

Appendix C Disaster Plans

**Building Emergency Evacuation Plan(BEEP) & Emergency
Call Plan 1A
West Virginia Junior College
148 Willey Street
Approved 6/23/08**

In the event of fire, hazardous materials release, or other hazardous situations requiring emergency response **ACTIVATE THE FIRE ALARM BY PULLING AN ALARM PULL STATION AND CALL EMERGENCY 911.**

EMERGENCY PHONE NUMBERS

ABULANCE, FIRE, LAW ENFORCEMENT	911
MORGANTOWN CITY POLICE	284-7522
MON CO. STATE POLICE	285-3200
MORGANTOWN FIRE DEPARTMENT	284-7480
MON. COUNTY SHERIFF	291-7260
MORGANTOWN AMBULANCE	285-2715
EMERGENCY SERVICES CENTER	599-6382
STATEWIDE CELLULAR STATE POLICE	*77
NATIONAL SUICIDE HOTLINE	1-800-784-2433
NATIONAL SUICIDE PREVENTION LIFELINE	1-800-273-8255
POISON CONTROL CENTER	1-800-222-1222

**Building Emergency Evacuation Plan(BEEP) & Emergency
Call Plan 1A Continued**

NON - EMERGENCY PHONE NUMBERS

AMERICAN RED CROSS	598-9500
BARTLETT HOUSE	292-0101
CHESTNUT RIDGE	293-4000
CHRISTIAN HELP	296-0221
CONNECTIVE LINK	296-3300
DOMESTIC VIOLENCE CENTER (RDVIC)	292-5100
MYLAN PUSKAR HEALTH RIGHT	292-8234
*QUIN CURTIS CENTER (NOT FOR PROFIT)	293-2001
VALLEY HEALTH CARE	296-1731
WEDGEWOOD FAMILY PRACTICE & PSYCHIATRY	599-9400
WEDGEWOOD FAMIL PRACTICE & AFTER HOURS	292-7316
WVU HOSPITAL EMERGENCY DEPT.	598-4171
WVU PHYSICIAN'S OFFICE CENTER	598-4800
UNITED WAY OF MON/PRESTON CO.	296-7525

**Building Emergency Evacuation Plan(BEEP) & Emergency
Call Plan 1A Continued**

Department Emergency Contacts

Executive Director	Patty Callen
Facility Manager	Robin Addis
Alternate Facility Manager	Dan Ellis
Academic Director	Leanne Cardoso
Medical Programs Coordinator	Barb Garner
Admissions Representative	Jessica Ewing
Career Services	Darlene Stevens
Information Technology Coordinator (IT)	Robin Addis
Librarian	Linn Monohan
Financial Aid	Michelle Clagg
Administrative Assistant	Diane Hevner

HOW TO REPORT AN EMERGENCY

CALL UP & Calmly State

- ◆ Your name
- ◆ The building and room location of the emergency
- ◆ The nature of the emergency – fire, chemical spill, etc.
- ◆ Whether injuries have occurred
- ◆ Hazards present which may affect responding emergency personnel
- ◆ A phone number near the scene where you can be reached.

Building Emergency Evacuation Plan(BEEP) & Emergency Call Plan 1A ***Continued***

BUILDING EVACUATION

Upon hearing the fire alarm or announcement begin evacuation procedures.

- ◆ Keep yourself and others calm
- ◆ Quickly proceed outside the building (to the announced “safe location”) using the planned evacuation route.
- ◆ Close windows and doors as you leave.
- ◆ Instructors take your **Attendance Book** with you for a correct head count
- ◆ Instructors, in every classroom there is an **Evacuation Box**, which contains(flashlight, clipboard, pen, incident reports, and minor first aid equipment
- ◆ **Take the Evacuation Box with you.**
- ◆ Report immediately to the designated “safe area” located in the 2hr paid parking lot on Chestnut Street near **The Back Door Bar & Pizza**. Check in with Leanne Cardoso or Barbara Garner who will be taking a head count from individual instructors.
- ◆ Wait for instructions from emergency response personnel. Do not re-enter the building until told it is safe to do so.

BUILDING SAFETY SYSTEMS

The building at 148 Willey Street Morgantown Campus has the following safety systems:
Locate the emergency equipment in your area and know how to use it.

Alarms – The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors or the activation of the sprinkler system. All alarms are immediately sent to the local fire department. Evacuation is required anytime the fire alarm system sounds.

Smoke Detectors – This will immediately activate the fire alarm system. All three floors have smoke detectors.

Fire Extinguishers and Pull Stations – Location of Pull Stations and Extinguishers, as well as the types of extinguishers and location will be reviewed upon hiring of staff and yearly safety in services. Students will be educated at orientation.

Manual Alarm pull stations – Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to the local fire department. Never block or obstruct these with furniture or equipment.

First Aid Kit – For minor injuries not requiring medical attention. There are First Aid Kits on each floor. 1st Floor kit is located in the office supply room, 2nd Floor kit is located in the IT

Building Emergency Evacuation Plan(BEEP) & Emergency Call Plan 1A
Continued

Coordinators Office Room 203, and the 3rd Floor kit is located in the Medical Lab, Room 301. There is also a small first aid kit in the Evacuation Box located in every room.

Upon alarm activation, **Fire Doors-** Must be kept shut at all times to provide a safe means of egress in stairways and corridors, unless releasing devices close doors

EVACUATION PERSONNEL

EMERGENCY ANNOUNCER: Diane Hevner

Evacuation Warden: Leanne Cardoso

Alternate Warden: Barbara Garner

Searcher: Michelle Clagg 1st Floor

Searcher: Robin Addis 2nd Floor

Searcher: Vandalia Rep. 3rd Floor

Searcher: Default Office Rep. Basement

Stairwell Monitor: 1st Floor Stairwell Jessica Ewing

Stairwell Monitor: 2nd Floor Stairwell A: Linn Monohan

Stairwell Monitor: 2nd Floor Stairwell B: Dan Ellis

Stairwell Monitor: 3rd Floor Stairwell A Cathi Boegohold

Stairwell Monitor: 3rd Floor Stairwell B Vandalia Rep. (outside organization)

Stairwell Monitor: Basement Stairwell and Exit Default Rep. (outside organization)

Date of Last Evacuation Drill: _____

Evacuation Drills are to be held annually.

Building Emergency Evacuation Plan(BEEP) & Emergency Call Plan 1A **Continued**

EVACUATION PERSONNEL DUTIES

Designated Evacuation Personnel Duties with Alternates per Area. If there are not enough personnel to fill all the roles, roles may be doubled where appropriate. No funds have been provided for vests or armband. A flashlight will be provided in case of a power failure. ***Evacuation Personnel should never be placed in imminent danger.***

Evacuation Announcer Duties:

1. Announce any disaster to all areas
2. Use the **Bull Horn** that has been provided to make announcement
3. Report to the Evacuation Warden
- 4.

Evacuation Warden Duties:

1. Supervise assembly of Evacuation Personnel in the area.
2. All Searchers check in with the Evacuation Warden to report "all clear" or problems.
3. Report to the Command Center, if areas were unable to be searched due to lack of personnel.
4. Ensures all people from the area proceed to the designated meeting place to check in and wait for "all clear" to re-enter the building. **"All Clear"** will come from the Command Center.
5. Reports any and all problems to the Command Center. Command Center will be **Fire Department Vehicle.**

Alternate Evacuation Warden Duties:

1. Takes the place of the Evacuation Warden if the Evacuation Warden is not present at the time of the event.
2. If the Evacuation Warden is present, the Alternate Evacuation Warden will assist the Evacuation Warden as needed.

Searcher(s) and Alternate Duties: Maybe more than one depending on the size of the area to be searched. *Area should be searchable in 3 minutes or less.*

1. Check all rooms including restrooms, conference rooms and remote areas, closing all doors behind them.
2. Advise if any remaining employees or other persons on the floor about the emergency and the requirement to evacuate.
3. Notify Stairwell Monitor that the floor is "**clear**" and proceed out of the building.

Fire Emergencies 1-B
West Virginia Junior College
148 Willey Street
Approved 6/23/08

If you discover fire, or see smoke, do not panic. Call 911 or pull the nearest fire-pull box and proceed with the following:

RACE

Remove/Relocate individuals away from danger, if possible, without endangering your safety.

Activate Alarm: Pull fire alarm at pull-box, and/or call 911.

Confine/Contain fire and smoke by closing doors and windows.

Extinguish/Evacuate

- Extinguish fire only if trained and fire is small, using nearest fire extinguisher.
- Evacuate by nearest safe exit, never use elevators. Do not run, **Crawl** if overwhelmed by smoke.

If you hear the fire alarm, or are informed of a fire, **EVACUATE IMMEDIATELY!**

Follow instructions for the building evacuation plan.

- Check door with the back of your hand, to ensure it is cool before opening.
- Walk quickly – **Do Not Run** – follow your instructor out of the building to the designated safe area.
- Instructors lead your students to the designated safe area near “**Back Door Pizza**”.
- Instructors are to take their Attendance Book With them and the Emergency Box located in every room. An emergency flashlight is in each box to assist if visibility is poor.
- Instructors take attendance once at safe area and report to Evacuation Warden.

DO NOT RE-ENTER THE BUILDING UNTIL ALL – CLEAR IS ISSUED BY THE FIRE DEPARTMENT.

**Severe Weather Plan 1-C
West Virginia Junior College
148 Willey Street**

Approved 6/23/08

Severe Weather includes tornados, severe thunderstorms, violent snow storms and flooding.

Tornados/Severe Thunderstorms Watch:

If a tornado or a severe thunderstorm **WATCH** has been issued in an area that includes the campus.

Definition of a Watch: A severe thunderstorm or tornado watch is issued by the National Weather Service, when the weather conditions are such that a severe thunderstorm, a tornado, or both, are more likely to develop and you should be prepared to move to a designated area.

Monitor Local Emergency Alert Weather or the National Weather Service.

Faculty and staff should be alerted to close all windows, inform students of building's safe areas, and be ready to relocate to those areas in case the **WATCH** is upgraded to a **WARNING**.

Definition of a Warning: A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or a tornado has been sighted or indicated by weather radar. At this point the danger is very serious and you should move to a designated safe area.

Tornados/Severe Thunderstorms Warning:

If a tornado or a severe thunderstorm **WARNING** has been issued in an area which includes the campus:

- Move students and staff to safe areas **IMMEDIATELY**.
- Close classroom, laboratory, and/or office doors.
- Instructors move your students to designated safe areas and take attendance book with you.
- Remain in safe area until warning expires or until the all-clear has been issued.

Severe Weather Plan 1-C Continued
West Virginia Junior College
148 Willey Street
Approved 6/23/08

Designated Safe Areas

Floor #	Safe Areas
Basement	Student Lunch Room
First Floor	Bookroom Distribution Room, Hallway by bathrooms, Room102,103 & 104. Teachers' lounge and stairwell by Room 104.
Second Floor	Room 201, Library Book Room
Third Floor	Bathroom Hallway or move to Vandalia Rooms located on 3 rd . floor

Disaster Recovery Plan 1-D (DRP)
West Virginia Junior College
148 Willey Street
Approval Pending

Position Assigned to: IT Coordinator (Information Technology) Robin Addis
 Position Reports to: President/CEO Mike Callen / Patty Callen
 Mission/Responsibility: Implement, organize, and direct the disaster recovery operations.

Criticality Level	Job Actions
--------------------------	--------------------

Immediate (0-6 Hours)

- Review IT DRP
- Identify disaster recovery command center
- Notify disaster recovery team members
- Assemble team at the command center
- Assemble resources
- Provide team briefing
- Review tasks to be performed and assign personnel
- Notify other key leaders/workforce members as necessary
- Notify stakeholders/ emergency personnel
- Determine need for additional support teams
- Assign team leader
- Provide teams with status report forms
- Request team facilitators to track progress on status report
- Communicate key IT disaster recover information internally
- Contact external vendors and other business stakeholders

Disaster Recovery Plan (DRP) 1-D Continued
West Virginia Junior College
148 Willey Street
Approval Pending

Intermediate (6-12 Hours)

Assess continued staffing needs/staff relief

Ongoing

Damage assessment

Assess recovery priorities

Communicate IT disaster recovery status with CEO

Assess resource needs for operations

Approve expenses related to recovery process

Extended (> 12 Hours)

Assess need for staff relief/additional resources

Follow-Up (Following Disaster)

Facilitate "postmortem" evaluation of IT disaster and recovery processes

Revise IT DRP and processes as necessary

Train and educate staff on IT DRP revisions

Accident/Incident/Report Form 1-E
West Virginia Junior College
148 Willey Street

Approval 6/23/08

This report involves a : ___ Student ___ Employee ___ Visitor

Complete this form for any accident resulting in personal injury, or incident that may have resulted in injury, that occurred on West Virginia Junior College property. The college staff person in charge of the department or event is responsible to assure that this form is completed and distributed as indicated. A copy of this report will be in every instructor's notebook. This report will also be in the Disaster Box placed in every teaching room in the school.

ACCIDENT / INCIDENT INFORMATION

NAME (Please Print)

First _____ Middle _____ Last _____

Address: _____

Phone: ___/___/___

DATE OF ACCIDENT / INCIDENT ___/___/___ . TIME OF DAY: _____ am /pm

DESCRIBE THE ACCIDENT / INJURY / INCIDENT: (By the Injured)

WHERE DID THE ACCIDENT / INCIDENT OCCUR:

Building _____ Floor _____ Room _____ Ground Area _____

DESCRIBE MEDICAL TREATMENT SOUGHT: _____

WITNESSED AND AGREED TO BY:

PRINT NAME _____ SIGNATURE _____

PRINT NAME _____ SIGNATURE _____

REPORT SUBMITTED BY _____ DATE ___/___/___

Incident Reporting Plan

Approved 6/23/08

Hostage Situation Disaster Plan Form 1-F
West Virginia Junior College
148 Willey Street
Approval Pending

If an intruder(s) enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, these guidelines should be followed:

Responsibilities

Executive Director/Designee

1. Immediately notify Police/Sheriff and appropriate law enforcement agencies (911).
2. Initiate ***Action Secure Building***
 - a) Lock down building, and do not let any students that are not in class enter the building.
 - b) Alert all rooms of the event
 - c) Instructors lock your classroom doors and do not let students leave the classroom.
3. Notify the Executive Director
4. Monitor hostage situation the best you can without doing anything to exacerbate it.
5. Follow instructions of law enforcement officials who will take over when they arrive on site.

Staff

6. Remain calm. Talk with the individual(s) in a low-key, non-threatening manner. Do not argue with or antagonize the individual(s) in any way.
7. Keep your distance. Give the intruder(s) ample personal space.
8. Do not attempt to deceive or threaten the intruder(s).
9. Do not “buy into” the delusions of the intruder(s).
10. Suggest marching the students and/or staff quietly out the back door. Back off if this approach angers the intruder(s).
11. Be constantly alert and prepared for violence. Initial *Action, Duck, Cover and Hold* if the intruder(s) open fire.

148 Willey Street**Approval Pending**

Note: If the school becomes involved in a hostage situation, the primary concern must be the safety of students, staff, and faculty. Individuals who take hostages are frequently emotionally disturbed, and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-joking manner, always remembering that it may take very little to cause such persons to become violent.

If an individual(s) begins firing a weapon(s) on campus, the following actions will be taken:

Executive Director/Designee

1. Inform staff supervising students in classrooms to initiate *Action Duck, Cover, and Hold*.
2. Immediately notify Police/Sheriff (911) and appropriate law enforcement agencies.
3. Notify the Executive Director.
4. Work in coordination with supervisors of law enforcement agencies until the situation is resolved.
5. Initiate pupil release procedures and/or evacuation procedures only if it becomes necessary.

Staff

6. In classrooms, maintain *Action Duck, Cover and Hold* until the situations is resolved.
7. In open areas, move students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate *Action Drop, Cover and Hold*; this should be done only when there is no chance for students to reach safer areas.