations, community partners and others to provide the assistance and prevention resources needed.

West Virginia House Bill 2535, or “Jamie’s Law,” was passed during the 2015 Regular Legislative Session. Jamie’s Law requires public middle and high school administrators to disseminate and provide opportunities to discuss suicide prevention awareness information to all middle and high school students; requires each public and private institution of higher education to develop and implement a policy to advise students and staff on suicide prevention programs available on and off campus; requires each public and private institution of higher education to provide all incoming students with information about depression and suicide prevention resources available to students; requires the posting of certain information on the website of the public and private institutions of higher education, the Higher

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Education Policy Commission and the Council for Community and Technical College Education; and requires the Bureau for Behavioral Health and Health Facilities to post on its website suicide prevention awareness information.

Depression is a debilitating mental illness that can cause an individual to feel persistently sad or hopeless, experience decreased energy, lose interest in activities he or she used to enjoy, feel irritable, experience difficulties with sleep, have trouble concentrating, experience changes in appetite, and/or feel unexplained aches and pains. In some cases, individuals may think about death or suicide.

These warning signs may indicate that someone is thinking about suicide:

- They talk about wanting to die or wanting to kill themselves.
- They look for ways or means to kill themselves, such as searching online.
- They are isolating themselves or withdrawing from others.
- They are sleeping too much or too little.
- They say they feel “hopeless” or that they have “no reason to live.”
- They say they feel “stuck,” “trapped” or “in unbearable pain.”
- They say that they feel like they are a burden to others.
- They are behaving more recklessly or engaging in more risk-taking behaviors.
- They are using an increased amount of alcohol or drugs.
- They demonstrate unusual changes in mood or behavior.
- They are act anxious, irritable or aggressively.
- They are giving away important or treasured possessions.
- They are visiting, calling, or writing messages to people to say goodbye.
- If you or someone you know is thinking about suicide, is in crisis or is seeking mental health or substance abuse treatment, below are resources that are available to help.

### **Crisis Intervention**

In an emergency, go to the nearest emergency room or call 911 for immediate assistance. You can also access the following resources 24/7:

Davis & Elkins College Office of Public Safety: 304-704-9111 (on call 24/7)

Appalachian Community Health Center Crisis Line: 304-636-3232

United Summit Center Crisis Line: 1-800-786-6480

Women’s Aid in Crisis Hotline: 1-800-339-1185

Suicide Prevention Lifeline: 1-800-273-8255

Online Chat: [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

Text START to 741-741

Help4WV Helpline: 1-844-435-7498

### **Counseling and Wellness Services**

Students can schedule an appointment with a professionally credentialed counselor by calling Counseling and Wellness Services at 304-637-1363. All conversations with professionally credentialed counselors are confidential.

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In the case of an emergency or crisis after hours, students may contact the D&E Office of Public Safety at 304-704-9111. Students can also call 911, report to the Davis Medical Center Emergency Department, contact Appalachian Community Health Center on call 24/7 at 304-636-3232 or contact Women's Aid in Crisis at 304-636-8433 or 24/7 at 1-800-339-1185. In addition, the Elkins Police Department may be contacted at 911.

Counseling through D&E Counseling and Wellness Services is free to the College's students. The counselor can also provide information for local counselors, psychologists and/or psychiatrists to both students and the College faculty and staff.

Referrals may be made to Counseling and Wellness Services at 304-637-1363 by faculty, staff, parents and students if there are concerns about a student. They may also call the enrollment coordinator at 304-637-1983 or email their concern via the website ([click here for the At-Risk Student Reporting Form](#)) to the enrollment coordinator and he/she or another appropriate staff member will attempt to make contact with the student to offer support. Please note that unless the student consents, the Office of Student Life will not be able to share information about the student with the person making the referral. See the College Student of Concern Policy for additional information.

The content of the meetings with a professionally credentialed counselor will be kept confidential. Information shared will not be given to individuals without the student's knowledge and written permission. There are some exceptions arising from ethical and legal requirements such as imminent harm to a student or someone else (including child abuse or elder abuse) and certain legal situations, which require disclosure. These limitations will be discussed at the first appointment. Also see the College's Gender-Based Discrimination, Harassment and Sexual Misconduct Policy and Code of Conduct for additional information regarding confidentiality issues involving sexual offense incidents. NOTE: The College counselors are not considered to be "campus security authorities" and are, therefore, not required to report crimes for inclusion into the College's annual disclosure of crime statistics without the client's express consent. They may, however, inform victims of crime that they are counseling of the College's procedures to report crimes on a voluntary, anonymous basis for inclusion into the College's annual crime statistics.

## **Campus and Local Resources**

Below is a list of additional campus and local resources that you can contact for support:

D&E Office of Public Safety: 304-704-9111 (on call 24/7)

D&E Counseling and Wellness Services: 304-637-1363

D&E Student Health Services: 304-637-1234

Davis Medical Center: 304-636-3300

Appalachian Community Health Center: 304-636-3232 (on call 24/7)

United Summit Center: 304-623-5661

Women's Aid in Crisis: 304-636-8433

Life Reflections Counseling: 304-637-1002

Arbor Community Health Center: 304-636-0133

Students can also talk with a member of the Office of Student Life staff at any time by calling 304-637-1211. They are available to listen and help guide students through the many challenges of college life. Please note, however, that Office of Student Life staff, with the exception of the College chaplain and professionally credentialed campus nurse and psychologists/counselors, are required to report incidents

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of sexual misconduct, including sexual offenses, to the College's Title IX coordinator. Moreover, as a "Campus Security Authority," Office of Student Life staff are also required to report incidents of certain crimes to the Office of Public Safety for inclusion in the College's campus crime statistics.

### **Care Team**

The College is committed to supporting student well-being and to maintaining continuity of its educational mission at all times. In that regard, the College provides a procedure for the referral, evaluation and appropriate disposition of students of concern. Faculty, staff and students at all levels of the College may identify students of concern, including students displaying disruptive behavior, and bring them to the attention of the Office of Student Life, where the Vice President for Student Affairs has the prerogative to convene the Care Team. They may submit their concern online (click here for the At-Risk Student Reporting Form) and we will attempt to make contact with the student to offer support.

More information about the Care Team behavioral assessment, terms and definitions, goals, procedures, and case and policy review can be found in the Student Handbook.

#### **State and National Resources:**

[www.preventsuicidewv.org](http://www.preventsuicidewv.org)  
[www.sprc.org/states/west-virginia](http://www.sprc.org/states/west-virginia)  
[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)  
[www.ulifeline.org](http://www.ulifeline.org)  
[www.jedfoundation.org](http://www.jedfoundation.org)  
[www.thetrevorproject.org](http://www.thetrevorproject.org) (LGBTQ)  
[www.afsp.org](http://www.afsp.org)  
[www.recovery.org](http://www.recovery.org)  
Ask the Question Video  
Train - Give It All Video

#### **Additional Depression and Mental Health Resources:**

[www.activeminds.org](http://www.activeminds.org)  
[www.learnpsychology.org/mental-health](http://www.learnpsychology.org/mental-health)  
[www.nami.org](http://www.nami.org)  
[www.adaa.org](http://www.adaa.org)  
[www.apa.org/topics/depression](http://www.apa.org/topics/depression)

## **EXPOSURE TO BLOOD OR OTHER BODILY FLUIDS**

### **Definition**

Human blood and other bodily fluids contain microorganisms that can cause disease in other humans. Common pathogen concerns include, but are not limited to, hepatitis B virus and human immunodeficiency virus. An exposure incident is when eye, mouth, other mucous membrane, or broken skin is exposed to the blood or other bodily fluid of another. All bodily fluids should be treated as though they are known to be infected with pathogens. All campus community members are encouraged to conduct themselves in a way that limits the possibility of exposing pathogens to others by injury or accident. All incidents of exposure must be reported to the Office of Public Safety and the Director of Human Resources.

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**Action Steps**

- Assess the scene
  - Does an individual need trained medical attention? Call 911.
- Prevent exposure by wearing gloves, face protection, or by calling the Office of Public Safety for assistance.
- Isolate bystanders from exposure.
- Wash the impacted area immediately with running water and soap. Apply disinfectant if available.
- If running water is not available, clean the area with a gel or hand-cleaning solution.
- If the impacted area is an eye, flush with water or saline. Do not remove contacts until the eye has been cleaned. Do not use soap or disinfectant in the eye.
- Carefully remove and immediately wash any clothing or personal items that may have been contaminated.
- Remove and dispose of any gloves or protective items before leaving the area.
- Seek medical attention.

**Roles**

Emergency Medical Personnel

- Supervises care of sick or injured individuals

Office of Public Safety

- Assists medical personnel
- Contain the blood or other substance using appropriate materials and protocol
- Clean and decontaminate the area using mechanical or barrier means

Nurse

- Provide access to protective equipment
- Facilitate consultation between the exposed individual and a medical doctor.
- Provide biohazard storage bags for contaminated items and protective equipment
- Assist in the disposal of all biohazardous waste

Housekeeping

- Contain the blood or other substance using appropriate materials and protocol
- Clean and decontaminate the area using mechanical or barrier means

## COLLEGE EMERGENCY DIRECTION AND CONTROL

The President or his or her designee should assign responsibilities to a broad group of personnel as well as providing back up for each role. The President has final authority to determine who shall perform the following tasks.

Emergency Preparedness Director: Director of Public Safety

- Organize and formulate the basic preparedness plan.
- Familiarize all personnel with the plan implementation.

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- Direct the plan operation.
- Secure and organize the resources needed for implementation and operations.

Emergency Preparedness Coordinator: President's Designee

- Assist the Director of Public Safety in all aspects of plan organization and implementation.
- Coordinate the various resources involved with plan implementation.
- Communicate with media and the public as soon as prudent after an emergency.

Emergency Communications Coordinator: Director of Public Safety

- Maintain a list of outside emergency resources and numbers.
- Maintain emergency communications through various means available during emergencies.
- Coordinate all communications.
- Work with Director of Communications & Marketing to prepare a crisis communication plan.

Emergency Personnel Coordinators: Director of Human Resources and Vice President for Student Affairs

- Communicate to personnel.
- Assign tasks and responsibilities.

Emergency Food Supplies Coordinator: Director of Dining Services

- Maintain inventory of food supplies and equipment on hand .

Emergency First Aid Coordinator: Campus Nurse

- Assume position as CPR First Aid Team Leader.
- Maintain inventory of supplies on hand.
- Coordinate and instruct on first aid services.

Emergency Facility Coordinator: Director of Physical Plant

- Be familiar with equipment, supplies and services available on campus
- Be familiar with College utilities and central control locations
- Coordinate community services

Disaster Service Worker: All Campus Personnel

All College employees assume the status of a Disaster Service Worker in the event of a declared emergency and are subject to assignments of emergency response roles.

*Pre-Emergency*

- Be familiar with your role as a Disaster Service Worker in the event of a declared emergency.
- Review and be familiar with the Emergency and Safety Plan, emergency procedures, and specific emergency assignment.
- Attend disaster orientation training when possible.
- Be familiar with emergency communications methods and procedures.
- Participate in emergency drills and training.

*Emergency*

- Implement emergency procedures as dictated by the situation.
- Report to assigned duty station when notified, or when the emergency situation obviously requires it.

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- As dictated by the situation, implement emergency assignment using applicable checklists and procedures.
- Maintain a log of emergency actions.

*Post-Emergency*

- Analyze the emergency response to determine what did and did not work well.
- Participate in site after-action critique as appropriate.
- Recommend changes to the Emergency Response and Safety Plan as needed.
- Restock emergency supplies.

## EMERGENCY PREPAREDNESS PROFILE

### Office of Public Safety Overall Duties

- Be familiar with all duties and responsibilities.
- Assign employees to roles and responsibilities as members and alternates for disaster service workers, taking into consideration the skills and abilities and normal functions of employees.
- Ensure that all employees have access to and are familiar with the Emergency and Safety Plan and are trained in emergency response and preparedness roles and responsibilities.
- Establish a schedule for fire and evacuation drills.
- Update the list of employees who are trained in first aid, CPR, the use of fire extinguishers, and search and rescue.
- Update as necessary the site floor plan showing evacuation routes and the location of assembly areas, emergency supplies and equipment, fire extinguishers, fire alarm pulls, master electrical panels, and main water and gas shut-off valves.
- Ensure that emergency procedures are posted in each building.
- Update the list of any disabled students or employees or those who may need evacuation assistance or other special assistance.
- Test the site warning system and ensure that the system's signal(s) is recognized and understood by employees and students.
- Conduct an inventory of all emergency supplies and equipment and coordinate with the Randolph County Office of Emergency Management director to replace used or outdated supplies and equipment.
- Maintain a list of emergency phone numbers in a readily accessible location.

### Planning/Practice

- Regular emergency drills are held at the College.
- Updates to the College regarding emergency issues and topics are completed as needed.
- The Office of Public Safety is trained in emergency procedures.
- Director of Public Safety shares information with staff members.

### Training

- Employees are trained and updated through College approved development sessions.
- Key support staff trained in crisis intervention.
- Classes in first aid and CPR.

### Supplies

- College has a one (1) day supply of water for students and employees.

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- College has storage containers for emergency supplies.
- College/offices has emergency first aid kits to serve students and employees.
- College/offices has emergency guidelines and reference guides.

Emergency Communications

- College has an emergency communications system designed to allow schools to report status during an emergency period.
- College has hand-held radios for on-campus communication.
- College is connected directly into the Randolph County Office of Emergency Management communications system.

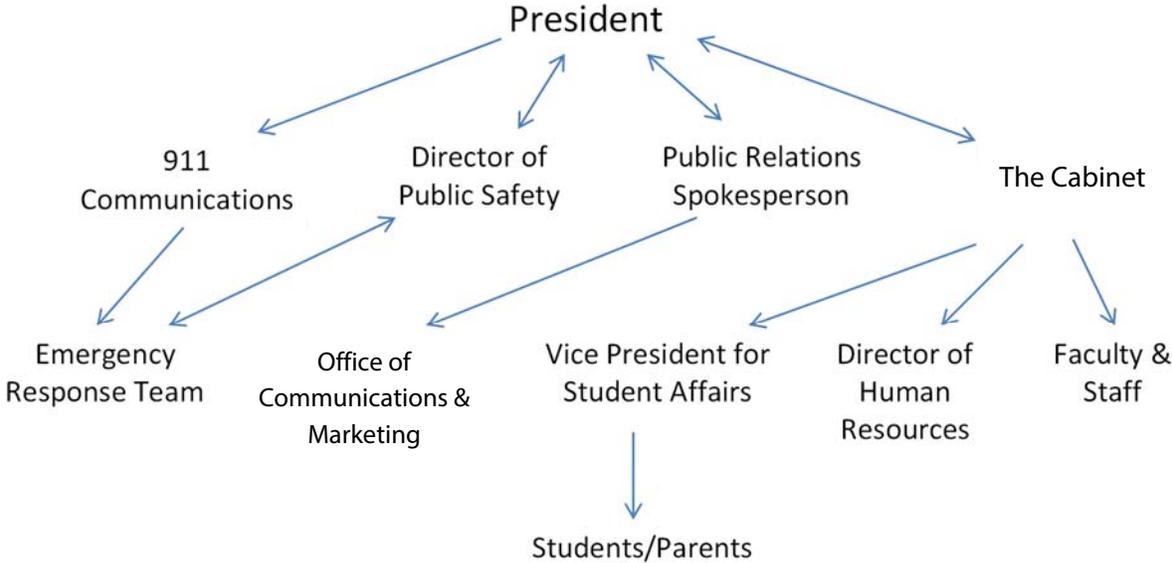
## COMMUNICATION IN CRISIS

Communication is a critical part of crisis management. Faculty, staff and students must be warned of threats to campus safety in a timely manner to maintain the highest possible level of safety in an emergency situation. Parents of students and families of employees must be informed about the situation, including the status of their family member. Timely contact with law enforcement and other emergency response agencies is necessary for effective response. The media must be informed and kept updated.

### **Telephone Tree**

Once it is verified that a crisis exists, the President or designee sets the phone tree in motion. The mass notification system, NIXLE, can be utilized to notify all who are engaged in that resource. When a crisis occurs during weekends, vacation periods, or when a large number of employees are away, it may be necessary to transmit information via a phone tree. Even when the College is in session, this format can be followed; however, the mass notification system would be a quicker means of communication.

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**Policy Review Plan**

The Emergency Response and Safety Plan shall be reviewed and updated as necessary on an annual basis by the President or designee and the Director of Public Safety.