

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

West Virginia Junior College - Charleston

EMERGENCY PHONE NUMBERS

AMBULANCE, FIRE, LAW ENFORCEMENT	911
City of Charleston – Chief of Police	304-348-6460
West Virginia State Police	304-746-2100
City of Charleston Fire Department	304-348-8137
Kanawha County Sheriff’s Department	304-357-0200
Kanawha County Ambulance	304-342-1107
CAMC Emergency Services - Emergency Services Center	304-388-2550
STATEWIDE CELLULAR STATE POLICE	*SP on Cell
NATIONAL SUICIDE HOTLINE	1-800-784-2433
NATIONAL SUICIDE PREVENTION LIFELINE	1-800-273-8255
POISON CONTROL CENTER	1-800-222-1222

NON - EMERGENCY PHONE NUMBERS

AMERICAN RED CROSS	304-340-3650
DOMESTIC VIOLENCE CENTER – WV Coalition Against Domestic Violence	304-965-3552
HEALTH CARE - Med Express	304-925-3627
FAMILY PRACTICE & PSYCHIATRY – Charleston Psychiatric Group	304-344-0349
FAMILY PRACTICE & AFTER HOURS - After Hours Clinic	304-988-9191
HOSPITAL EMERGENCY DEPARTMENT – CAMC	304-388-7627
PHYSICIAN’S OFFICE CENTER – CAMC Urgent Care	304-925-4777
Emergency Dental Care	304-343-3337
Eye & Ear Clinic of Charleston	800-642-3049

Department Emergency Contacts

Executive Director	Bonnie Landon
Academic Director	John Johnson
Medical Programs Coordinator	Cindy Campbell
Admissions Representative	Kathy Barnes
Career Services	Julie Tawney
Information Technology Coordinator (IT)	Bob Hayton
Librarian	Tara Fisher
Financial Aid	Erica Crouse
Administrative Assistant	Jennifer Bias
Administrative Assistant	Harriet Harless
Administrative Assistant	Kristin Perry

EMERGENCY RESPONSE AND EVACUATION PROGRAM
PLAN A

BUILDING EMERGENCY EVACUATION PLAN

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.

NAME OF INSTITUTION: West Virginia Junior College - Charleston

PHYSICAL ADDRESS: 1000 Virginia Street East – Charleston, WV 25301

PHONE NUMBER: 304-345-2820

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 parking lot on Virginia Street directly beside the building**
- ◆ Check in with the **Academic Dean** or **Career Services** 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.

SAFE AREA LOCATION(S)

(Contact your Local Fire Department for development the best safe area locations for your structure)

1. ***Parking lot located directly beside the building on Virginia Street. Stand on farthest point from building against the black fence by the playground***

AND

2. ***Parking lot across street from building next to Kanawha Presbyterian Church***

PLANNED EVACUATION ROUTE

(Contact your Local Fire Department for development of this route)

Exit building and continue down Virginia Street to Safe Area

BUILDING SAFETY SYSTEMS

The building at ***West Virginia Junior College – Charleston*** will use 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 – Pull Stations: 1 located on each floor

Fire Extinguishers: First floor hallway, Room 102, Second floor hallway and computer lab on third floor

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 is a first aid kit located on the first floor in the front office. (See Harriet Harless)

*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: Jennifer Bias

Evacuation Warden: John Johnson

Alternate Warden: Julie Tawney

Searcher – 1st floor: Harriet Harless

Searcher – 2nd floor: Tara Fisher

Searcher – 3rd floor: Louis Blair

Stairwell Monitor - 1st Floor Front Stairwell: Jennifer Bias

Stairwell Monitor: 1st Floor Back Stairwell: Bob Hayton

Stairwell Monitor: 2nd Floor Front Stairwell (between 2nd & 3rd floor): Tara Fisher

Stairwell Monitor: 2nd floor Back Stairwell (between 2nd & 3rd floor): Louis Blair

Date of Last Evacuation Drill:

Evacuation Drills are to be held annually.

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 if there is no intercom system in the building or if the system is not functioning to make announcement
3. Report to the Evacuation Warden

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.

EMERGENCY RESPONSE AND EVACUATION PROGRAM

PLAN B

FIRE EMERGENCY

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 located in the parking lot next to the building on Virginia Street***
- 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.

EMERGENCY RESPONSE AND EVACUATION PROGRAM

PLAN C

SEVERE WEATHER PLAN

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.

Designated Safe Areas

Floor #	Safe Areas
1	Room 102
2	Room 203
3	Room 302

EMERGENCY RESPONSE AND EVACUATION PROGRAM**PLAN D****Hostage / Intruder Situation Plan**

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.

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.

Accident/Incident/Report Form

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 _____ 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 ____/____/____