

Davis & Elkins College™

Emergency Response & Safety Plan

2026-2027



Davis & Elkins College
Emergency Response and Safety Plan

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Welcome Letter

Dear Campus Community-

As the Vice President for Student Life, it is my responsibility, in collaboration with others, to ensure that Davis & Elkins College remains an institution where learning takes place in a safe and secure environment. This document provides important safety tips and emergency response information that is intended to aid the campus community in responding to emergency situations. While the Office of Public Safety bears the primary responsibility for the safety of the campus community, I believe that every member of the campus community shares that responsibility. As you navigate this document, think to yourself, how could I help in this situation? What should I do, where should I go, and how should I act? This document is a proactive approach to dealing with emergency situations. Our goal is to inspire in you the same proactive mindset and to avoid a situation where being reactive is the only course of action. In the event of an active emergency, time is critical.

The enclosed plan outlines procedures to assist the entire Davis & Elkins College community in the event of an emergency. No plan can be developed to meet every emergency or crisis; however, the procedures outlined are flexible enough to form a coordinated effort yet structured enough to achieve a common goal. It will take all of us to make this plan effective in most emergency situations, and it will assist as requested during an emergency. This plan is meant to be used as a guide and reference in the event of an actual emergency. 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 judgment.

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.

It is expected that all students and employees review this plan annually, and that Departments and Supervisors ensure their teams are informed of emergency response protocols.

The purpose of this plan is to ensure that all staff, students, faculty, and visitors are prepared to react to any emergency in a reasonable and responsible manner. The goal is to prepare, have a plan, and most importantly, stay safe.

Warm Regards-

Kate Garlick

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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 their 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.

Contact Procedures

Any obvious major emergency or disaster should be handled in the following manner:

CONTACT 911

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

When calling 911, individuals should be prepared to provide the following information.

- The nature of the incident and the number of victims and/or the kinds of injuries sustained.
- Is the scene currently safe?
- The current status of the victim(s) (e.g. conscious, breathing, bleeding)
- Their name and phone number.
- Exact location of the incident.
- If the incident is a crime, any information about the suspect.

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

Public Safety Officers can respond and secure the scene until the appropriate emergency response arrives. Public Safety Officers can also begin to notify the Director of Public Safety and the Administrator on Duty to initiate a proper plan of action which may include issuing an Alert or a Timely Warning as required for certain incidents under the Clery Act. See the Annual Security and Fire Safety Report for more information.¹

In non-critical, but urgent situations, members of the campus community are urged to call the Office of Public Safety first who will then determine if a call to 911 is needed.

The President, or their 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, building coordinators, etc. can be contacted and directed as needed. **RAVE Emergency Mass Notification System**

¹ <https://www.dewv.edu/wp-content/uploads/2024/09/2024-Annual-Security-Fire-Safety-Report-1.pdf>

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will be used to provide the campus community with timely warnings, alerts, and safety and other instructions.

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 their designee. After consulting the Emergency Response Team Coordinator (Director of Public Safety) and/or other appropriate members of the Emergency Response Team, the President or designee shall be responsible for declaring any major institutional emergency.

Cabinet (Emergency and Crisis Management Team)

This team is comprised of the President and Cabinet. The Emergency and Crisis Management Team's role is that of policy and making decision that affect 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 and Crisis Management Team is directly involved in crisis stabilization on 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.

Director of Public Safety (Emergency Response Team Coordinator)

The Emergency Response Team Coordinator 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, the President or their designee, and/or the Crisis Communications Team.

Administrator on Duty

Members of Cabinet, the Associate Vice President of Students and the Director of Public Safety alternate weekends during which they serve as the Administrator on Duty (AOD). The Administrator on Duty's primary purpose is to provide consultative support to the Resident Directors and Public Safety Officers who are on duty during the weekend hours. However, in the event of an emergency, the AOD is

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expected to provide support to the Director of Public Safety and serve, at least on a short-term basis and unless otherwise specified on a case by case basis, as the President's designee.

The Safety Committee (Emergency Response Team)

The Safety Committee is organized under the direction of the Director of Public Safety, and its members may serve as the Emergency Response Team. 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 critical operations plans and necessary resources to execute their plans.

- The Safety Committee 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 Safety Committee members to be part of the incident stabilization and recovery effort. The Director of Public Safety or designee is responsible for notifying members when their presence is required to respond to or stabilize an emergency situation.
- The team members may be responsible for evaluation of information from various sources during an actual event and providing advisement to the Director of Public Safety and the President or designee on appropriate actions requiring their decisions.
- Safety Committee members are responsible for the review, discussion, advisement and recommendation for revisions of the Emergency Response and Safety Plan.

The primary Safety Committee members are: Director of Public Safety (Chair), Director of Facilities, Information Services Representative, Director of Compliance, Director of Human Resources, Vice President for Business and Administration, Vice President for Academic Affairs, Chemistry Department Chair, Veterans Upward Bound Director, Associate Athletic Director for Facilities, Vice President of Students, Director of the Naylor Learning Center.

Building and Area Emergency Coordinators

The Director of Public Safety, in conjunction with the Director of Human Resources, shall designate one person in each building/area as a Building Emergency Coordinator. Building Emergency Coordinators have the following responsibilities:

- To assure that all employees assigned to their area are aware of evacuation routes and fire extinguisher location.
- To identify one person as a "back up" in the event the Building Coordinator is unavailable during an emergency.
- To establish a meeting point with all students and employees in their area in the event of an evacuation.
- To be able to account for all employees at the designated meeting point assembly point.
- To ensure that all exterior doors are secured in the event of "lock down."

Faculty and Staff

Cabinet members and Directors are responsible for reviewing the Emergency Response and Safety Plan in their functional areas at least once annually. All employees should be familiar with applicable emergency plans and familiarize themselves with the Emergency Response Plan which includes

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evacuation routes for all of the College buildings. Employees must be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action.

Each faculty member teaching when an emergency occurs also becomes an Emergency Coordinator responsible for locking down their classroom or evacuating their students from the building as appropriate.

Faculty and staff with oversight of students have the following specific responsibilities during an emergency:

- 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 point 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 point.
- Inform the Office of Public Safety immediately if you think someone is still in the building.
- Keep your students from returning to the building until you are given an "All Clear" by a Public Safety officer, College administrator, or RAVE Emergency Alert system.
- If it is obvious that you will not re-enter the building during that class hour, instruct student 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

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- 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
- Duct tape
- Electrical tape
- Scissors/utility knives
- Post it Note Pads

Education and Training

The Director of the Office of Public Safety will convene emergency response education and training sessions with Building Coordinators and the Emergency Management Team at least once annually.

Cabinet members, Directors, and Supervisors are expected to review the Emergency Response plan within their functional area at least once annually and to institute a timely review with new campus personnel.

The Director of Public Safety may offer additional topic specific trainings on a regular basis as appropriate and will coordinate this training with outside agencies as necessary.

Emergency Response Plan Review

Under the Direction of the Director of Public Safety and the President or designee, The Safety Committee shall review and update as necessary the Emergency Response and Safety Plan on an annual basis.

Crisis & Emergency Communication

An emergency is an event or an incident that requires immediate action, and the College's immediate objectives are to protect life, property, the environment, and critical operations. Communication during an emergency are focused on immediate actions that are designed to help protect people and contain the incident. An emergency can sometimes trigger a crisis.

A crisis can be anything that threatens the trust, reputation, leadership credibility, compliance, and long-term operations of the College. Crisis communications extend beyond an immediate emergency response. Crisis communication seeks to provide timely and accurate information about what happened, the response, and what next steps might be.

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Crisis Communication Advisory Team

The purpose of the Crisis Communication advisory team is to provide advice the Cabinet (Emergency and Crisis Management Team) and the College's spokespeople to strategically manage the College's communication during a crisis. Additionally, the crisis communications advisory team will help determine stakeholders and community partners to whom information should be communicated, that communication shared is accurate, help prepare the College's spokesperson to deliver approved messages and to field possible questions, and help ensure that key positions across campus are prepared to field media, parent, and other community member inquiries.

Members of the Crisis Communication Advisory Team are Associate Professor of Communications, Compliance Coordinator, and Director of Communications and Marketing.

College Emergency Alerts

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 or designee.

RAVE Mobile Alert System

When an emergency occurs, time is of the essence, and getting the right message to the right people is critical. Davis & Elkins College utilizes RAVE Mobile Alert System to communicate with the campus community in the event of an emergency that poses a safety concern to the campus community. RAVE is capable of sending emergency alerts and timely warnings through a variety of methods.

Emergency Alerts

Once a segment of the campus community is identified to be at risk, one or more of the following: the President, Vice President of Students, and Director of Public Safety (or designees) will determine how, when and whether an Emergency Alert 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 Alerts are made through a variety of different means including, but not limited to: phone, email, text, word of mouth, mass notification systems, the College web site, social media, and regional media outlets.

All registered students, faculty, and staff have been signed up to receive RAVE alerts automatically. If you do not wish to participate, you must opt-out in person and in writing at the Office of Public Safety located in the Gatehouse.

It is crucial that all D&E campus community members ensure that their contact information is updated and maintain through the Self-Service Portal. D&E will use College issued email addresses and "personal best cell numbers" to communicate in the event of an emergency or safety concern.

To Update the Self-Service Portal, please follow the steps below.

1. Log into the [Self-Service Portal User Profile page](#) using your regular D&E credentials.
2. Scroll down to the "Phone Numbers" section.

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3. You may see multiple phone numbers there already. At this time, Student Cell and Preferred numbers can be viewed but not managed within Self-Service.
4. If you already have a Personal Best Cell specified and wish to update it, click its pencil icon and then make corrections.
5. If you haven't already specified this number, select "Add New Phone," choose "Personal Best Cell" as the type, and then enter your number.
6. This process will permit you to enter multiple Personal Best Cell numbers. Please specify only one (the very best).

For issues accessing D&E's self-service portal, please contact the Help Desk by emailing helpdesk@dewv.edu or calling 304-637-1233.

Timely Warnings

When the Office of Public Safety becomes aware of an incident that in the judgment of the College constitutes an ongoing or possible criminal threat to the College community and is a designated Clery Crime, a Timely Warning Notice will be issued. The Public Safety Officers on duty will notify the Director of Public Safety and the Administrator on Duty.

Depending on the particular circumstances, the warning will be disseminated by using one, or a combination of, the following: email, the Davis & Elkins College website, phone calls, text messaging, campus bulletin boards and/or the *Nixle* mass notification system.

At least two of the following: The President, Vice President of Students, and Director of Public Safety (or designees) will analyze and evaluate relevant information and make a determination as to the issuance of a Timely Warning Notice.

A two-prong test will be applied to determine on a case-by-case basis if a Timely Warning will be issued.

Was the incident reported to the College or local law enforcement:

1. Identified as a Clery Act crime. (Murder, manslaughter, sexual assault (to include rape, fondling, incest, statutory rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Hate Crimes (to include any of the above crimes plus larceny, simple assault, intimidation, destruction of property/vandalism that occurred because of a bias), Dating & Domestic Violence, Stalking, Hazing, Weapons law violations, and drug and liquor law violations)
2. Does the crime pose a **serious** or **continuing threat** to students, faculty, staff or visitors?

The Timely Warning Notice will be issued by either the President, Vice President of Student Affairs, and Director of Public Safety (or designees). Timely Warnings typically contain in the subject line the phrase "timely warning" depending on the nature and severity of the threat. The body of each timely warning will include information regarding the Clery Act requirement; a short description of the crime or incident giving the time and date, location, reported offense, suspect description, weapon used (if any), suspect vehicle (if any) and method of operation used to facilitate the crime. The notice will also include

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personal safety information to aid members of the College community in protecting themselves from becoming victims of a similar crime and to promote overall safety for the College community.

General Evacuation Procedures

Building evacuations will occur when an alarm sounds and/or upon notification by the Emergency Alert system, Office of Public Safety or the Building Coordinator. When building evacuation is required during an emergency or disaster, employees and students leave following instructions or by the nearest marked exit and alert others to do the same. These exits are clearly marked. **DO NOT USE THE ELEVATORS IN CASES OF FIRE AND/OR EARTHQUAKE.** Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

- Each building and campus area has a designated area outside the building (Assembly Point) where employees or students should plan to meet during the evacuation referred to as an assembly point.
- Once at the assembly point the Building Emergency Coordinator and/or faculty member must account for all employees or students. If any employees or students are missing, the Building Coordinator and/or or faculty member is responsible for informing the Office of Public Safety. Building Coordinators and faculty members should coordinate with each other to avoid duplicative and confusing communication to the Office of Public Safety.
- **DO NOT** return to an evacuated building unless told to do so by Office of Public Safety, a College administrator, fire department personnel or by instructions via the emergency alert communication system.

If a disaster were to occur in which the whole campus needed to be evacuated, an Emergency Alert will instruct individuals to either gather at the Elkins City Park or the College athletic fields.

Evacuation 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

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present. Once the individual is in place, the evacuation assistant should proceed to the appropriate evacuation assembly point and notify the Building Coordinator and/or the Office of Public Safety 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 most 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 evacuations instructions.

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

Lockdown

An emergency may arise that prevents the safe evacuation of a building and requires steps to isolate students and employees from danger where an entire campus or specific buildings 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.

Any order to lockdown must be considered a serious situation and given immediate attention. The origin of the lockdown directive will be communicated via the emergency alert situation or by a Building Coordinator. Regardless of the source, the lockdown should be implemented immediately.

In a lockdown, close all drapes and blinds and secure and lock all windows and doors. Building Coordinators and/or faculty and staff should find the nearest secure place to stay for themselves and students and encourage individuals to remain quiet and calm. Individuals should not be permitted to open windows or doors without permission.

In a lockdown, the Emergency Response Coordinator is responsible for initiating RAVE lockdown alert and informing 911 that a lockdown has been initiated and seek assistance as necessary. The Emergency Response Coordinator will continue communication until assured that ALL students and employees have been informed and appropriate actions have been taken. The Emergency Response Coordinator will be responsible for announcing the "All Clear" via the Emergency Alert system when it is safe for individuals to leave the building and advise the President when the lockdown alert has concluded.

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If individuals are between buildings and cannot join a locked down space, individuals are to maintain distance from the threat – keep moving – stay alert – stay out of sight.

Shelter in Place

Shelter in place is a short-term solution to a short-term problem that does not require a full lockdown. During a shelter in place, individuals will be asked to remain calmly in their current locations to maximize any potential safety risks until an “All Clear” or other instructions are given via the Emergency Alert system.

All Clear

All clear means it is safe to resume normal activities, and that the scene has been cleared by an Emergency Response Agency.

After an “All Clear” doors may be unlocked and coverings from windows removed. Building Coordinators and/or faculty need to communicate any unusual occurrences to the Office of Public Safety and report any missing students as soon as possible.

Emergency Types

College Sponsored Event Emergency

Emergencies may occur during a large college-wide sponsored events. Emergencies may include personal injury, illness, accidents, suspected criminal activity, and other incidents that pose an immediate threat to life or personal safety. The designated primary point of contact for the event 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

There needs to be a designated a **Primary Point of Contact** individual for every event to serve as the primary point of contact for all situations and to provide direction and make contact with necessary agencies and individuals in cases involving emergencies. This person should be a College employee in a supervisory position with the experience and training to command this role. This person shall

- Arrange for on-site security for College events as determined necessary by the President or 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 and that all points of contact have the ability to quickly and efficiently communicate with each other, i.e. public address systems, portable two-way radios and cellular phones.
- Ensure adequate staffing for the event.
- Ensure that event staff know communication protocols in the event of an emergency.

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Weather Emergencies

Thunderstorm

Severe Thunderstorm Watch: Be Prepared! Severe thunderstorms are possible in and near the watch area. Stay informed and be ready to act if a severe thunderstorm warning is issued. The watch area is typically large, covering numerous counties or even states.

Severe Thunderstorm Warning: Take Action! Severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property. Take shelter in a substantial building. Warnings typically encompass a much smaller area (around the size of a city or small county) that may be impacted by a large hail or damaging wind identified by an National Weather Service forecaster on radar or by a trained spotter/law enforcement who is watching the storm.

- Stay away from windows if you are in a severe thunderstorm warning and damaging wind or large hail is approaching. Do not go to large open rooms such as cafeterias, gymnasiums or auditoriums.
- Go inside a sturdy building immediately if severe thunderstorms are approaching. Sheds and storage facilities are not safe. Taking shelter under a tree can be deadly. The tree may fall on you. Standing under a tree also puts you at a greater risk of getting struck by lightning.
- Being in a vehicle during severe thunderstorms is safer than being outside; however, drive to the closest secure shelter if there is sufficient time.

Flood

Flash Flood Warning: Take Action! A Flash Flood Warning is issued when a flash flood is imminent or occurring. If you are in a flood prone area move immediately to high ground. A flash flood is a sudden violent flood that can take from minutes to hours to develop. It is even possible to experience a flash flood in areas not immediately receiving rain. Do not drive through deep water. If you are not sure, TURN AROUND, DON'T DROWN!

Flood Warning: Take Action! A Flood Warning is issued when the hazardous weather event is imminent or already happening. A Flood Warning is issued when flooding is imminent or occurring.

Flood Advisory: Be Aware: A Flood Advisory is issued when a specific weather event that is forecast to occur may become a nuisance. A Flood Advisory is issued when flooding is not expected to be bad enough to issue a warning. However, it may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.

Flood Watch: Be Prepared: A Flood Watch is issued when conditions are favorable for a specific hazardous weather event to occur. A Flood Watch is issued when conditions are favorable for flooding. It does not mean flooding will occur, but it is possible.

Avoid Flood Waters: Don't walk through flood waters. It only takes 6 inches of moving water to knock you off your feet. If you are trapped by moving water, move to the highest possible point and call 911 if

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possible. Do NOT drive into flooded roadways or around a barricade; *Turn Around, Don't Drown!* Water may be deeper than it appears and can hide hazards such as sharp objects, washed out road surfaces, electrical wires, chemicals, etc. A vehicle caught in swiftly moving water can be swept away in seconds. 12 inches of water can float a car or small SUV, 18 inches of water can carry away large vehicles.

Winter Weather

Winter Storm Watch: Be alert, a winter storm is likely in your area.

Winter Storm Warning: Take action, the storm is in or entering the area.

Blizzard Warning: Snow and strong winds combined will produce blinding snow, near zero visibility, deep drifts, and life-threatening wind chill. Seek shelter immediately.

Winter Weather Advisory: Winter weather conditions are expected to cause significant inconveniences and may be hazardous, especially to motorists.

Freezing Rain: Rain that freezes when it hits the ground, creating a coating of ice on roads, walkways, trees and power lines.

Wind Chill Advisory / Warning: Combination of wind and cold resulting in temperatures that feel -15F to -24F (Advisory) or -25F or colder (Warning) for more than 3 hours. Can indicate life threatening conditions.

- Stay indoors and limit travel to only necessary trips.
- Comply with all emergency communication.
- Stay off roads to allow plow and salt operations to proceed smoothly.
- Avoid parking too close to corners, allowing Public Safety vehicles and plows to maneuver safely.
- Use care around downed power lines. Assume a down wire is a live wire. Report it to Public Safety
- Watch out for overhead hazards such as broken tree limbs and ice on roofs and wires.
- Be careful walking on snowy, icy sidewalks

Wind

Wind Advisory: Take Action! Strong winds are occurring but are not so strong as to warrant a High Wind Warning. Objects that are outdoors should be secured and caution should be taken if driving.

High Wind Watch: Be Prepared! Sustained, strong winds are possible. Secure loose outdoor items and adjust plans as necessary so you're not caught outside.

High Wind Warning: Take Action! Sustained, strong winds with even stronger gusts are happening. Seek shelter.

If you are driving, keep both hands on the wheel and slow down and take shelter as soon as possible. If no shelter is available, avoid trees and power lines. Keep in mind that power lines that are laying on the ground may be live. Do not go near them! Try to find a place that will block blowing or falling debris

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Tornado

Tornado Watch: Be Prepared! Tornadoes are possible in and near the watch area. Review and discuss your emergency plans, take inventory of your supplies and check your safe room. Be ready to act quickly if a warning is issued or you suspect a tornado is approaching. Acting early helps to save lives! Watches are issued by the Storm Prediction Center for counties where tornadoes may occur. The watch area is typically large, covering numerous counties or even states.

- Persons with mobility concerns should seek shelter at the time of a tornado watch. DO NOT wait for a tornado warning.

Tornado Warning: Take Action! A tornado has been sighted or indicated by weather radar. There is imminent danger to life and property. Warnings are issued by your local forecast office. Warnings typically encompass a much smaller area (around the size of a city or small county) that may be impacted by a tornado identified by a forecaster on radar or by a trained spotter/law enforcement who is watching the storm.

- Move to an interior room on the lowest floor of a sturdy building.
- Avoid windows. Close all doors, including main corridors insofar as possible.
- Crouch near the floor or under heavy, well supported objects and cover your head.
- If in a vehicle, move to the side of the road and get out of the vehicle to avoid breaking glass. Look for a substantial shelter or lay as flat to the ground as possible.
- If outdoors, move to the closest substantial shelter and protect yourself from flying debris. Try and keep your head covered.

Tornado Emergency: Seek Shelter Immediately! A tornado emergency is the National Weather Service's highest alert level. It is issued when a violent tornado has touched down in the watch area. There is a severe threat to human life and property, with catastrophic damage confirmed. Immediately seek refuge in the safest location possible.

REMAIN CALM. AVOID PANIC. There is no guaranteed safe place during a tornado, but you will minimize your exposure by finding shelter in the best possible location.

Earthquake

Earthquakes can and do pose risks to both life and property. In the event of an earthquake:

- **If you are INDOORS - STAY THERE!** Get under a desk or table and hang on to it or move into a hallway or against an inside wall. (Drop, Cover, and Hold on! STAY CLEAR of windows, fireplaces, and heavy furniture or appliances. DON'T run downstairs or rush outside while the building is shaking or while there is danger of falling and hurting yourself or being hit by falling glass or debris.
- **If you are OUTSIDE** - get into the OPEN, away from buildings, power lines, trees and anything else that might fall on you.
- **If you are DRIVING** - stop, but carefully. Move your car as far out of traffic as possible. DO NOT stop under any structure or under trees, light posts, power lines, or signs. STAY INSIDE your car

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until the shaking stops. When you RESUME driving, watch for breaks in the pavement, fallen rocks, and bumps in the road.

Fire

Fire drills shall be performed on an announced and unannounced basis. These fire drills are usually done 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
- Attempt to extinguish with the appropriate equipment if it is safe to do so.
- Notify the Fire Department by calling 911
- Contact the Office of Public Safety
- Exit the building at the nearest exit and move to the designated assembly point away from the building and areas surrounding where first responders might need to access the scene.
- Leave your belongings behind- your safety is more important.
- DO NOT use elevators to exit the building – only use stairs – persons with disabilities who are unable to use the stairs should wait in the stairwell for rescue assistance
- Do NOT return to the building until cleared to do so by the Director of Public Safety, emergency personnel, or an emergency alert notification

Building Coordinators

- Account for all faculty and staff, and students
- Notify Public Safety of any individual is suspected to be inside or is not accounted for.
- 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

Office of Public Safety

- Communicate with President or designee
- Serve as the primary point of contact for emergency responders
- Ensure access to building is open for emergency vehicles and staff

Elevator Emergency

Use the elevator phone to reach out to 9-1-1 dispatch

- Tell the dispatcher your name and that you are stuck in an elevator
- Tell the dispatcher what building you are in and which elevator
- Tell the dispatcher if others are in the elevator with you and how many

If the elevator you are in has no phone or it does not work, push the “emergency” or “bell” button until you hear acknowledgement that help is on the way.

Do not attempt to exit the elevator through a hatch or pry the doors open

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Do not exit the elevator if the doors open and you are between floors, unless instructed to do so by emergency personnel. The elevator could move, endangering your life.

In the event that an elevator breaks loose from structural cables, sending the elevator into a “free fall”, lie flat on the floor (on your back) to allow the force of the impact to spread across your entire body, to help you avoid serious injury.

What will happen when you call for help

The 9-1-1 dispatcher will notify Davis & Elkins College Public Safety who will accompany members of the Elkins City Fire Department to the reported location. Efforts will ensue to free all occupants.

Maintenance will be notified of the malfunction via work order.

Unwanted Intruder

An unwanted intruder is a person who has no business or reason to be on College property. When a suspected unwanted intruder is on campus property, contact the Office of Public Safety at 304-704-9111. In conjunction with the Director of Public Safety, the Officer on duty will attempt to make contact with the individual and determine if the local authorities need notified.

The Director of Public Safety will communicate with the President or their designee as needed. Should additional actions need to be taken, the Director of Public Safety may activate a different response and/or issue any alerts or timely warnings as necessary.

Active Shooter

In an active shooter situation, communication will be provided via the College’s emergency alert system. Depending on the circumstances all or some of the building on campus may be placed on Lockdown. Active shooter situations are often fluid and rapidly evolving, in addition to instructions provided via the emergency alert system, campus community members are expected to follow directions provided by responding law enforcement agencies. In active shooter situations, responding officers will often take command of a situation by shouting orders and/or by physically directing individuals to a safe place. It is important to recognize that the first responding officer’s main objective is to stop the active shooter and create a safe environment for additional first responders to provide medical care and additional support.

Generally, a RUN, HIDE, FIGHT approach is recommended in active shooter environments. Be aware of those with accessibility and functions needs that will require assistance. This group of people may need assistance with the RUN and HIDE steps.

Run

If you determine that you can reach an escape path to a safer area, then do so. However, remain aware of your surroundings at all times while moving away from the threat as quickly as possible. Leave personal belongings behind; your life and the lives of others are more important. If you are in a position to, help others escape if possible, or at least alert others to run away from the area. When it is safe, call 911.

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Hide

If you can't evacuate or determine a safe escape path, then find a secure place to hide. Create as much distance between yourself and threat as possible. Find barriers to prevent or slow down the shooter from reaching you or others. Turn off the lights and silence your phone and remain out of sight by hiding behind large objects. If you are isolated to a room, lock the door and be quiet until an "All Clear" is given.

Fight

As a last resort, if you can't run or hide, and you have absolutely no other option, confront the active shooter. Be aggressive, yell, and commit to your actions. Do not fight fairly, throw items, and use improvised weapons while attempting to immobilize or staff the shooter. Survive by any means necessary.

Hostage Situation (Armed and Dangerous)

A hostage situation in which one or more persons hold students and/or employees hostage on campus. It is crucial that 911 and the Office of Public Safety are notified immediately. If safe to do so, hostages and witnesses should focus on gathering observable facts and information for law enforcement. All individuals are encouraged to use judgement that maintains the highest level of safety.

During a hostage situation, the Emergency Response Team Coordinator will communicate with the President or designee and the Director of Human Resources and assist responding law enforcement by providing a command post, floor plans, and other support as requested.

People on campus not directly impacted by the hostage situation should secure classrooms and other areas to prevent intrusion and work to keep students in safe areas. No individuals should be circulating through campus or buildings.

Building Coordinators should remain available to provide assistance as need or instructed.

The Emergency Response Coordinator shall work with the President or designee to communicate with parents and the broader community as appropriate and necessary. The Emergency Management Team will work to assign counselors and other trained personnel to provide relief for the campus community as well as develop statements and information for the media.

Death or Serious Injury by Violence

Whenever a student, employee, or visitor on campus is injured by violent action, call 911 and then call the Office of Public Safety. Any witness should be prepared to provide information to emergency responders and/or the Office of Public Safety.

The Office of Public Safety will assist first responders and attempt to restore calm by having students either stay in class, return to class or report to a designated area. This will include isolating bystanders and intruders from the scene and setting up and monitoring traffic and other movement patterns.

The Emergency Response Coordinator will communicate with the President or designee and the Vice President of Students who will active the Emergency Management Team to determine appropriate communication protocols, which may include a Timely Warning to the campus community.

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Accident/Serious Illness/Injury/Medical Emergency

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 and then call the Office of Public Safety. Medical emergencies involving any person must also be reported to the Director of Human Resources.

The Office of Public Safety will assist first responders and attempt to isolate bystanders and intruders from the scene and setting up and monitoring traffic and other movement patterns.

The Emergency Response Coordinator will communicate with emergency responders and the President or designee to determine if the Emergency Management Team is needed to develop appropriate communication protocols and process.

Exposure To Blood Or Other Bodily Fluids

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 Director of Human Resources.

In the event of an exposure, determine if an individual needs emergency medical attention, if so, call 911 and then notify the Office of Public Safety.

Prevent additional exposure by wearing gloves, face protection, or other personal protective equipment, and isolating bystanders from exposure.

During normal business hours, contact Housekeeping to wash the impacted area immediately following the cleaning protocols for Blood Borne Pathogens. For after hours incidents, call the Housekeeping Supervisor to dispatch the appropriate person.

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 and seek medical attention.

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Bomb Threat

A bomb threat is when someone indicates that an explosive device either present or alleged to be present in the school or on the premises that may not have exploded. However, all bomb threats are to be treated as a read danger to the safety of personnel and students.

Anyone receiving a bomb threat should notify the Office of Public Safety immediately who will notify the Emergency Response Coordinator. The Emergency Response Coordinator will determine the need to notify local authorities and the need for evacuation by gathering information concerning the threat, other suspicious activities, and any injuries or threats of injuries, The Emergency Response Coordinator will notify the President or designee and/or notify the campus community via the emergency alert system accordingly.

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 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 check list that follows, if possible.
- Notify the Office of Public Safety who will determine the need for emergency assistance or evacuation.
- If an evacuation is necessary, follow the general evacuation procedures unless instructed differently.
- Staff should look for unusual or suspicious noises, devices, 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

The person receiving the bomb threat should attempt to learn more from the person calling to provide the information to the Emergency Response Coordinator or emergency personnel.

1. When is the bomb going to explode?
2. Where is the bomb located?

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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?

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.

Chemical Spill/Hazardous Materials

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. In the event of an actual or suspected chemical spill or encounter with hazardous materials, immediately call 911 and the Office of Public Safety.

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).

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- 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
- 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

The Emergency Response Coordinator will act as the primary liaison with emergency response offices and law enforcement as needed. Students and employees are to following directions for sheltering in place, continuing activities as normal, or evacuating a part of campus.

Chemical pills that may occur in the building usually are of a limited hazard potential and can be safely cleaned up by the 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. If the spill occurs in a chemical hood, close the hood sash to allow the vapors to be removed more effectively.
4. Alert necessary personnel to the chemical spill.
5. Assist anyone with injuries from the spill.
6. Remove contaminated clothing.
7. Flush skin with water.
8. Cover person if appropriate.
9. Use eyewash or safety shower.
10. Properly label and dispose of contaminated clothing.
11. Call 911 for medical assistance if needed and notify the Office of Public Safety of the emergency response.

Chemical Spill Clean Up Checklist

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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. Clearly label the container/bag as "Hazardous waste".
5. Decontaminate the spill area.
6. Notify appropriate persons that the event has concluded.

Chemicals on Body Checklist

1. Quickly remove all contaminated clothing and footwear, place them in a bag or container, and label them properly
2. Quickly remove all contaminated clothing and footwear.
3. Immediately flood the affected body area in cold water for at least 15 minutes (30 minutes for base spill). Then wash the contaminated area with soap. Remember to remove jewelry to facilitate the cleansing.
4. Check the SDS (Safety data sheets) for possible delayed reaction from the chemical spill.
5. Cover the victim and properly dispose of contaminated clothing after labeling them properly.
6. Call 911 and seek medical assistance. Notify the Office of Public Safety of the impending emergency response.
7. Be prepared to identify the chemicals involved.

Chemicals in Eyes Checklist

1. Cover the victim and properly dispose of contaminated clothing after proper labeling.
2. Check for and remove contact lenses.
3. Open the eye wash station and let the water run for a few seconds to ensure it is clean. Rinse the eyeball and inner surface of the eyelid with cool water for at least 15 minutes, forcibly holding the eyelids open to ensure thorough washing. 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. Notify the Office of Public Safety of the impending emergency response.
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. Label the contaminated clothes properly before disposing.
3. Call 911 for medical assistance and notify the Office of Public Safety of the impending emergency response.

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4. Be prepared to identify the chemicals involved.

Ingesting of a Hazardous Chemical Checklist:

1. Identify chemicals ingested and avoid anyone accessing that area due to possible contamination.
2. Call 911 for medical assistance and notify the Office of Public Safety of impending emergency response.
3. Call Poison Control Center (800-642-3625).
4. DO NOT INDUCE VOMITING UNLESS TOLD TO DO SO!

Utility Emergency

A utility emergency is a 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 during a utility emergency.

In the event of a serious and threatening emergency (e.g., downed power line or gas leak explosion), call 911 and immediately notify the Director of the Physical Plant and the Office of Public Safety who will notify the Emergency Response Coordinator. In a non-threatening emergency, contact the Director of Physical Plant Services or the Office of Public Safety.

The Director of the Physical Plant or designee will call the appropriate utility provider. Either the Director of the Physical Plant or the Emergency Response Coordinator will notify the President or designee.

Emergency Alerts will be issued as appropriate.

Cyber Security Emergency

A cyber security emergency can include data breaches, malware attacks, ransomware, insider threats, violations of acceptable use policies, or anything that compromises the integrity of information systems.

If a College student or employee believes they are affected by a cyber related incident or that their information has become compromised, they must contact Information Services immediately so that the scope and severity of the incident can be assessed. Once the severity and scope of an incident is identified, the Information Services Team will notify the impacted users and the Emergency Management Team.

Emergency Alerts will be issued as appropriate.

Pandemic

A pandemic is a flu or disease outbreak of national or global proportions such as the Covid-19 Pandemic of 2020.

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

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community informed and provide instructions via the emergency alert system or other normal channels of communication (e.g. email).

Should such an outbreak occur, the Emergency Management Team will meet to take steps to help faculty, staff and students depart from the College before national or international travel restrictions go into effect; maintain a reduced level of key campus operations, mainly through remote or online interactions; communicate contingency responses; and begin the recovery process once the outbreak has been controlled.

Since the primary concern during a Pandemic is the health and safety of the campus community, those carrying the disease should not remain on campus. If that is not possible, there will be supportive, designated spaces available on campus. If the College has to close, online educational opportunities will be made available.

The Emergency Management Team will establish a plan to monitor the event and prepare emergency resources while developing a communication plan without side health agencies to discuss events and effective responses that includes attending local emergency response meeting to be informed of local and regional preparations. The Emergency Management Team will also determine whether College students abroad are at risk and bring them home if necessary. The Emergency Management Team will work with the Director of Human Resources to active and assign essential and non-essential employees while preparing for a possible evacuation or closure of the College.

Student Health Services will be called upon by the Emergency Management Team to distribute current information on good practices guidelines for infection control hygiene. Student Health Services should assess inventory and take stock of infection prevention supplies and identify and attempt to procure critical health supplies in case of an increased need. Student Health Services will follow health agency guidelines in diagnosing and treating illness on people on campus.

Demonstrations

A demonstration is a planned or unplanned gathering with an express purpose to protest or raise an awareness of a specific incident or topic.

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 and will only be allowed to continue if the disruption to the College's programs and activities is halted.

The Office of Public Safety will proceed to the area to ask demonstrators to discontinue the disruptive activities or to leave. The Emergency Response Coordinator will consult with the President or designee and the Vice President of Students to determine the next course action should the demonstrators continue the disruptive behaviors.

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If necessary, the Office of Public Safety will 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

These are demonstrations where injury to persons or property occurs or appears imminent and is disrupting the operation of the College.

The Director of Public Safety in consultation with the President or designee and the Vice President of Students 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, and The Office of Public Safety may record any disruptive activity for evidence.