

# WEST VIRGINIA JUNIOR COLLEGE-BRIDGEPORT

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

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### EMERGENCY PHONE NUMBERS

|                                      |                |
|--------------------------------------|----------------|
| AMBULANCE, FIRE, LAW ENFORCEMENT     | 911            |
| BRIDGEPORT CITY POLICE               | 304-842-8260   |
| WEST VIRGINIA STATE POLICE           | 1-800-982-9877 |
| BRIDGEPORT FIRE DEPARTMENT           | 304-842-8252   |
| HARRISON COUNTY SHERIFF              | 304-623-6655   |
| AMBULANCE                            | 304-842-8252   |
| EMERGENCY SERVICES CENTER            | 304-623-6559   |
| STATEWIDE CELLULAR STATE POLICE      | *SP            |
| 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           | 304-624-7689   |
| DOMESTIC VIOLENCE CENTER     | 1-800-352-6513 |
| HEALTH CARE                  | 304-624-2935   |
| FAMILY PRACTICE & PSYCHIATRY | 304-842-0200   |
| FAMIL PRACTICE & AFTER HOURS | 1-800-598-8847 |
| HOSPITAL EMERGENCY DEPT.     | 304-624-1966   |
| PHYSICIAN'S OFFICE CENTER    | 1-800-607-8888 |

## 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-Bridgeport

PHYSICAL ADDRESS: 176 Thompson Drive  
Bridgeport, WV 26330

PHONE NUMBER: 304-842-4007

### **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 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 back parking lot to the right (towards Cambridge Place).
- ◆ Check in with Administrative Assistant or Academic Dean 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)***

**Far back of parking lot located in the back of the building to the right towards Cambridge Place**

AND

**Grassy area that runs along Thompson Drive in the front of the building towards Cambridge Place**

## ***PLANNED EVACUATION ROUTE***

**Entering building from the front – 1) Right wing of building will exit through the door at the far end of the hall. 2) Left wing of building will exit through the door at the far end of the hall. 3) Front office personnel will exit through the front door of the building. Should you be prevented from exiting the building due to smoke or fire, find the nearest exit and exit the building immediately.**

## ***BUILDING SAFETY SYSTEMS***

The building at **176 Thompson Drive** 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 and heat detectors. 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.

**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 at the Reception Desk and in the Medical Lab.

There are also small first aid kits in the Evacuation Box located in every classroom.

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

***EVACUATION PERSONNEL***

**EMERGENCY ANNOUNCER:** Michelle Campbell (day) OR Lana Pratt (evening)

**Evacuation Warden:** Darin Webster

**Alternate Warden:** Adam Pratt

**Searcher:** Melody Lehosit Left Wing of building

**Searcher:** Tim Withrow Right Wing of building

**Date of Last Evacuation Drill:** **December 8, 2009**

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**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 Hall Monitors 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 at the front or back of building towards Cambridge Place.
- 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 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)      | Faculty and students: Left wing and Right wing hallways maintaining a minimum distance of 10' from exit doors |
| 2)      | Front office personnel: Faculty Lounge  |
|         |   |
|         |   |

## **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)

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First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_/\_\_\_\_/\_\_\_\_

DATE OF ACCIDENT / INCIDENT \_\_\_\_/\_\_\_\_/\_\_\_\_. TIME OF DAY: \_\_\_\_\_ am /pm

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

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WHERE DID THE ACCIDENT / INCIDENT OCCUR:

Building Main Annex Room \_\_\_\_\_ Ground Area \_\_\_\_\_

DESCRIBE MEDICAL TREATMENT SOUGHT: \_\_\_\_\_

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WITNESSED AND AGREED TO BY:

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

REPORT SUBMITTED BY \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_