

**KNAPP HALL
EMERGENCY PROCEDURES & POLICIES
2007 - 2008**

POST TO HALLWAY BULLETIN BOARD

The purpose of this emergency procedure and policy is to provide faculty, staff and students guidelines for an emergency evacuation of Knapp Hall. The intent is to provide a safe, secure environment for occupants of the building since personnel and guest safety is of paramount concern.

PREFERRED MEANS FOR REPORTING FIRES AND OTHER EMERGENCIES

I. DETECTION OF FIRE OR SMOKE (CODE RED)

- A. **IF YOU ARE THE FIRST TO DETECT A FIRE** pull the nearest fire alarm pull station and notify the building supervisor (or assistant building supervisor) Paul Martinelli, 3-2401 x3356 or Debbie Koon, 3-2614 x3150, time permitting. To report emergencies from campus telephones dial 9-911. Report the following information: building, floor, and area involved. The operator will notify the Fire Department, Public Safety, Facilities Services, and Environmental Health and Safety.
- B. **DO NOT yell the word "FIRE."** This action has been known to cause panic among individuals. Please use the phrase "CODE RED" to identify a fire.
- C. **DO NOT attempt to extinguish the fire.** If you are trained in fire control and your judgment tells you it is possible to control then you may attempt to extinguish the fire.
- D. **Evacuate the building immediately.**
- E. Floor Safety Committee members will account for occupants of their respective floors. An updated copy of the floor plans will be provided to each committee member to be used as a guideline.

II. BOMB THREAT (CODE BLACK)

- A. **IF A BOMB THREAT IS CALLED IN** to any employee for their building, or any other building, the employee should:
 - i. **Call 9-911 immediately** after the caller hangs up.
 - ii. Notify the building supervisor or assistant building supervisor (2401 x3356 or 2401 x3352).
 - iii. If the decision is made to evacuate the building based on information received, the alarm will be sounded and evacuation will begin.
 - iv. **DO NOT yell the word "BOMB."** This word will also cause panic among individuals. We will use the phrase "CODE BLACK" to identify a bomb.
 - v. Attempt to fill out the BOMB THREAT DATA sheet located in APPENDIX A of this policy

EMERGENCY ESCAPE PROCEDURES AND ESCAPE ROUTE ASSIGNMENTS

III. ESCAPE PROCEDURES

- A. **IF THE FIRE ALARM IS SOUNDED, EVACUATE IMMEDIATELY.** The only exception to this is if the alarm system is being tested. You will be notified in advance if testing is scheduled.
- B. **REMAIN CALM!!! WALK – DO NOT RUN!**
- C. **GO TO THE NEAREST EXIT OR STAIRWAY WHEN THE ALARM SOUNDS.** See IV below.
- D. **DO NOT use the elevators.**
- E. Report to the parking area on the North (Stansbury Hall) side of Knapp Hall and proceed to the **designated parking block numbers corresponding with your floor.** Those individuals located on the basement and sub-basement levels shall

report to the parking block locations associated with their department. Do not interfere with the fire department or university officials investigating the alarm.

- F. **DO NOT STAND UNDER THE BUILDING OVERHANG.**
- G. Vehicles are not permitted to park under the overhang or near the Knapp Hall entrance at any time.
- H. **DO NOT REENTER** the building until notified by the building supervisor, the assistant building supervisor or a representative thereof that it is safe to return.

IV. ESCAPE ROUTE ASSIGNMENTS

- A. An orderly escape procedure saves time and lives. For this reason, an escape route assignment has been designed to aid in an orderly evacuation.
- B. A designated person (floor safety committee member) will hold the fire door open until the floor is empty, and will close the door upon leaving. This will help clear the stairways from swinging doors, and to assist in personnel accountability.
- C. The escape route exit assignments are as follows:
 - i. **Use the exit located nearest your office.**
 - ii. If you are unsure of which exit to utilize, use the restroom as a guide. The restroom will be used to divide the hallway in half. This should assist you in determining which exit to use.
 - iii. Upon exiting the building, everyone should **report to his or her assigned area.** See III E above.

V. EMERGENCY EVACUATION RESPONSIBILITIES

- A. **Secure office if time allows.**
- B. Turn off computers, air conditioners, coffee makers, lights, and other electrical equipment.
- C. **Close all doors and windows (DO NOT LOCK)** as you leave and take your keys with you. In the unlikely event that both stairways are blocked, return to an office and close the door and notify the Fire Department by phone (292-0911) that you are trapped.

VI. PROCEDURE FOR ASSISTANCE OF IMPAIRED PERSONS

- A. In the event that an ambulatory or visually impaired person is in your office, the following procedure is to be followed:
 - i. Obtain help if necessary.
 - ii. Move the person into the stairway. (Fire stairs are designed for two hours of protection if all doors are closed.)
 - iii. If smoke or flame is detected, impaired persons must be carried or assisted down the stairs immediately. If it is safe, someone will remain with him/her and another person must proceed down the stairs making sure that no stairway doors are propped open and report the location of the people to the Fire Department.
 - iv. If hearing impaired, the individual will be contacted by the floor safety committee member to be sure they have either heard the alarm, or seen the flashing light installed to coordinate with the alarm. After verifying that the individual is evacuating the building, the floor safety committee member will proceed with evacuation protocols.

VII. ATTACHMENTS

- A. Emergency Evacuation Plan
- B. Smoking Policy and Guidelines

ATTACHMENT A

EMERGENCY EVACUATION PLANS

INTRODUCTION

This evacuation plan establishes methods and procedures to be used in the event of a fire at _____ . The emergency procedures outlined in this plan should be utilized during fires, and other emergencies. This plan deals primarily with fire emergencies. However, the same procedures and responsibilities would apply to other emergencies with appropriate variations. Faculty, staff, students, contractors, and visitors are expected to comply with the procedures contained herein.

FIRE DRILLS

As required by the West Virginia State Fire Prevention Code, regular fire drills to practice evacuation procedures outlined in this plan will be conducted. Fire drills should be arranged and conducted at least one time per year, preferably twice each year. A complete evacuation of the building is expected during the fire drill.

EMERGENCY EVALUATION PLAN

FIRE/SMOKE

1. Sound the nearest building fire alarm.
2. Call 911 (9-911 from University phones).
3. If the fire is small and you have received proper fire extinguisher training from the University, you may attempt to extinguish the fire.
4. Evacuate immediately using the nearest exit as specified in the Building Evacuation Plan.
5. Mobility impaired persons shall go to the designated emergency assistance area.

BUILDING EVACUATION

1. Refer to the Building Evacuation Plan to find the nearest exit. If, on the way out, others are not responding to the alarm, let them know of the need to evacuate.
2. Do not stop to take any belongings from the building.
3. Do not use the elevators. Use the stairs.
4. Once out of the building, congregate with others in designated spot and do not interfere with emergency personnel's response.
5. Notify authorities of individuals in the EAA or of anyone you suspect is still in the building.
6. Stay upwind of any smoke or chemical clouds.
7. Walk a safe distance from the building and remain there until told to reenter by authorities or other authorized personnel.
8. Follow any directions given on site.

BOMB

1. In the event of a bomb threat and an evacuation is ordered, verbal instructions to evacuate will be given. All personnel will do the following unless otherwise directed by authorized personnel (i.e., Fire Department, Police).
 - A. Collect as much information as possible from the caller (including sex of the caller, and surrounding background noise, location of the bomb, time it may be detonated, etc.).
 - B. Call DPS. Notify the dispatcher of the information.
 - C. DPS and the Dean will confer regarding the proper procedure for evacuation. This is evaluated on a case by case basis.
 - D. Some other information to keep in mind when evacuating during a bomb threat:

- i. Quickly look around your area for suspicious objects. If you see anything unusual, place a red sticker, approximately two feet above the floor on the cubicle door way or on the door to your office.
- ii. Do not use cellular phones while exiting the building.
- iii. Proceed in an orderly manner to designated exits, following the building evacuation plan (do not use elevator).
- iv. Meet in the designated area and remain there until given further instructions.

INCLUDE A STATEMENT AND SIGNATURE AREA AT THE END OF EACH PLAN SO EACH FACULTY AND STAFF MEMBER CAN SIGN AND RETURN IT TO A DESIGNATED PERSON.

OTHER CONSIDERATIONS TO INCLUDE:

The following information must be included in any fire prevention plan:

1. A list of the major workplace fire hazards and their proper handling and storage procedures, potential ignition sources and their control procedures, and the type of fire protection equipment of systems which can control a fire involving them.
2. Names or job titles of those responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires.
3. Each area must control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. The housekeeping procedures must be included in the written fire prevention plan.
4. Employees should be familiar of fire hazards, the materials and processes to which they are exposed. The supervisor should review with each employee, upon initial assignment, those parts of the fire prevention plan the employee must know in order to protect them in the event of an emergency.
5. The employer should maintain the equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials. The maintenance procedures must be included in the written fire prevention plan.
6. A fire evacuation plan should include all of the following:
 - A. What to do if smoke or fire is detected:
 - i. Leave the area by closing your door
 - ii. Pull the nearest fire alarm
 - iii. Walk calmly to the nearest exit
 - iv. Do not use elevators
 - v. Meet in predetermined location
 - vi. Do not re-enter building for any reason
 - B. Identify all floor evacuation routes on a small scale drawing.
 - C. Identify the location of fire alarm pull stations.
 - D. Identify the location of exits.
 - E. Identify an outside location for meeting.
 - F. Post the evacuation plan on every floor near a congregational location (elevator) so all occupants and visitors will know the recommended routes for exiting the building.
 - G. Establish procedures to account for all employees after emergency evacuations.
 - H. A fire evacuation plan should also be devised for all other occupant gathering facilities, like any assembly room (50 people or more), dining room, laundry room, and residence hall.
 - I. Establish a fire evacuation plan that will incorporate each department within a building.

- J. Establish a representative on each floor who will be responsible for helping evacuate, and/or give assistance to local fire departments.
- K. Train all occupants in the use of fire extinguishers, and other safety methods.
- L. Identify anyone with a physical impairment that would require assistance during an emergency.

ATTACHMENT B

**SMOKING POLICY AND GUIDELINES
FOR
WEST VIRGINIA UNIVERSITY**

POLICY STATEMENT AND GUIDELINES

Smoking of tobacco or other similar products is prohibited in all buildings and facilities of West Virginia University. This prohibition applies to all locations of West Virginia University, including each branch campus and each off campus location which is under the control of West Virginia University. Smoking is also prohibited in any motor vehicle owned, leased or otherwise operated by West Virginia University.

Exception: Certain buildings or sections there of which are used primarily for residential purposes may be exempted from this policy with the approval of the Vice President for Administration and Finance. Privately owned motor vehicles being utilized for University business are exempt from this policy.

IMPLEMENTATION

Deans and directors shall be responsible for:

1. Assuring that all building entrances are posted with signs indicating that no smoking is permitted. Signs will be provided by the Facilities and Services Division.
2. Assuring that this policy is communicated to everyone within their jurisdiction, including new members of the University community.
3. Implementing the established policies.

The success of this policy depends upon obtaining and maintaining the understanding and cooperation of all smokers and non-smokers in all University facilities. It is the responsibility of all members of the West Virginia University community to observe this smoking policy.

Office/Administrative/General Work Areas

As is the case with all West Virginia University policies concerning operations, the Dean/Director, or designee, is responsible for assuring adherence to this policy for office, administrative, and all general work areas in facilities or portions of facilities under his/her jurisdiction.

Openly Assigned Classrooms, Laboratories, and Seminar/Meeting Rooms

The person in charge of groups in classrooms, seminar/meeting rooms, laboratories, and other instructional or general usage facilities will be responsible for assuring adherence to this policy for those portions of the facility under his/her jurisdiction.

Visitors

Visitors to any University facility at all locations are considered "University members" while in that facility. Visitors are expected to comply with the smoking policy.

REVIEW

The No-Smoking Policy Implementation Task Force will assist in implementation and evaluation of compliance with the smoking policy. Membership includes representatives from the following:

Academic Affairs
Communications
Extension
Faculty Senate

Health Sciences
Housing and Residence Life
Human Resources
Physical Plant

Staff Council
Student Affairs
University-Wide Safety
Committee

The Smoking Implementation Task Force will:

1. Provide advice on University programs, policies and procedures for implementation for the policy.
2. Review implementation of the policy after the first six months and twelve months, and write a report at each review³ period that includes appropriate recommendations.
3. Provide on-going compliance evaluation after the first year.

EMERGENCY & OTHER IMPORTANT TELEPHONE NUMBERS

All Emergencies from Campus Telephone (including FIRE) 9-911

Building Supervisor (801 Knapp Hall) 293-2401, x3356

Building Supervisor (209 Knapp Hall) 293-2614, x3150

Assistant Building Supervisor (419 Knapp Hall) 293-2401, x3352

1st Alternate (415 Knapp Hall) 293-2401, x3361

Morgantown Fire Chief 284-7480

City Police 9-911

Facilities Services 293-9120

Ambulance/Rescue 9-911

All Emergencies from Off-Campus Telephone 911

University Security (non-emergency) 293-3136

State Police (non-emergency) 285-3200

Ruby Memorial Hospital Emergency Room 598-4171

Monongalia General Hospital Emergency Room 598-1460

**Knapp Hall Safety Committee
2006-2007**

Sub-Basement	Benjie Bradley, 2401 x3360
Basement	Linda Grandon, 3501 x3116
First Floor	Barbara Dailey, 3501 x3101
Second Floor	Debbie Koon, 2614 x3150
Third Floor	Loretta Price, 5801 x3200
Fourth Floor	Cindy Underwood, 2401 x3361 and Dave Bartlett, 4555 x3363
Fifth Floor	Chuck Clovis, 4221 x3414 and John McCord, 4221 x3408
Sixth Floor	Gena Wagaman, 2694 x3423 and Jeff Orndorff, 2694 x3434
Seventh Floor	Paul Martin, 3323 x3337 and Cheryl Johnson, 3323 x3334
Eighth Floor	Paul Martinelli, 2401 x3356 and MaryEllen Chittum, 5691 x3394

Extension Service

Building Supervisor: Paul Martinelli, 2401 x3356

School of Applied Social Sciences

Building Supervisor: Debbie Koon, 2614 x3150

Extension Service

Assistant Building Supervisor: Bob Nickelson, 2401 x3352

1st Alternate: Cindy Underwood, 2401 x3361

Consultant:

Steve Bonanno, 6967 x3343
Pleasants County 911 Director
Emergency Management
Volunteer Fireman

APPENDIX A

WEST VIRGINIA UNIVERSITY
POLICE DEPARTMENT

CRIME PREVENTION

BOMB THREAT DATA

QUESTIONS TO ASK

1. When is bomb going to explode?

2. Where is it right now?

3. What does it look like?

4. What kind of bomb is it?

5. What will cause it to explode?

6. Did you place the bomb?

7. Why?

8. What is your address?

9. What is your name?

CALLER'S VOICE

- | | |
|-----------------------|----------------|
| _____ Accent | _____ Laughter |
| _____ Angry | _____ Lisp |
| _____ Calm | _____ Loud |
| _____ Clearing Throat | _____ Nasal |
| _____ Cracking Voice | _____ Normal |
| _____ Crying | _____ Ragged |
| _____ Deep | _____ Rapid |
| _____ Deep Breathing | _____ Raspy |
| _____ Disguised | _____ Slow |
| _____ Distinct | _____ Slurred |
| _____ Excited | _____ Soft |
| _____ Familiar | _____ Stutter |

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS

EXACT WORDING OF THE THREAT

- | | |
|-------------------------|---------------------|
| _____ Animal Noises | _____ Music |
| _____ Clear | _____ Office Noises |
| _____ Factory Machinery | _____ PA System |
| _____ House Noises | _____ Phone Booth |
| _____ Local Call | _____ Static |
| _____ Long Distance | _____ Street Noises |
| _____ Motor | _____ Voices |
| _____ Other | _____ |

Sex of Caller: _____ Race: _____

Age: _____ Length of Call: _____

Number at which call is received: _____

Time: _____ Date: _____

THREAT LANGUAGE

- | | |
|--------------------------------|---------------------------------|
| _____ Foul | _____ Taped |
| _____ Incoherent | _____ Well Spoken
(educated) |
| _____ Irrational | |
| _____ Prepared Written Message | |

REPORT BOMB THREATS IMMEDIATELY TO: 9-911

DATE: _____
NAME: _____
POSITION: _____
PHONE NUMBER: _____

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10. Mobility impaired persons shall go to the designated emergency assistance area.

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9. Refer to the Building Evacuation Plan to find the nearest exit. If, on the way out, others are not responding to the alarm, let them know of the need to evacuate.
10. Do not stop to take any belongings from the building.
11. Do not use the elevators. Use the stairs.
12. Once out of the building, congregate with others in designated spot and do not interfere with emergency personnel's response.
13. Notify authorities of individuals in the EAA or of anyone you suspect is still in the building.
14. Stay upwind of any smoke or chemical clouds.
15. Walk a safe distance from the building and remain there until told to reenter by authorities or other authorized personnel.
16. Follow any directions given on site.

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- vi. Do not use cellular phones while exiting the building.
- vii. Proceed in an orderly manner to designated exits, following the building evacuation plan (do not use elevator).
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- vii. Leave the area by closing your door
- viii. Pull the nearest fire alarm
- ix. Walk calmly to the nearest exit
- x. Do not use elevators
- xi. Meet in predetermined location
- xii. Do not re-enter building for any reason

N. Identify all floor evacuation routes on a small scale drawing.

O. Identify the location of fire alarm pull stations.

P. Identify the location of exits.

Q. Identify an outside location for meeting.

R. Post the evacuation plan on every floor near a congregational location (elevator) so all occupants and visitors will know the recommended routes for exiting the building.

S. Establish procedures to account for all employees after emergency evacuations.

T. A fire evacuation plan should also be devised for all other occupant gathering facilities, like any assembly room (50 people or more), dining room, laundry room, and residence hall.

U. Establish a fire evacuation plan that will incorporate each department within a building.

V. Establish a representative on each floor who will be responsible for helping evacuate, and/or give assistance to local fire departments.

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