



# Emergency Action Plan

## Materials Science and Engineering

### ***BUILDINGS OCCUPIED***

Holden Hall	_ No Building Selected _
Hancock Hall	_ No Building Selected _
Kroehling Advanced Materials Foundry	_ No Building Selected _
Randolph Hall	_ No Building Selected _
Torgersen Hall	_ No Building Selected _
_ No Building Selected _	_ No Building Selected _
_ No Building Selected _	_ No Building Selected _
_ No Building Selected _	

Last Revised: 21 December 2015

## **PRIVACY STATEMENT**

Public disclosure of this document would have a reasonable likelihood of threatening public safety by exposing vulnerabilities. It contains sensitive and confidential information that is not subject to the Freedom of Information Act (FOIA) under Virginia Code §2.2-3705.2. Accordingly, Virginia Tech is withholding this plan from public disclosure. Refer any request for a copy of this document to Virginia Tech legal counsel or the Virginia Attorney General's office.

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# Emergency Planning at Virginia Tech

The Office of Emergency Management (OEM) coordinates the overall emergency planning process at Virginia Tech using the four Phases of Emergency Management framework (mitigation, preparedness, response, and recovery) and an all-hazards framework. OEM provides strategic guidance with three primary types of university plans. The Crisis and Emergency Response Plan (CEMP) guides overarching emergency response to incidents that may occur at the university. The Emergency Action Plan (EAP), based at the department and building levels, provides immediate action planning for life safety during an incident. A departmental Continuity of Operations Plan (COOP) provides the basis for continuity actions while establishing a framework of procedures for addressing short-term or extended disruptions that could occur individually or in any combination. Each plan is a tool to increase the university's resiliency and improve the university's ability to respond to and recover from an incident.

The development of an EAP is an integral part of the emergency management system at Virginia Tech. An EAP will be used as the basis for departmental preparedness, response, evacuation, secure-in-place, or shelter-in-place actions. The EAP outlines the actions that personnel in a department will take in response to an incident. A well-developed EAP reduces the impact of incidents on people, property, and departmental functions.

Departments are responsible for the creation of its EAP Base Plan. Departments should append a Building Annex for each building they occupy. The Building Emergency Coordinator (BEC) and the Emergency Preparedness Committee (EPC), for each building, are responsible for updating the Building Annex.

The EAP contains department-wide information such as departmental leadership contact information, general emergency procedures, and proper methods for contacting emergency responders. The building annexes contain information specific to the building such as the BEC and EPC contact information, type of fire alarm in the building, and unique building hazards, evacuation routes, shelter-in-place procedures, and assistance procedures for those with special needs.

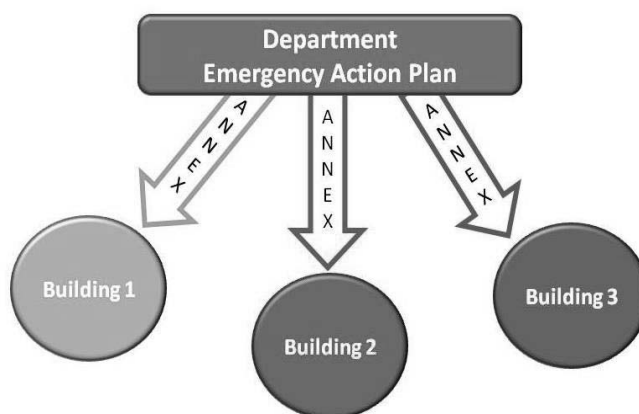


Figure 1 Global EAP Principle

Each building should have an EPC comprising a single representative from each department occupying the building. The EPC selects a BEC to serve as a contact for first responders and liaison to OEM. Further information about the roles and responsibilities for the BEC and EPC can be found in the BEC Operations Guide (<http://www.emergency.vt.edu/programs/BEC/BEC-jobAid.pdf>).

## Departmental Emergency Action Plan

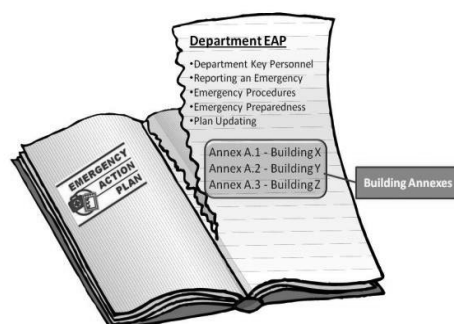


Figure 2 Plan Organization

Exceptions to the necessity for building EAPs are barns, outbuildings, and similar structures which are not normally occupied. The Office of Emergency Management will consult with the responsible department to determine the need for an EAP for these facilities.

Some Emergency Preparedness Committees will elect to assign building floor wardens. Floor wardens can be an essential part of the evacuation process for buildings which do not have an automated fire alarm system. Buildings with a highly transient population will strongly benefit from the assignment of floor wardens. The floor warden is assigned by floor or location within a building and provides immediate life safety information to building occupants during an incident. A floor warden may also conduct a sweep or a quick check of specific spaces on his/her way out of the building so long as they do not endanger themselves while doing so.

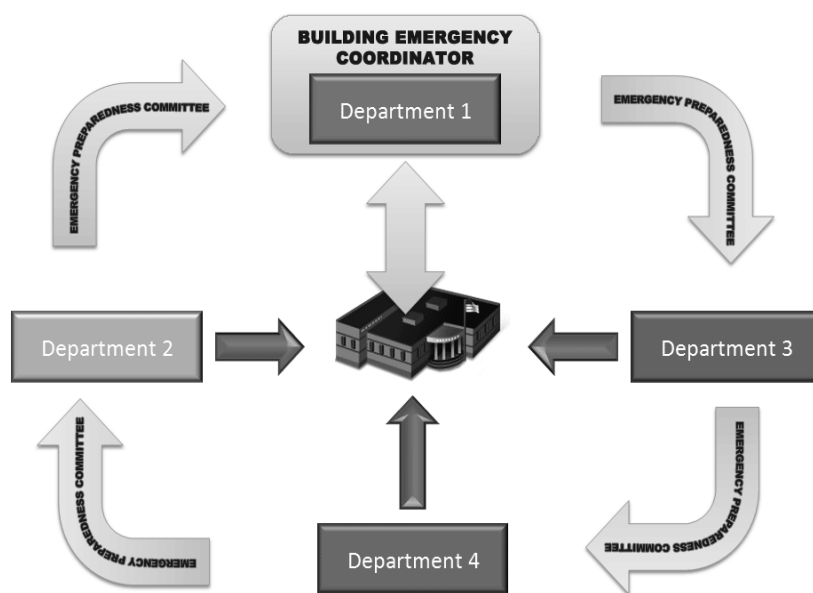


Figure 3 Building Emergency Coordinator Concept

# Department Key Information

## DEPARTMENT DESCRIPTION

The MSE Department includes approximately 30 staff and faculty, 250 undergraduates and 65 graduate students. The Department occupies space in Holden Hall, Hancock Hall, Collegiate Square, The Kroehling Foundry and Torgersen Hall.

## DEPARTMENT KEY PERSONNEL INFORMATION

First Name	Last Name	Title	Office Address	Phone 1	Phone 2	Email (PID)
David	Clark	Dept. Head	213 Holden	231-9469		dclark@vt.edu
Carlos	Suchicital	EAP Coord.	210 Holden	315-5197		ctas@vt.edu
Robert	Hendricks	Assoc. Dept. Head	138 Randolph	231-6917		robert.hendricks@vt.edu
Amy	Hill	Business Manager	213 Holden	231-9125		amyhill@vt.edu
Thomas	Staley	Lab Manager	130 Randolph	231-0759		tstaley@vt.edu
LeeAnn	Ellis	Asst. to Dept. Head	213 Holden	231-9469		mse@vt.edu

## DEPARTMENT BUILDINGS

Building Name
Holden Hall
Hancock Hall
Kroehling Advanced Materials Foundry
Randolph Hall
Torgersen Hall
_No Building Selected_
_No Building Selected_
_No Building Selected_
_No Building Selected_
_No Building Selected_
_No Building Selected_
_No Building Selected_

## Departmental Emergency Action Plan

_No Building Selected_
_No Building Selected_
_No Building Selected_

## **EMERGENCY PREPAREDNESS TRAINING, EXERCISE, AND DOCUMENTATION**

Training is an integral part of the safety program for your department and building. Employees should be aware of the information located within the departmental EAP. There are numerous training opportunities for members of the university community to become better prepared to respond to emergencies.

### ***EMPLOYEE EMERGENCY ACTION PLAN AWARENESS***

It is the responsibility of each department to ensure all their employees are familiar with the EAP and building annex for the building they primarily occupy. Training is required at the time an employee is assigned to a building. This includes awareness of the EAP, a physical tour of evacuation routes, location of first aid kits and AED(s), and special building circumstances.

### ***BUILDING OCCUPANT RESPONSIBILITIES***

It is the responsibility of the occupant to become familiar with the EAP and refresh their knowledge periodically. Knowledge of evacuation routes, assembly areas, and notification procedures are critical to successfully manage an emergency. Questions regarding a Building Annex or its contents should be directed to the Building Emergency Coordinator, whose contact information is found in the building annex corresponding to the specific building in question.

### ***BUILDING EVACUATION/FIRE SAFETY DRILLS***

Exercises of the building evacuation procedures must be conducted regularly. The number of drills that must be performed per year varies by building use and function. Please contact EHS at 231-9068 or [firesafe@vt.edu](mailto:firesafe@vt.edu) to determine the drill schedule for your building and to schedule drills.

### ***BUILDING EMERGENCY COORDINATOR/ALTERNATE ORIENTATION TRAINING***

Building Emergency Coordinators and their alternates will be provided training sessions periodically aimed to enrich the departmental EAP programs. The training will be presented primarily by members of the Office of Emergency Management, Virginia Tech Police Department, Environmental Health and Safety, and Facilities Services.

### ***EHS TRAINING***

EHS offers fire extinguisher training to university employees and First Aid and CPR for employees where such training is required by job type. If such training is not required, EHS will train a maximum of four persons per building free of charge. Larger groups are assessed a nominal fee. Check [www.ehss.vt.edu/training](http://www.ehss.vt.edu/training) for available training opportunities.



***VTRS TRAINING***

The Virginia Tech Rescue Squad offers EMT-Basic, CPR, First Aid, and AED training to the university community. Courses are taught for a nominal fee. The Rescue Squad will coordinate with departments to provide training onsite if requested. Registration is available online. Check [www.rescue.vt.edu](http://www.rescue.vt.edu) for available training opportunities.

***OEM TRAINING***

The Office of Emergency Management sponsors the Campus Community Emergency Response Team (C-CERT) training courses. The office also offers National Incident Management System (NIMS) training periodically. Check [www.emergency.vt.edu](http://www.emergency.vt.edu) for available training opportunities.

***VTPD TRAINING***

The Virginia Tech Police Department offers Rape Aggression Defense (RAD) and Faculty and Staff Police Academy courses. Both are available to faculty and staff and group courses are scheduled as available. The Police Department Community Outreach Division offers targeted programs for departments; contact the division for more information. Check [www.police.vt.edu](http://www.police.vt.edu) for available training opportunities.

## **INFORMATION FOR FACULTY AND INSTRUCTORS IN THE CLASSROOM**

The importance of emergency preparedness extends into the classroom. Students, even in higher education settings, look to the instructor for guidance and definitive action during an emergency. Faculty and instructors who take a few minutes at the start of each semester to familiarize their students with basic evacuation and emergency procedures will find peace of mind that they and their students are prepared for an emergency.

Faculty and instructors are presented with a unique challenge in emergency planning as they travel between buildings and classrooms delivering lectures and guiding lab activities. The Classroom Emergency Preparedness for Faculty and Instructors is intended to be carried by the faculty/instructor to the classroom. The guide serves as a quick reference during emergencies: (<http://www.emergency.vt.edu/help/resources-help/instructorPreparedness.pdf>).

## **PLAN EVALUATION AND UPDATING**

The EAP should be considered an emergency reference and guidance document. It should be easily accessible in multiple locations and clearly identified as the EAP. It is recommended that it be kept in a labeled red three-ring binder to maintain continuity throughout the university.

Pursuant to university policies 5615 and 1005, departments are required to annually review and update their Emergency Action Plan. Departments are encouraged to update personnel contact information more frequently. Changes to the document should be logged in the Record of Changes found at the front of the plan.

In accordance with university policies 5615 and 1005, the Office of Emergency Management will review EAPs for completeness, accuracy, and compliance with university requirements on a three year rotating basis.

# **Annex A: Emergency Procedures**

## **EMERGENCY NUMBERS**

### **IMMEDIATE EMERGENCY RESPONSE**

Virginia Tech Police Department: 911

Virginia Tech Rescue Squad: 911

Blacksburg Police Department: 911

Blacksburg Fire Department: 911

### **NON-EMERGENCY RESPONSE**

Virginia Tech Police Department: 540-231-6411

Virginia Tech Safe Ride: 540-231-SAFE (7233)

Virginia Tech Crime Hotline: 540-231-TIPS (8477)

Virginia Tech Weather Hotline: 540-231-6668

Virginia Tech Rescue Squad: 540-231-7138

Virginia Tech Office of Emergency Management: 540-231-2438

Virginia Tech Environmental Health and Safety: 540-231-3600

Virginia Tech Facilities Services: 540-231-4300

Virginia Tech Operator: 540-231-6000

Blacksburg Police Department: 540-961-1150

Blacksburg Rescue Squad: 540-961-1189

Blacksburg Fire Department: 540-961-1175

Lewis Gale Hospital at Montgomery: 540-951-1111

Carilion New River Valley Medical Center: 540-731-2000

### **EMERGENCY PHONES ON CAMPUS**

As of July 2012, there are 90 blue-lighted emergency phones located throughout the Blacksburg campus and parking lots. These phones provide immediate access to the campus emergency operator; follow the directions found on the phone. A map showing the locations of emergency phones is available at: [www.emergency.vt.edu/help/resources-help/blue-light-phones.pdf](http://www.emergency.vt.edu/help/resources-help/blue-light-phones.pdf)

# DIALING 911

## REPORTING AN EMERGENCY ON CAMPUS

When you are on campus, dialing 911 from your cell phone will direct your call to another area law enforcement agency- NOT the Virginia Tech Police Department. When this occurs, tell the dispatcher that you are on the Virginia Tech campus and ask to be transferred to the Virginia Tech Police Department. Calling from a campus landline or a campus emergency blue-lighted phone will automatically connect you to the Virginia Tech Police Department.

## REPORTING AN EMERGENCY OFF CAMPUS

When you are off campus, dialing 911 from any phone – cell or landline – will directly connect you to the Blacksburg Police Department, the Montgomery County Sheriff's Office, or other appropriate law enforcement agency.

## REPORTING AN INCIDENT TO EMERGENCY PERSONNEL

Dial 911 from your cell phone or campus phone when you need Police, Fire, or Emergency Medical Services. Remain calm – your actions influence others.

- Tell the dispatcher you are at Virginia Tech and give the exact address or building.
- Your full name and the telephone number from which you are calling, in case you are disconnected.
- The nature of the emergency (describe clearly and accurately).
- Remain calm and do not hang up as additional information may be needed. If possible, have someone else or yourself meet emergency personnel outside of the building.

## THE VIRGINIA TECH POLICE DEPARTMENT

The Virginia Tech Police Department — nationally accredited by the Commission on Accreditation for Law Enforcement Agencies Incorporated (CALEA) — is located in the Sterrett Facilities Complex on Southgate Drive behind Lane Stadium. There is also a satellite office located in the War Memorial Gym. There is a phone outside of the office that contacts the main Virginia Tech Police Department unit if assistance is needed. You can contact the satellite office by dialing 540-231-2268.

For more information on the Virginia Tech Police Department, please visit their website at [www.police.vt.edu](http://www.police.vt.edu) or call 540-231-6411. Programming the Virginia Tech Police Department's phone number into your cellular device is useful for quick access in an emergency.

## PREPAREDNESS

*Emergencies, accidents, and injuries can occur at any time and without warning. Virginia Tech has established procedures for you to follow so that the effects of such situations can be minimized. Become familiar with your department's Emergency Action Plan (EAP) and procedures. This will enhance your ability to protect yourself and others. .*

### HOW TO PREPARE AT WORK

What can I do to be better prepared at work?

- Review your departmental Emergency Action Plan (EAP).
- Make an emergency kit catered to your work environment.
- Participate in emergency preparedness exercises and training programs.
- Know your building's floor plan — especially the locations of the stairwells, fire extinguishers, manual pull stations, Automatic External Defibrillators (AEDs), and alternate exits. Also be familiar with buildings that you visit often.
- If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door; in heavy smoke, exit signs may not be visible. Even in heavy smoke, you can count the number of doors you pass so you will know when you reach the exit door.

### HOW TO PREPARE IN A RESIDENCE HALL

What can I do to be better prepared in my Residence Hall?

- Build a Dorm Emergency Preparedness Kit and store it in an easy-to-find, dry location.
- Keep fire alarms, smoke and carbon monoxide detectors, and sprinkler heads free of obstruction.
- Do not overload circuits and electrical outlets.
- Secure valuables and always lock your door.

### HOW TO PREPARE AT HOME

What can I do to be better prepared at home?

- Know how to escape from your home, regularly check smoke detectors, and have fire extinguishers.
- Make an emergency kit that will last up to 72 hours.
- Prepare yourself and your family at home so they will know what to do, where to go, and how to cope in an emergency. For further information, visit [www.readyvirginia.gov](http://www.readyvirginia.gov) and [www.emergency.vt.edu](http://www.emergency.vt.edu).

### AUTOMOBILE PREPAREDNESS

What can I do to be better prepared while driving?

- Build a Car Emergency Preparedness Kit and store it in your vehicle.
- Secure valuables and always lock your car doors.
- Keep a spare key in a secure location and remember where it is.

## EMERGENCY PREPAREDNESS KITS

Everyone should have some basic supplies (a kit) on hand, ready to sustain them in an emergency. Prepare a large, fully stocked kit for home and smaller portable kits for your workplace, your car, and other places where you ordinarily spend time. For more information on emergency preparedness kits, visit: [www.emergency.vt.edu/ready/get-a-kit.html](http://www.emergency.vt.edu/ready/get-a-kit.html).

A basic kit usually consists of the following:

- Non-perishable and high-energy food items.
- Water in bottles or other sealed containers.
- Medications (must be properly safeguarded), first aid kit, and sunscreen.
- Warm clothes (like sweaters and coats) and comfortable shoes and socks.
- Flashlight and batteries.
- Battery-operated radio and batteries.
- Cash, about \$20.
- Books, pack of cards, etc.
- Also include enough food and water for your pets.

Contents can be kept in a backpack, plastic storage box, or a five gallon pail. Check your kits at least once every six months to assure that everything is in good order.

## CONTACT CARDS AND I.C.E. (IN CASE OF EMERGENCY) INFORMATION

Complete a contact card to carry in a wallet, purse, or backpack. Be sure that the card addresses:

- Your name.
- Special health, diet, and medical needs. Include known allergies and current medications.
- An emergency contact (a friend or relative, ideally one nearby and one a safe distance away) to notify and relay emergency news about you. Be sure that these people know that you've listed them as emergency contacts.

Post emergency contact numbers by the phone in your room. Store your emergency contacts' phone numbers in your cell phone under "I.C.E." (In Case of Emergency). If you have children, also include the contact information for your child care provider with your emergency contacts. Special I.C.E. phone applications also exist. If you are unconscious or unable to call, responders may look for this information on your cell phone.

## TRAINING PROGRAMS

The Virginia Tech Police Department offers the following training programs at no cost:

- Crime Prevention
- Rape Aggression Defense Course
- Alcohol/Drugs Awareness
- Student's Police Academy
- Workplace Violence

The Virginia Tech Rescue Squad — in conjunction with the American Red Cross — offers the following training programs:

- CPR and Automated External Defibrillator Training
- First Aid
- Emergency Medical Technician (basic class only)

Environmental Health and Safety at Virginia Tech offers the following training programs:

- Occupational Health and Safety
- Radiation Safety
- Emergency Procedures for Assembly Occupancies
- Fire Safety Education, Extinguisher Training, and Fire Drills

The Office of Emergency Management offers the following training programs:

- Campus Community Emergency Response Teams (C-CERT)
- Incident Command System training (ICS)
- Emergency Planning and Preparedness

## ADDITIONAL RESOURCES

- **Virginia Tech Office of Emergency Management** 540-231-2438  
[www.emergency.vt.edu](http://www.emergency.vt.edu)
- **Virginia Tech Police Department** 540-231-6411  
[www.police.vt.edu](http://www.police.vt.edu)
- **Environmental Health and Safety** 540-231-3600  
[www.ehss.vt.edu](http://www.ehss.vt.edu)
- **Virginia Tech Rescue Squad** 540-231-7138  
[www.rescue.vt.edu](http://www.rescue.vt.edu)



# EMERGENCY NOTIFICATION SYSTEM

*The Virginia Tech Emergency notification System is used to reach the campus community - students, faculty, and staff - during an emergency situation. Outdoor sirens, loud speakers, phone and desktop alerts are some components of the VT emergency notification system.*

## HOW TO RECEIVE VT ALERTS

VT Phone Alerts and VT Desktop Alerts require registration at [www.alerts.vt.edu](http://www.alerts.vt.edu). Become familiar with the additional types of ENS delivery methods which do not require registration.

## VT ALERTS: EMERGENCY NOTIFICATION SYSTEM (ENS) AT VIRGINIA TECH

The university will use a variety of means to notify the university community of an emergency. This Emergency Notification System (ENS) is VT Alerts and includes:

- Virginia Tech homepage ([www.vt.edu](http://www.vt.edu))
- Broadcast e-mails
- Electronic message boards in classrooms
- Weather/emergency hotline
- Campus sirens and loudspeakers (not intended to penetrate into building interiors)
- University switchboard
- VT Phone Alerts
- VT Desktop Alerts
- Twitter @vtalerts

During an emergency situation, the VT Alerts system will begin cycling through the points of contact listed for your account to deliver the alert, starting with the first available. When you receive the message, it is very important that you confirm receipt when prompted. Your confirmation improves the efficiency and speed of the system. Remember, when you receive a VT Alert, share the information with others!

## WHAT TO DO IF YOU HEAR A CAMPUS OUTDOOR SIREN?

When the sirens are activated, remain calm, move inside a building, follow any audible instructions, and check for additional information via other VT Alerts channels. You may be advised to either:

- **Secure-in-Place**, place a locked door or other barricade between you and the associated violence or danger.
- **Shelter-in-Place**, move inside, to a building space that protects you from the risk, **DO NOT LOCK DOORS** so others are able to enter.

**\*\* Note: Tests of the campus warning sirens are conducted each semester and are publicized through regular news outlets on campus in advance of the test.**

# MEDICAL EMERGENCY

## IN THE EVENT OF A SERIOUS ILLNESS OR INJURY, CALL 911

Provide the following information to the dispatcher:

- Exact location of the victim.
- Call back information (your name and phone number) in case you are disconnected.
- Sex and approximate age of victim.
- Nature of injury or illness.
- Pertinent medical history, if known.

## WHAT TO DO UNTIL HELP ARRIVES

If a serious injury or illness occurs on campus, immediately call the Virginia Tech Police Department- 911 or 540-231-6411. Try to have someone escort EMS personnel to the scene if possible.

- Remain calm.
- Keep victim still and comfortable. **DO NOT** move the victim unless he/she is in immediate danger.
- Ask the victim, “Are you okay?” and “What is wrong?” Does the victim respond?
- Check breathing and check for a pulse. If there is no pulse and you have been trained, perform CPR or use an AED.
- Control serious bleeding by applying direct pressure to the wound.
- In case of a minor injury or illness, provide First Aid care. Note the location of the First Aid kits and the names of First Aid/CPR trained personnel in your area. Individuals in each department or building are encouraged to obtain training in First Aid/CPR/AED.

## PUBLIC ACCESS AUTOMATIC EXTERNAL DEFIBRILLATORS (AEDS)

Public Access Automatic External Defibrillators (AEDs) are located across the Blacksburg campus and satellite facilities in a variety of buildings. Contact the Virginia Tech Rescue Squad for the most current information on AED use and location. Use the Philips HeartStart® diagram on the next page to familiarize yourself with using the AEDs located on campus. If you have any questions regarding the use of an AED system, their location, or their maintenance, please contact the Virginia Tech Rescue Squad.

## VIRGINIA TECH RESCUE SQUAD

Members of the Virginia Tech Rescue Squad are trained in Basic (BLS) and Advanced (ALS) life support. They provide coverage to campus medical emergencies 24 hours a day, 7 days a week, and throughout the year. VT Rescue consists of:

- A fleet of 4 ALS equipped ambulances
- 1 ALS chase vehicle
- 1 special operations utility truck
- 1 communications interoperability command and control vehicle

## Departmental Emergency Action Plan

- Special operations unit
- Mass casualty response unit
- Cycle Emergency Response Team
- An all-terrain vehicle

VT Rescue also offers various programs and trainings to the community:

- CPR / AED and First Aid Training
- Emergency Medical Technician (Basic Course)

## FIRST AID KITS

Keep a well maintained First Aid Kit at your desk, in your car, and at home. Each kit should contain the following items at the very least:

- Adhesive bandages and roller bandages (ACE)
- 4" x 4" gauze pads
- 1" cloth tape
- Alcohol swabs
- Eye wash
- Hot/cold pack
- Medical shears & tweezers
- CPR mask & nitrile gloves
- Oral glucose (tube)
- Aspirin/Tylenol/Ibuprofen
- Antacid and Pink Bismuth

## ADDITIONAL RESOURCES

- **Virginia Tech Rescue Squad** 540-231-7138  
[www.rescue.vt.edu](http://www.rescue.vt.edu)
- **Virginia Tech Police Department** 540-231-6411  
[www.police.vt.edu](http://www.police.vt.edu)
- **Schiffert Health Center** 540-231-6444  
[www.healthcenter.vt.edu](http://www.healthcenter.vt.edu)

# SECURE-IN-PLACE

*WHEN IT IS NECESSARY TO SECURE-IN-PLACE, YOU WILL BE SAFEST BY PLACING A LOCKED DOOR OR OTHER BARICADE BETWEEN YOU AND THE ASSOCIATED VIOLENCE OR DANGER.*

## HOW DO I SECURE-IN-PLACE?

- REMAIN CALM!
- If you are outside during a secure-in-place emergency you should seek cover in the nearest unlocked building.
- If the buildings in the immediate area have exterior doors that have been locked, continue to move away from the danger, seek cover, move to another building, or leave campus if it is safe to do so.
- Once inside, find an interior room and lock or barricade the doors.
- To minimize vulnerability, turn off lights, silence phones, draw blinds, and move away from windows.
- Await further instruction from VT Alerts and emergency personnel.
- DO NOT leave until an “All Clear” is received.

## WHAT IF SOMEONE WANTS TO ENTER A SECURE AREA?

If there is any doubt about the safety of the individuals inside the room or building, the area needs to remain secure. Allowing someone to enter a secure location may endanger you and others.

### ***USE GOOD JUDGMENT.***

If there are individuals outside the secured door who wish to get in, several factors should be considered to determine if it is safe:

- Can you see the area outside the door to determine that someone is not lying in wait? Is it a trap?
- If a physical description of the subject was given in the secure-in-place alert, consider similarities such as age, race, clothing description, height, weight, sex, and hair and eye color.

If the decision is made to let a person in, consider the following:

- Have the person leave anything he or she is carrying (a backpack, laptop case, package, etc.) on the ground, outside of the secure area.
- Have the subject lift up his or her shirt, coat, and/or jacket until the waistline is visible and rotate 360 degrees to see if he or she is concealing a weapon.

***Remember, always use common sense. There are exceptions to all guidance and prescribed directions.***

## PHYSICAL THREAT

*Remember, if you are witness to violent acts or behavior, immediately move away from the incident, and then dial 911 to summon the Virginia Tech Police department. If you hear about an incident on campus, please stay away from that area.*

### ACTIVE SHOOTER OR ASSAILANT

An active shooter is considered to be a suspect or assailant whose activity is immediately causing serious injury or death. The incident can involve one or more shooters. It can be a close encounter or from a distance. It can be targeted at a student, faculty/staff, or a random victim. It might involve just one room or multiple locations. No two situations are alike. A shooting can occur anytime, anyplace, and involve anyone.

### WHAT TO DO IF THERE IS AN ACTIVE SHOOTER OR ASSAILANT

Try to remain calm as your actions will influence others. Have a survival mindset because the consequences are potentially catastrophic. You need to take immediate responsibility for your personal safety and security. **If you are able, attempt to Secure-In-Place immediately (See page 20 for detailed instructions).**

### IF YOU ARE IN AN UNSECURED AREA

- If you find yourself in an open area, immediately seek protection.
- Here are three guidelines to follow:
  - **Run** – If you know the location of the shooter and there appears to be a safe route immediately available, then proceed quickly and safely. If you decide to evacuate, do not spend time convincing others. Encourage them if necessary, but keep moving. Do not attempt to remove injured person(s). Leave your belongings behind, you will be able to retrieve those items at a later time. Follow instructions of any first responders on scene as you exit.
  - **Hide** – If you decide not to run, and cannot secure-in place: try to place yourself somewhere out of view. Find an object large enough to shield you and provide protection from a bullet. If you choose to hide, leave yourself multiple exits to avoid cornering yourself.
  - **Fight** – If running or hiding are no longer options, you should prepare yourself to fight back. This is dangerous, but depending on your situation, this could be your last option. If you find yourself in this situation act with extreme aggression. Take objects around you to utilize as improvised weapons. If your only option is to fight, commit to taking the shooter down, no matter what.
- **Remember, always use common sense. It is imperative to understand that this is general guidance. Every situation is unique and not every suggestion will apply. There are exceptions to all guidance and prescribed directions. Do what is necessary to protect yourself and others.**

## LAW ENFORCEMENT RESPONSE

- The Virginia Tech Police Department will immediately respond to the area, assisted by other local law enforcement agencies if necessary.
- Remember that help is on the way so try to remain calm.
- Law enforcement will first locate, contain, and stop the assailant(s).
- Remain inside a secure area. The safest place for you to be is in a secure room.
- The assailant may not flee when law enforcement arrives, but instead may target arriving officers.
- Once the threat is neutralized, Law Enforcement and Emergency Medical Services will begin care for victims and evacuation of the area. Be prepared to explain this to others.
- You may be searched, instructed to keep your hands on your head, or even placed in handcuffs. Do your best to cooperate.
- After evacuation, you may be taken to a triage or other holding area for medical care, interviewing, counseling, etc.

## REPORTING AN INCIDENT BY CALLING 911

When calling 911, **DO NOT** hang up! Be prepared to provide as much information as possible:

- **WHERE:** Where is the incident taking place? Where are you located? Where is the assailant?
- **WHO:** What does the assailant(s) look like? Do you recognize the assailant? Do you know his/her name?
- **WHAT:** What is the assailant carrying? What type of weapon(s) did you see? A handgun, rifle, or explosive? Was he or she carrying a backpack, bag, or carrying case? What did it look like? What did you hear before, during, and after the confrontation? Explosions? Gunshots?
- **HOW:** How is the assailant communicating? What language is being used? What threats or commands are being said?

## SUSPICIOUS PERSONS OR VEHICLES

*If you are witness to violent acts or behavior, immediately move away from the incident and then dial 911 to summon the VIRGINIA TECH POLICE DEPARTMENT. If you hear about an incident on campus, please stay away from that area.*

### SUSPICIOUS PERSON OR PEOPLE

If you witness a person acting in an odd or unusual manner or if a person or situation makes you feel uneasy, trust your instincts and report it.

- **DO NOT** physically confront the person.
- **DO NOT** let anyone into a locked building or office.
- **DO NOT** block the person's access to an exit.
- **CALL 911.** Provide as much information as possible about the person and his or her direction of travel. In your description of the person, include age, race, clothing, height, weight, sex, hair and eye color, weapons, and any other descriptors you noticed.

If a suspicious person is standing at your car, or near a parking spot, just keep going. When it appears to be safe, return to your vehicle and look around and inside your vehicle before getting in.

### SUSPICIOUS VEHICLE

Signs of suspicious vehicles include:

- Missing or forged license plates.
- Covered or taped windows.
- Any vehicle that appears overloaded or has any substance leaking from it.
- Any vehicle containing drums, barrels, or other bulk containers.
- Parked illegally, parked at an unusual location, or appears to be abandoned.

If you see a vehicle that appears to be suspicious, immediately call 911 or the Virginia Tech Police Department at 540-231-6411. Give the dispatcher the following information:

- Tell the dispatcher you are at Virginia Tech and give the exact location of the vehicle in question.
- A description of the vehicle, including license plate, vehicle color, vehicle make, model, and any other distinguishing features.
- Your full name and the telephone number from which you are calling, in case you are disconnected.

***Do not hang up as additional information may be needed. Follow directions provided by emergency personnel.***

### ADDITIONAL RESOURCES

- **Virginia Tech Police Department**  
[www.police.vt.edu](http://www.police.vt.edu)

540-231-6411

# **VIOLENCE ON CAMPUS**

*If you are witness to violent acts or behavior, immediately move away from the incident and then dial 911 to summon the VIRGINIA TECH Police DEPARTMENT. If you hear about an incident on campus, please stay away from that area.*

## **WORKPLACE VIOLENCE**

The origin of the next threat cannot be predicted. Assaultants in incidents across the nation have been students, employees, and visitors. In many cases there were no obvious specific targets and the victims were unaware that they were a target until attacked. Being aware of your surroundings, taking common sense precautions, and heeding any warning information can help protect you and others. Violent incidents like an act of terrorism, active shooter, assaults, or other forms of violence can occur on or near the university with little or no warning.

## **SOME INDICATORS OF POTENTIAL VIOLENCE**

If one or more of the following is present, then the risk for potential violence may become a little higher:

- Attempts to harm or kill self.
- Extreme or sudden changes in behavior.
- Unexplained increase in absenteeism.
- Decreased performance in work or academics.
- Resistance to change or reasonable limits.
- Over-reacts to changes in policies and procedures.
- Numerous conflicts with others.
- Alienates or isolates self from others.
- Displays paranoia or distrust.
- Difficulty learning from past behaviors or experiences.
- Makes statements indicating approval of use of violence to resolve a problem.
- Identifies with or idolizes persons who have engaged in violence toward others.

## **BEFORE CAMPUS VIOLENCE OCCURS**

Every campus office or department should perform an initial assessment to identify concerns and/or workplace security issues. If that assessment determines university employees are at significant risk, the responsible manager or supervisor should contact the Virginia Tech Police Department for additional information and training. Additional information on what you can do to minimize the risk of workplace violence and how to recognize the warning signs of potentially violent individuals can be downloaded from the Virginia Tech Threat Assessment Team website at [www.threatassessment.vt.edu](http://www.threatassessment.vt.edu).



## VIRGINIA TECH THREAT ASSESSMENT TEAM

The mission of the Threat Assessment Team is to determine if an individual poses, or may reasonably pose, a threat of violence to self, others, or the Virginia Tech community and to intervene to avert the threat and maintain the safety of the situation.

This team responds to behaviors exhibited by students, employees, visitors, and non-affiliated persons prior to a critical incident in an attempt to prevent a targeted act of violence so that the Virginia Tech campus remains a safe and secure working and learning environment.

If you have any concerns about someone's behavior, please contact one of the following offices to share your information:

- |  |              |
|--|--------------|
| ▪ <b>Virginia Tech Police Department</b> | 540-231-6411 |
| ▪ <b>Dean of Students Office</b>         | 540-231-3787 |
| ▪ <b>Cook Counseling Center</b>          | 540-231-6557 |
| ▪ <b>Virginia Tech Women's Center</b>    | 540-231-7806 |

## WHAT TO DO IF WORKPLACE VIOLENCE OCCURS

Follow these recommendations if you are a part of or witness acts of violence in the workplace:

- Secure yourself in a safe location.
- Call for medical assistance if necessary. **CALL 911.**
- Report the incident to the police as soon as you can if they haven't already been contacted.
- Secure the area where the disturbance occurred. The area may be considered a crime scene, so leave everything untouched until the police arrive.
- If business must continue, shift personnel as needed to cover essential work functions.
- Be supportive. The victim(s), witnesses, and other employees may need access to counseling services. Contact Human Resources for guidance or assistance as needed.

## ADDITIONAL RESOURCES

- |   |              |
|---|--------------|
| • <b>Virginia Tech Threat Assessment Team</b><br><a href="http://www.threatassessment.vt.edu">www.threatassessment.vt.edu</a> | 540-231-7194 |
| • <b>Virginia Tech Human Resources</b><br><a href="http://www.hr.vt.edu">www.hr.vt.edu</a>                                    | 540-231-9331 |
| • <b>Virginia Tech Police Department</b><br><a href="http://www.police.vt.edu">www.police.vt.edu</a>                          | 540-231-6411 |
| • <b>Virginia Tech Office of Emergency Management</b><br><a href="http://www.emergency.vt.edu">www.emergency.vt.edu</a>       | 540-231-2438 |

# SHELTER-IN-PLACE

*Shelter-in-place events are usually weather related emergencies. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from the danger. DO NOT lock doors behind you as others may also need to shelter-in-place.*

## HOW DO I SHELTER-IN-PLACE?

- **REMAIN CALM!**
- Immediately seek shelter inside the closest sturdy building. Do not wait until you physically see a tornado or severe weather event to react.
- Resist the temptation to go outside and check the weather conditions yourself.
- Once inside, stay away from windows, glass, and unsecured objects that may fall.
- Seek shelter in interior rooms and corridors.
- Avoid large free-standing expanses such as auditoriums and gymnasiums.
- **DO NOT** use elevators.
- Await further instruction from VT Alerts and emergency personnel.
- **DO NOT** leave until an “All Clear” is received.

During a tornado, seek shelter on the lowest level possible. If warranted, consider crouching near the floor and seeking additional shelter under a sturdy desk or table, or cover your head with your hands.

***Remember, always use common sense. There are exceptions to all guidance and prescribed directions.***

## WEATHER DEFINITIONS

**Watch:** Conditions are favorable for the development of severe weather. Closely monitor the situation in case it gets worse.

**Warning:** Severe weather has actually been observed. Listen closely to instructions provided by weather radios/emergency officials.

# WEATHER EMERGENCY

*When severe weather occurs, the administration will determine whether university offices will be closed. Check Virginia Tech's web page, call the weather hotline, or listen to local TV and radio news broadcasts for this information. Remember, weather emergencies can pose a serious threat, so always stay calm and alert!*

## GENERAL ADVICE FOR SEVERE WEATHER RELATED EMERGENCIES

Follow these general recommendations if severe weather occurs:

- If weather conditions appear threatening, listen for a **WATCH** or **WARNING** through commercial radio, weather radio, and local television. The sirens on the Blacksburg campus will be activated during a tornado warning.
- Keep a small, battery-operated radio on hand to listen to. It is a good way to stay informed.
- Use telephones for emergency calls only.
- Stay away from downed power lines. **DO NOT** handle live electrical equipment in wet areas.
- Leave the area immediately if you smell gas or vapors from chemicals.
- Help injured persons if you can do so without putting yourself at risk of injury. Provide first aid if you are trained. Report injuries by **CALLING 911**. **DO NOT** move injured persons unless they are in immediate danger.
- Report damage on campus to Facilities Services or Risk Management.

## WHAT TO DO WHEN THERE IS A SEVERE FLOOD

Follow these recommendations if there is news of a flood in your area:

- Be prepared to shelter-in-place or to evacuate at a moment's notice.
- Be aware of streams, drainage channels, canyons, and other areas known to flood suddenly. Flash floods can occur in these areas with or without warning clouds or rain.
- Listen to area radio and television stations and a NOAA Weather Radio for possible flood warnings and reports of flooding in progress or other critical information from the National Weather Service.

## WHAT TO DO WHEN THERE IS A TORNADO

Follow these recommendations if there is news of a tornado in your area:

- If you hear about a tornado in your area, **DO NOT** wait until you see it to take cover.
- Seek indoor shelter in the lowest level possible, in an interior room or hallway away from windows and doors.
- Crouch near the floor or under heavy, well supported objects. Cover your head.
- Avoid windows, corridors with windows, or large free-standing expanses (such as auditoriums and cafeterias). **DO NOT** use elevators during a tornado warning!
- If you are caught outside with no shelter, lie flat in a ditch or depression and cover your head.
- Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

## WHAT TO DO WHEN THERE IS A HURRICANE

Follow these recommendations if there is news of a hurricane in your area:

- Follow the instructions of local emergency management personnel regarding evacuation.
- If hurricane conditions already exist outside your location, stay put! Find shelter as best you can and wait it out. The most violent conditions are likely to pass in 24 hours or less.
- Secure the space by shutting and locking all windows and doors.
- Try to locate supplies you may need — such as food, water, a radio, etc.

## WHAT TO DO WHEN THERE IS AN EARTHQUAKE

Follow these recommendations if you experience an earthquake in your area:

- If indoors, drop to the ground and take cover by getting under a sturdy table or a piece of furniture. Hold on until the shaking stops.
- If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from anything that could fall, such as lighting fixtures or heavy bookcases.
- Use a doorway for shelter only if it is nearby and if you know it is a strongly supported.
- Stay inside until the shaking stops and it is safe to move about. Injuries most often occur when people inside buildings attempt to move during the earthquake. Beware of aftershocks.
- If you are outdoors, stay there. Move away from buildings, street lights, and utility wires.

## ADDITIONAL RESOURCES

- |   |              |
|---|--------------|
| • <b>Virginia Tech Office of Emergency Management</b><br><a href="http://www.emergency.vt.edu">www.emergency.vt.edu</a> | 540-231-2438 |
| • <b>Virginia Tech Facilities Services</b><br><a href="http://www.facilities.vt.edu">www.facilities.vt.edu</a>          | 540-231-4300 |
| • <b>Virginia Tech Risk Management</b><br><a href="http://www.co.vt.edu/Risk">www.co.vt.edu/Risk</a>                    | 540-231-7439 |

# EVACUATION

## BEFORE AN EMERGENCY REQUIRING EVACUATION

In advance, locate the nearest exit from your work location and determine the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

## DURING AN EVACUATION

If time and conditions permit, secure your workplace and take with you important personal items that are easily accessible — such as car keys, purse, medication, and glasses. Read and understand the following steps:

- Follow instructions from emergency personnel.
- Check doors for heat before opening and if the door is hot, **DO NOT** open it.
- Walk, **DO NOT** run, push, or crowd. Use handrails in stairwells and stay to the right.
- Keep noise to a minimum so you can hear emergency instructions.
- Assist people with disabilities.
- Unless otherwise instructed, move quickly away from the building towards an assembly point.
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency vehicles.
- If you have relocated away from the building, **DO NOT** return until notified that it is safe.

## EVACUATION OF INDIVIDUALS WITH DISABILITIES

For more information on this topic, students should contact Services for Students with Disabilities and employees/faculty should contact Human Resources. You should take into consideration that there might be someone near you who could need help during an evacuation. **REMEMBER**, the best way to help someone during an evacuation is to first consult with that person regarding how best to assist.

## ADDITIONAL RESOURCES

- |  |  |
|--|--|
| • <b>Services for Students with Disabilities</b><br><a href="http://www.ssd.vt.edu">www.ssd.vt.edu</a> | 540-231-3788 (V)<br>540-231-1740 (TTY) |
| • <b>Virginia Tech Human Resources</b><br><a href="http://www.hr.vt.edu">www.hr.vt.edu</a>             | 540-231-9331 (V)<br>540-231-7227 (TTY) |

# **EVACUATION OF PERSONS WITH DISABILITIES**

## **INDIVIDUALS WITH DISABILITIES AT VIRGINIA TECH**

Virginia Tech has two offices in place to assist those with disabilities on campus. Services for Students with Disabilities and Human Resources' University ADA Services for faculty and staff, both offer:

- Individualized accommodation for those with a documented disability.
- Consultations with supervisors and professors to assist in the accommodation process.
- Physical and programmatic access.
- Education and training for all departments and employees on ADA disability issues.
- Review of policies and procedures to ensure non-discrimination practices.
- Outreach programs.

## **INDIVIDUALS WITH MOBILITY LIMITATIONS**

If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
- Lifting a person with minimal ability to move may be dangerous to you or them.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences. Those with electrical respirators should get priority assistance.

## **VISUALLY IMPAIRED INDIVIDUALS**

Most visually impaired individuals will be familiar with their immediate work area. In an emergency, describe the nature of the situation and offer to act as a "sighted guide" by offering your elbow and escorting him or her to a safe place. As you walk, describe where you are and advise the individual of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.

## **HEARING IMPAIRED PERSONS**

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two possible methods of warning to consider are:

- Write a note describing the emergency and nearest evacuation route.
- Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.

# FIRE SAFETY

*Most fires are preventable. If you know how to recognize and reduce potential fire hazards, you will increase your chances of protecting yourself and those around you.*

## WHEN A FIRE ALARM IS ACTIVATED

If you hear a fire alarm in your building, you should exit the building immediately.

- Proceed to the nearest exit.
- Using the back of your hand, feel the top and bottom of the door for heat. **DO NOT** open the door if it is hot. Otherwise, open slowly. Stand behind the door and to one side; be prepared to close it quickly if fire is present. If you feel heat, proceed to an alternate exit.
- Exit the building in a calm manner using the stairs — **NEVER** use elevators. Remember to close the stairwell door behind you.
- Stay low when moving through smoke; walk down to the ground floor and exit.
- After you have left the building, go to your department's designated assembly point and remain there. If there is no designated assembly point, maintain a safe distance (a minimum of 50 feet) from the building to allow ample room for emergency personnel and equipment to access the building.
- **DO NOT** return to the area until instructed to do so by emergency personnel.

## BE PREPARED IN CASE A FIRE OCCURS

Know the locations of alternate exits from your area. If your work station is located within an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, exit signs may not be visible. Even in heavy smoke, you can count the number of doors you pass, so you will know when you reach the exit door.

## DURING A FIRE

If there is a fire on your floor, follow these recommendations:

- If your building has a fire alarm system, activate it as you exit.
- Follow the procedures outlined in your department's Emergency Action Plan (EAP).
- Move quickly to an open area that is away from buildings, trees, power lines, and roadways. If your department has a designated assembly area, move to that location if it is safe to do so.
- **CALL 911** and report the location of the fire. Follow directions of emergency personnel.
- Use a fire extinguisher on small (wastebasket-size) fires; but **ONLY** if it is safe to do so.
- For larger fires, **GET OUT**; close doors as you leave to confine the fire as much as possible.
- If clothing catches fire, **STOP...DROP...ROLL**.

## IF TRAPPED IN A ROOM

If you are trapped in a room, follow these recommendations:

- Retreat and close as many doors as possible between you and the fire.
- Seal cracks around the door to prevent smoke from entering. **CALL 911** to report your location.
- Be prepared to signal from a window but **DO NOT** break the glass unless absolutely necessary as outside smoke may be drawn in.
- Open the window a few inches for fresh air and hang a brightly colored cloth or bed sheet out the window to alert the Fire Department to your location. If you have a flashlight, use it to signal at night.

## IF CAUGHT IN SMOKE

If you are caught in smoke, follow these recommendations:

- Drop to hands and knees and crawl or crouch low with your head 30 to 36 inches above the floor, watching the base of the wall as you go.
- Hold your breath as much as possible.
- Breathe shallowly through your nose using a blouse or shirt as a filter.

## IF FORCED TO ADVANCE THROUGH FLAMES

If you are forced to advance through flames, follow these recommendations:

- Hold your breath.
- Move quickly, covering your head and hair.
- Keep your head down and close your eyes as often as possible.

## HOW TO USE A FIRE EXTINGUISHER

Use the “P-A-S-S” method below to learn more about how to use a fire extinguisher.

- **Pull** Pull the safety pin from the handle.
- **Aim** Aim the nozzle, cone, or horn at the base of the fire.
- **Squeeze** Squeeze the trigger handle.
- **Sweep** Sweep from side to side and beware of re-flash.



# BOMB THREAT

*Bomb threats are assumed to be real and considered a threat to the university and its operations. If an explosion occurs at any time, immediately report the explosion by dialing 911.*

## WHAT TO DO IF YOU RECEIVE A THREAT

Incident bomb threats are usually received by telephone, sometimes by note or letter. Most bomb threats are made by callers who want simply to create an atmosphere of anxiety and panic — but all calls must be taken seriously. If you receive a threat of any kind, immediately **CALL 911**. If possible, get a coworker to do this while you continue talking with the caller. Permit the caller to say as much as possible without interruption. **THEN** ask a lot of questions:

- Where is the bomb?
- When is the bomb going to go off?
- What kind of bomb is it?
- What does the bomb look like?
- What will cause the bomb to go off?

## RECORD WHAT YOU HEAR

Take notes on everything said and on your observations about background noise, voice characteristics, caller's emotional state, etc. Use the Bomb Threat Check List on the following page. Write down the callers exact words. Also record the exact time that the call was received as well as the following information about the caller:

- The perceived sex, age, accent, and education of the caller.
- The location of the caller and any background noises that you hear.
- A description of the caller's attitude.
- A description of the caller's style of speech, speech impediments, or speech traits.

Trained emergency personnel will advise you if evacuation is necessary. Follow instructions given by emergency personnel.

## WHAT TO DO IF YOU SEE A SUSPICIOUS PACKAGE

If there has been a threat, and you see a package or foreign object, **DO NOT** touch it. From a landline phone, immediately **CALL 911** to report any unusual objects or items. Read the section in this booklet on Suspicious Packages to learn more about how to identify suspicious mail and what to do if you believe you have encountered such items.

# BOMB THREAT CHECKLIST

Date:	Time Call Received:	Time Call Terminated:
Number Where Call was Received:		Who Received the Call?
Exact Wording of the Threat:		

## WHEN POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS

“When is the bomb going to go off?”	“Where is the bomb right now?”	“What does it look like?”
“What kind of bomb is it?”	“What will cause it to explode?”	“What is your name?”
“Did you place the bomb?”	“Why?”	“What is your address?”
“Is there a special way to identify the bomb?”	Other:	

## DESCRIBE THE CALLER’S VOICE (CHECK HOW HE/SHE SOUNDS)

- |                                   |                                 |                                    |                                   |  |                                      |
|-----------------------------------|---------------------------------|------------------------------------|-----------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Angry  | <input type="checkbox"/> Excited   | <input type="checkbox"/> Slow     | <input type="checkbox"/> Ragged/Raspy    | <input type="checkbox"/> Soft        |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Crying | <input type="checkbox"/> Normal    | <input type="checkbox"/> Distinct | <input type="checkbox"/> Deep Breathing  | <input type="checkbox"/> Slurred     |
| <input type="checkbox"/> Stutter  | <input type="checkbox"/> Lisp   | <input type="checkbox"/> Fast      | <input type="checkbox"/> Familiar | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Loud        |
| <input type="checkbox"/> Nasal    | <input type="checkbox"/> Deep   | <input type="checkbox"/> Disguised | <input type="checkbox"/> Accent   | <input type="checkbox"/> Cracked Voice   | <input type="checkbox"/> Other _____ |

## DESCRIBE THE CALLER’S LANGUAGE

- |  |  |                                     |   |
|--|--|-------------------------------------|---|
| <input type="checkbox"/> Well Spoken   | <input type="checkbox"/> Incoherent    | <input type="checkbox"/> Irrational | <input type="checkbox"/> Message Read by Threat Maker |
| <input type="checkbox"/> Taped Message | <input type="checkbox"/> Foul Language |                                     |   |

Remarks:

## DESCRIBE THE BACKGROUND SOUNDS (CHECK THE SOUNDS YOU HEAR)

- |  |  |  |                                 |                                |
|--|--|--|---------------------------------|--------------------------------|
| <input type="checkbox"/> Street Noises               | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Office Machinery  | <input type="checkbox"/> Voices | <input type="checkbox"/> Music |
| <input type="checkbox"/> Motor                       | <input type="checkbox"/> House Noises  | <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Clear  |                                |
| <input type="checkbox"/> Static: PA System or Local? |  |  |                                 |                                |

# EXPLOSION

## WHAT CONSTITUTES AS AN EXPLOSION

An explosion is caused by a rapid expansion of gas from chemical reactions of incendiary devices. Signs of an explosion may be:

- A very loud noise, a series of noises, such as hissing, popping, and cracking.
- Vibrations.
- Heat from fire or smoke.
- Falling glass, debris, and building damage.

## DURING AND AFTER AN EXPLOSION OCCURS

Follow these recommendations if an explosion occurs:

- Get out of the building as quickly and calmly as possible.
- **CALL 911.**
- If your building has a fire alarm system, activate it as you exit; otherwise, follow the procedures outlined in your department's Emergency Action Plan (EAP).
- If you are outside, you should stay outside. Move quickly to an open area away from buildings, trees, power lines, and roadways. If your department has a designated assembly area, move to that location if it is safe to do so.
- If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.
- If there is a fire, stay low to the floor and exit the building as quickly as possible.
- **DO NOT** use elevators. Use handrails in stairwells; stay to the right.
- Assist others in exiting the building and move to designated evacuation areas.
- Wait for and follow instructions from emergency personnel.
- Keep streets and walkways clear for emergency vehicles and crews.
- If you are trapped in debris, tap on a pipe or wall so rescuers can hear where you are.
- Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

## ADDITIONAL RESOURCES

- **Virginia Tech Police Department** 540-231-6411  
[www.police.vt.edu](http://www.police.vt.edu)
- **Virginia Tech Office of Emergency Management** 540-231-2438  
[www.emergency.vt.edu](http://www.emergency.vt.edu)

## SUSPICIOUS MAIL

*The University and law enforcement authorities take postal threats very seriously. The University has adopted a “zero tolerance” policy and will aggressively investigate any such incidents. The following guidelines are intended to help identify suspicious packages and to provide procedures to follow in the event of receiving suspicious mail.*

### **SUSPICIOUS CHARACTERISTICS IN A LETTER OR PACKAGE**

If you receive or observe a suspicious letter or package that is unexpected or from an unknown exhibiting the following characteristics:

- Excessive postage.
- Misspellings of common words.
- Excessive weight.
- Rigid envelope.
- Foreign mail, airmail, or special delivery.
- Hand written or poorly typed address.
- Restrictive markings such as confidential, personal, etc.
- Excessive securing - material such as masking tape, string, etc.
- Incorrect titles or titles without names present.
- Oily stains or discoloration.
- Visual distractions.
- Lopsided or uneven.
- No return address.
- Protruding wires or tinfoil.

## SUSPICIOUS PACKAGE PROCEDURE

Follow these recommendations if you believe you have encountered a suspicious package or envelope:

- From a safe location notify the police department immediately by **CALLING 911**.
- Move people away from the package and limit access to the area.
- **DO NOT** move or open the package.
- **DO NOT** investigate too closely.
- **DO NOT** cover, insulate or place the package into a cabinet or drawer.

## WRITTEN THREAT

If a written threat warning of an explosive device (or other danger) is received, contact the Virginia Tech Police Department immediately by **CALLING 911**. The threat should never be ignored. Save all materials, including any envelope or container. Once the message is recognized as a threat, unnecessary handling should be avoided. Every effort must be made to preserve evidence, such as fingerprints, handwriting or typewriting, paper, and postal marks. These are essential to tracing the threat and identifying the author.

# HAZARDOUS MATERIALS

*Hazardous materials are substances with dangerous ingredients – particularly chemicals that can hurt the environment, cause injury, or even death. When used with caution, they can be safely used in laboratory instruction, industry, agriculture, medicine, research, and even our homes. But if misused and released, they can be very harmful.*

## DURING A SMALL OR MINOR SPILL

Minor spills of hazardous chemicals that pose little or no threat to the safety and health of personnel can be cleaned by following the warnings and cautions on the container's label or the material safety data sheet (MSDS). If you need assistance with the cleanup of a spill, contact Virginia Tech Environmental Health and Safety (540-231-3600) or the Virginia Tech Police Department (540-231-6411 or 911).

## DURING A HAZARDOUS MATERIALS EMERGENCY

Procedures for laboratory personnel to handle chemical, biological, or radiological spills are provided in laboratory safety plans. Trained laboratory personnel are authorized to determine appropriate emergency responses for their areas. A hazardous materials emergency exists when cleanup of a hazardous material spill is beyond the level of staff knowledge, training, or ability and/or the situation is immediately dangerous to the life and health of persons in the spill area or facility.

If a hazardous materials emergency exists, follow these recommendations:

- Alert people in the immediate area of the spill and evacuate the room.
- Confine the hazard by closing doors as you leave the room.
- Use eyewash or safety showers as needed to rinse spilled chemicals off people.
- Evacuate any nearby rooms that may be affected. If the hazard will affect the entire building, evacuate the building.
- Notify the Virginia Tech Police Department of the type of chemical, location, and size of the spill by **CALLING 911**. Always call from a safe location.

## REPORTING A HAZARDOUS MATERIALS EMERGENCY

Emergency contact information may be posted on the entry door to the lab or room. If a hazardous materials emergency occurs, report the following information:

- Location of the spill, name of the chemical, and quantity.
- Name and telephone number of the caller.
- Extent of injuries, if any.
- Environmental concerns, such as the location of storm drains and streams.

## CHEMICAL, COMMERCIAL CLEANING PRODUCTS, AND SOLVENT SPILLS

Any spill that could **POTENTIALLY** cause injury to a person or property must be reported to Environmental Health and Safety. If an immediate hazard exists or medical assistance is required, **CALL 911**. For small spills or that pose no immediate danger to life or property:

- Confine the spill.
- Evacuate and secure the immediate area; only allow authorized personnel to access the contaminated area. Notify area supervisor.

## TOXIC FUMES RELEASE

- Evacuate the area immediately if you smell gas or other toxic fumes, experience irritation, coughing, burning eyes, and/or difficulty breathing.
- If you smell gas in a dark room, **DO NOT** turn on lights; this action could ignite gas. **DO NOT** touch, activate, or de-activate any power switches, fire alarms, lights, etc.
- Evacuate immediately and **CALL 911**. **DO NOT** re-enter the area until advised to do so by emergency personnel.

## RADIOACTIVE LEAK OR SPILL

In the event of a radioactive leak or spill:

- Limit the spread of the spill.
- Notify others in the area that a spill has occurred. Keep untrained people out of the area.
- Call the Radiation Safety Officer in Environmental Health and Safety (540-231-3600).

If skin contamination has occurred:

- Go to the nearest sink and wash the affected area with tepid water.
- Call the Radiation Safety Officer in Environmental Health and Safety.

## BIOLOGICAL RELEASE OR SPILL

In the event of a biological release or spill:

- Use personal protection and decontaminate the spill with appropriate disinfectant.
- For a large spill or release of highly infectious materials, notify everyone in the area, secure the area, then call Environmental Health and Safety immediately (540-231-3600).

If a blood borne pathogen exposure or needle stick injury has occurred:

- Go to the nearest sink and wash affected area with warm water and soap.
- Call Environmental Health and Safety and seek medical attention immediately.

## ADDITIONAL RESOURCES

- **Virginia Tech Office of Emergency Management** 540-231-2438  
[www.emergency.vt.edu](http://www.emergency.vt.edu)
- **Virginia Tech Environmental Health and Safety** 540-231-3600  
[www.ehss.vt.edu](http://www.ehss.vt.edu)

# POWER OUTAGE

## IF A POWER OUTAGE OCCURS

Remember, if it is an emergency, **CALL 911!** Otherwise, follow the steps below.

- Notify Virginia Tech Facilities Services during regular business hours, between 8:00 AM and 5:00 PM. If it is after hours, notify the Virginia Tech Police Department. **Remain calm!**
- Wait a few minutes for emergency power to come on to provide emergency lighting.
- If evacuation of the building is required, assist any disabled persons and use the stairway to exit. **DO NOT** use elevators.
- Unplug all nonessential electrical equipment, televisions, and computers. Turn off light switches as a surge may blow out left-on lights and other equipment when power is restored.
- Contact Facilities Services for information regarding scope and expected duration of outage.

## A POWER OUTAGE IN A LABORATORY OR RESEARCH FACILITY

Follow these recommendations if a power outage occurs in a laboratory or research lab:

- Laboratory personnel should secure experiments or activities that may present a danger when electrical power is off. Also consider what could happen if power is unexpectedly restored.
- Notify the lab supervisor immediately.
- Take actions to preserve human and animal safety as well as research.
- Keep essential research refrigerators and freezers closed throughout the outage to keep them cold.
- If conditions are hazardous, notify Environmental Health and Safety during regular business hours. If it is after hours, notify the Virginia Tech Police Department.
- If a laboratory fume hood is non-operational, cap all open containers and close the sash.

## IF YOU ARE TRAPPED IN AN ELEVATOR

If you are trapped in an elevator, push the “Call for Help” button. Speak with the dispatcher and identify the building, elevator number, and floor.

## IF OTHERS ARE TRAPPED IN AN ELEVATOR

If someone is trapped in an elevator because of a power outage, call the Virginia Tech Police Department. Give specific directions to the inoperative elevator and have someone meet emergency personnel outside of the building. Tell passengers to remain calm, help is coming. Talk to passengers until emergency personnel arrive.

## ADDITIONAL RESOURCES

- **Virginia Tech Electric Service** 540-231-6437  
[www.vtes.vt.edu](http://www.vtes.vt.edu)
- **Virginia Tech Facilities Services** 540-231-4300  
[www.facilities.vt.edu](http://www.facilities.vt.edu)
- **Virginia Tech Police Department** 540-231-6411  
[www.police.vt.edu](http://www.police.vt.edu)

# RETURNING TO NORMALCY

*THERE ARE A VARIETY OF RESOURCES IN PLACE AT VIRGINIA TECH FOR BOTH STUDENTS AND EMPLOYEES IN CASE AN EMERGENCY OCCURS IN THE COMMUNITY. THESE RESOURCES can HELP YOU RETURN TO A STATE OF NORMALCY AFTER AN EMERGENCY.*

## COPING WITH EMOTIONS

You may be surprised at how you and others feel after a disaster. It can stir up a variety of unanticipated feelings, and they are as important to address as bodily injuries, damaged homes, and possessions. Children, senior citizens, people with disabilities and people for whom English is not their first language are especially at risk and may need extra attention. It is important to calmly let them know that they are safe and that help is available. Some basic steps you can take to meet emotional needs are:

- Try to return to as many of your normal routines as possible.
- Get rest and drink plenty of water.
- Limit your exposure to the sights and sounds of disaster, especially on television, the radio, and other media outlets.
- Focus on the positive.
- Recognize your own feelings.
- Reach out and accept help from others.
- Do something you enjoy.
- Seek comfort and support. Stay connected with your family or other supporters.
- Realize that recovery can take time.

If you have more questions or observe behavior in others that concerns you, contact a counselor or community services professional for additional information and help.

## IMMEDIATELY AFTER A DISASTER

If a disaster or emergency occurs, the following information could help in the immediate stages of recovery:

- **REMAIN CALM.**
- Have injuries treated by a medical professional.
- Small wounds may be washed with soap and water and then bandaged to reduce the risk of infection. Replace bandages if they become soiled, damaged, or waterlogged.
- Pace yourself. You may find yourself in the position of taking care of other people. Listen carefully, and deal patiently with urgent situations first.
- Check with local authorities to learn if your residence is safe to enter.
- Doors or windows may be cordoned off with yellow tape to indicate damage. Do not cut or walk past the tape unless local authorities advise that it is safe to do so. If a structure bears a color-coded sign, do not enter it until you get official information about what the sign means and advice about the safety of entering.



## CHECKING YOUR RESIDENCE

Check with local authorities to make sure your residence is safe to enter. For example, if you live in Virginia Tech housing, check university news to find out when it is safe to return. Do not cut or walk past colored tape or a color-coded sign until you get more advice and instructions about what these signs mean and whether it is safe to enter. If you have children, leave them with a relative or friend while you conduct your first inspection of your damaged home. The site may be unsafe for children, and seeing the damage firsthand may upset them unnecessarily.

## REPLACING VITAL DOCUMENTS

DOCUMENT	CONTACT FOR REPLACEMENT
Hokie Passport	Hokie Passport Office
Other School Records	Contact the issuing school
Government Issued ID	Contact the issuing government agency
Driver's License	Department of Motor Vehicles
Vehicle Registration	Department of Motor Vehicles in issuing state
Insurance Policies	Your insurance agent or company
Military Records	File a Form SF-180 with the U.S. National Archives
Passport	U.S. State Department, Forms DS-11 and DS-64
Green Card	File a Form I-90 with U.S. Immigration
Other U.S. Citizenship Papers	U.S. Bureau of Citizenship and Immigration Services
Birth, Death, & Marriage Certificates	Bureau of Records for the state of issue
Social Security & Medicare Cards	File a Form SS-5 with the U.S. Social Security Admin
Credit Cards	Contact your card issuer as soon as possible
Titles to Deeds	Records department where the property is located
Mortgage Papers	Contact your lending institution

## ADDITIONAL RESOURCES

- **Cook Counseling Center** 540-231-6557  
[www.ucc.vt.edu](http://www.ucc.vt.edu)
- **Office of Recovery and Support** 540-231-0062  
[www.recovery.vt.edu](http://www.recovery.vt.edu)
- **Psychological Services Center at Virginia Tech** 540-231-6914  
[www.psyc.vt.edu](http://www.psyc.vt.edu)
- **Hokie Wellness, Virginia Tech Human Resources** 540-231-9331  
[www.hokiewellness.hr.vt.edu](http://www.hokiewellness.hr.vt.edu)
- **Virginia Tech Employee Advantage Program** 540-231-4889  
[www.hokiewellness.hr.vt.edu](http://www.hokiewellness.hr.vt.edu)
- **Virginia Tech Police Department** 540-231-6411  
[www.police.vt.edu](http://www.police.vt.edu)
- **Virginia Tech Women's Center** 540-231-7806  
[www.womenscenter.vt.edu](http://www.womenscenter.vt.edu)
- **Virginia Tech News**  
[www.vtnews.vt.edu](http://www.vtnews.vt.edu)
- **American Red Cross**  
[www.redcross.org](http://www.redcross.org)
- **Ready.gov**  
[www.ready.gov](http://www.ready.gov)

# Building Annex – Holden Hall

**Building Address: 445 Old Turner St.**

**Campus: Blacksburg**

## **BUILDING EMERGENCY COORDINATOR & ALTERNATE (BEC / ABEC)**

The Building Emergency Coordinator (BEC) program was established to coordinate the emergency preparedness and planning efforts among each of the campus buildings. The BEC serves as an extension of the Office of Emergency Management in the preparedness, response, and recovery phases of an emergency and serves as a central point of contact, in which information can be exchanged, within and external to the building. The BEC not only adds value to the building community, by serving in this position, but also to the overall University.

Typically a campus building is occupied by multiple departments, making building-wide communications difficult during normal operations, let alone during an emergency. Thus the Building Emergency Coordinator (BEC) program also serves to assist first responders and the Office of Emergency Management by developing a common, building-wide, plan of action for emergencies that threaten life safety.

An additional role of the BEC is to serve as a single point of contact within each building and allowing emergency planners to better disseminate pertinent emergency preparedness information and plans throughout campus buildings. In addition, emergency responders are provided with a single, knowledgeable point of contact, within each building that can assist in contacting appropriate departmental personnel and officials in case of an emergency.

Primary Building Emergency Coordinator (BEC)		
Name	Kathryn	Dew
Office Address	100 Holden Hall	
Phone 1	231-7055	
Phone 2	239-5718	
Email Address (PID@vt.edu)	dewk@vt.edu	

Alternate Building Emergency Coordinator (ABEC)		
Name	Gwen	Davis
Office Address	100 Holden Hall	
Phone 1	231-8107	
Phone 2	540-577-7322	
Email Address (PID@vt.edu)	Gwdavis1@vt.edu	

## EMERGENCY PREPAREDNESS COMMITTEE (EPC)

The Emergency Preparedness Committee (EPC) is composed of one representative from every department that occupies a specific building on campus. Each of the departmental representatives shall act as a liaison between their department and the Emergency Preparedness Committee (EPC). If a department occupies space in more than one campus building, the department will then have multiple EPC representatives serving on their respective buildings' Emergency Preparedness Committee (EPC).

Department	Name (First & Last)	Phone Number	Email (PID@vt.edu)
MinE	Kathryn Dew	231-7055	dewk
MinE & MSE	Gwen Davis	231-8107	gwdavis1
MSE	Amy Hill	231-9125	amyhill
MinE	Greg Adel	231-6671	adel
MinE	Jerry Luttrell	231-6314	luttrell
MSE	Carlos Suchicital	315-5197	ctas
MSE	Johan Foster	231-8165	Johanf

## VISITORS INFORMATION

Visitors present buildings a unique challenge because they are not generally familiar with department or University emergency procedures. During an emergency, visitors should be given special care to ensure they follow building emergency procedures. Personnel with special responsibilities to visitors should be described in detail below.

Visitors
Visitors will be escorted to the evacuation assembly area or shelter-in-place location by departmental staff/faculty members.

## FIRST AID KIT/AED LOCATIONS

Each building should have at least one first aid kit available to building occupants. For guidance on what must be stocked in first aid kits and how these kits are to be maintained, see <http://www.emergency.vt.edu/ready/get-a-kit.html>.

Many buildings have been equipped with automatic external defibrillators (AEDs) by Virginia Tech Rescue Squad or through department purchase. The Virginia Tech Rescue Squad provides 24/7 maintenance response to AEDs throughout campus. Contact information is located on the front of the AED cabinet. Indicate locations of first aid kits and AEDs below.

For more information about the campus AED program, visit [www.rescue.vt.edu/aed](http://www.rescue.vt.edu/aed).

Location(s) of First Aid Kits				
Room	All 1st floor labs	All 3rd floor labs	100A Holden	
Room				
Room				

Location(s) of AEDs				
Floor	1			
Location	foot of the stairs; next to the men's room			
Floor				
Location				

## DIGITAL DESKPHONES

In the event of a power or network (internet) outage the new Unified Communications (UC) voice over internet protocol (VoIP) telephones will not operate. Depending on the extent of the emergency, cellular service may also be unavailable. It is strongly recommended that a combination of VoIP and digital (high availability) phones are installed in selected areas throughout the building to ensure uninterrupted access to emergency services in the event of a power or network failure.

Please contact an NI&S Customer Support Specialist at 540-231-6460 for additional information about available VoIP (Avaya 9600 series) and digital (Avaya 9400 series) service offerings.

Location(s) of Digital (High Availability) Phones				
	HA Phone 1	HA Phone 2	HA Phone 3	HA Phone 4
Floor	Second			
Location	203A Holden			
Phone Number	231-9125			
Floor				
Location				
Phone Number				
Floor				
Location				
Phone Number				

## BUILDING ALARMS

Many buildings are equipped with a centralized fire alarm system. In cases where the building is not equipped with a centralized alarm system, building occupants must attempt to make other occupants aware of an emergency by knocking on doors and shouting "Fire", sounding air horns, or similar means.

This building is equipped with: **Full building alarm**

## EVACUATION PROCEDURES

For buildings equipped with an audible alarm system:

- The fire/evacuation alarm is a high-pitched annunciator. When you hear the fire/evacuation alarm, leave the building. Follow evacuation instructions located in this plan.
- The fire/evacuation alarm may also be equipped with strobe lights for persons with hearing disabilities.
- Procedures, which may be hazardous if left unattended, should be shut down prior to evacuation, if safe to do so.
- Verify that persons are exiting the building and that doors are closed to reduce the spread of fire and smoke.

For buildings NOT equipped with an audible alarm system:

- Departments should evacuate the building by shouting "Fire" throughout the halls and sounding air horns or similar audible devices. Follow evacuation procedures in this plan.
- Special attention should be given to the presence of hearing and/or visually impaired individuals during the notification and evacuation.
- Procedures, which may be hazardous if left unattended, should be shut down prior to evacuation, if safe to do so.
- Verify that persons are exiting the building and that doors are closed to reduce the spread of fire and smoke.

## SHELTER-IN-PLACE GATHERING POINTS

Shelter-in-place events are usually weather related emergencies. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from the danger. Do not lock doors behind you as others may also need to shelter-in-place.

The recommended shelter-in-place gathering points for Holden Hall are:

Gathering Points
Third floor hallway, second floor hallway and room 10 (basement) away from glass and falling objects.



## UNIQUE BUILDING HAZARDS

List any unique hazards located in this building below. Unique hazards may include combustibles, chemicals, research activities, biological agents, etc. When emergencies occur, personnel should attempt to provide emergency responders with specific hazards within the building.

Description of Hazard	Location	Contact Person	Contact Phone 1	Contact Phone 2
Liquid Nitrogen	Rms. 312 & 311	Johan Foster & JieFang Li	231-8165	557-7248
Excimer Laser	Rm. 308	JieFang Li	557-7248	
X-rays	Rm. 124	Carlos Suchicital	315-5197	
Laser radiation (various)	Rm. 307	Louis Guido	231-3551	
Microwave radiation	Rm. 122	Carlos Suchicital	315-5197	
Compressed gases	Rms. 130D & 312	Alex Aning & J. Foster	231-6849	231-8165

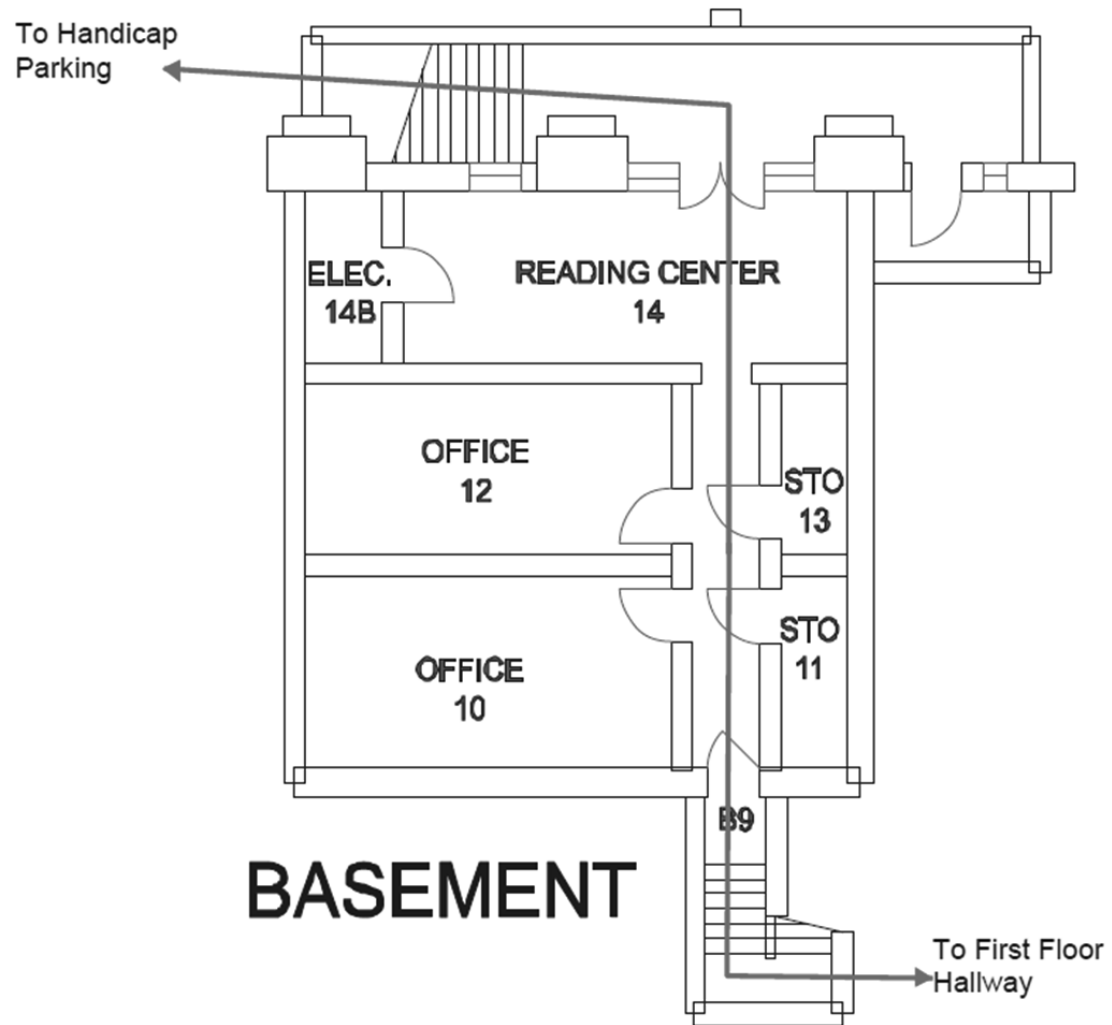
## EVACUATION ASSEMBLY AREAS

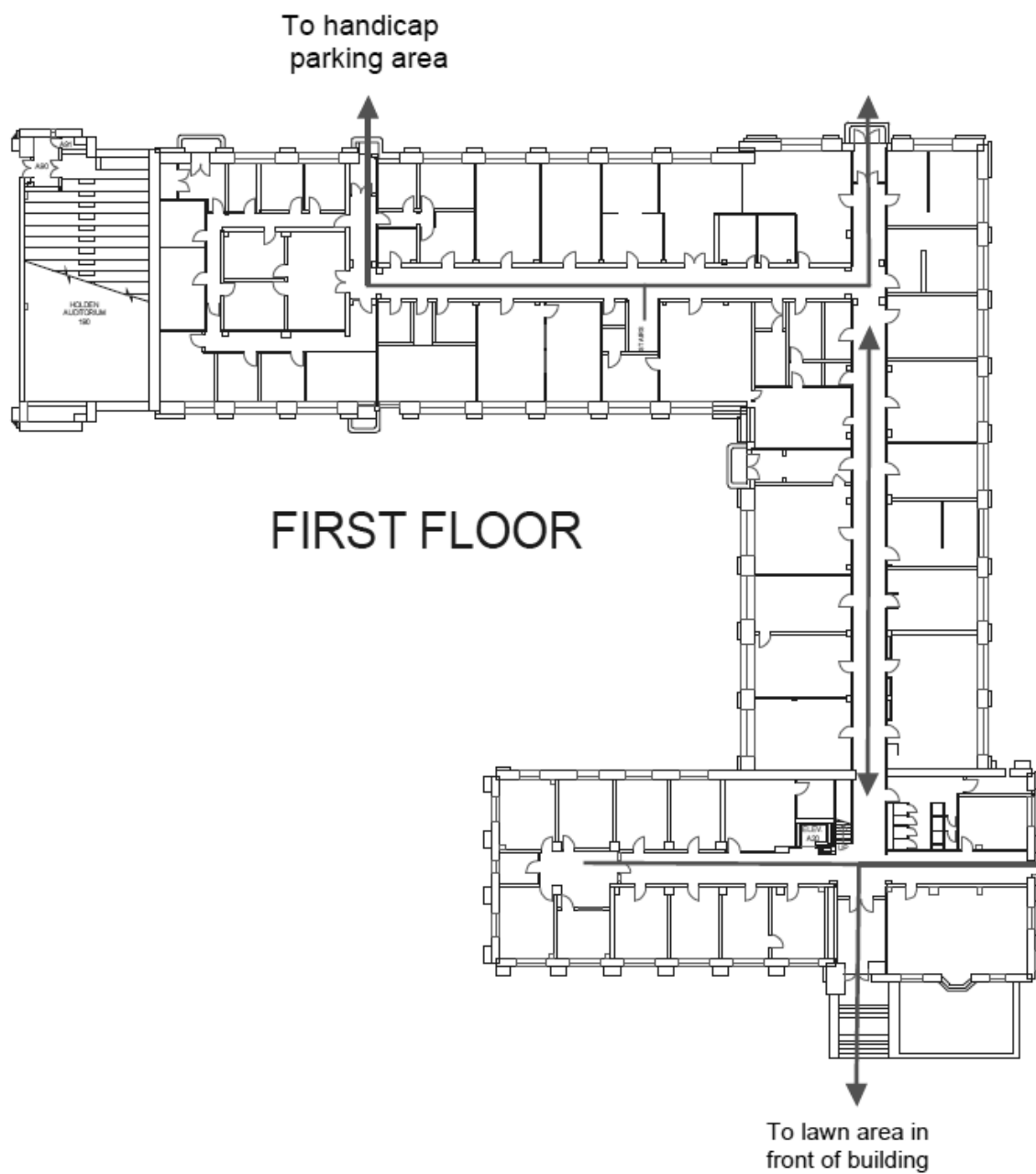
Depending on the occupancy of the building, departments may consider the need to assemble in separate areas from other departments. For instance, if building occupancy is large, the ability to differentiate between personnel in different departments will become difficult. The Emergency Preparedness Committee should coordinate assembly area locations based on the size of the unit.

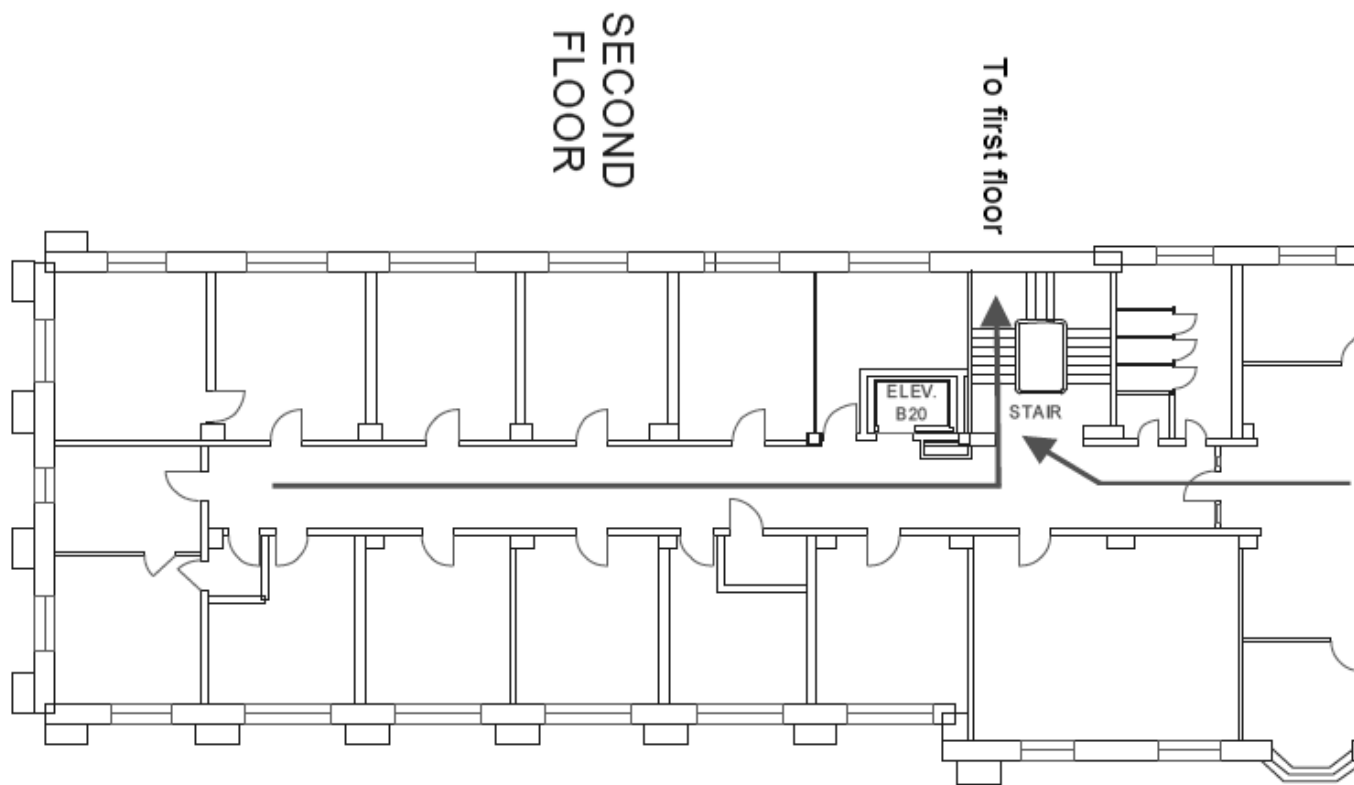


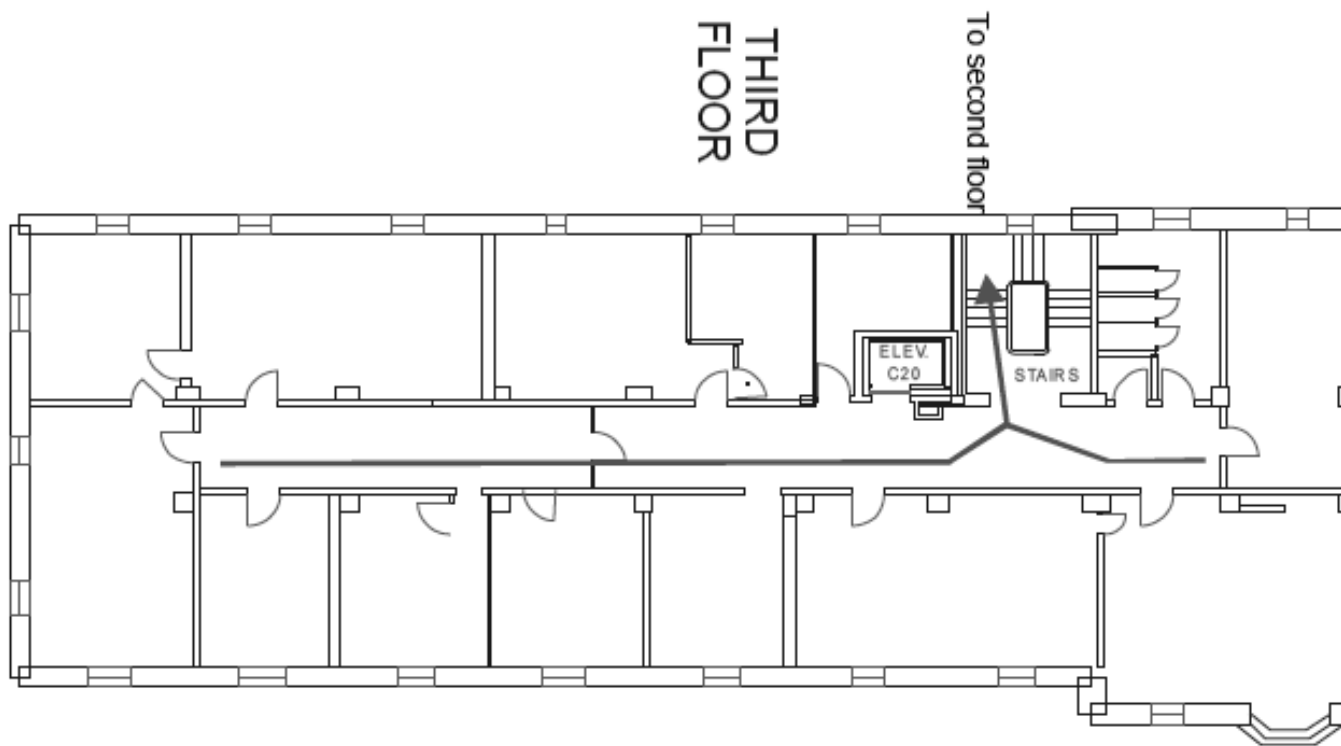
## EVACUATION ROUTING

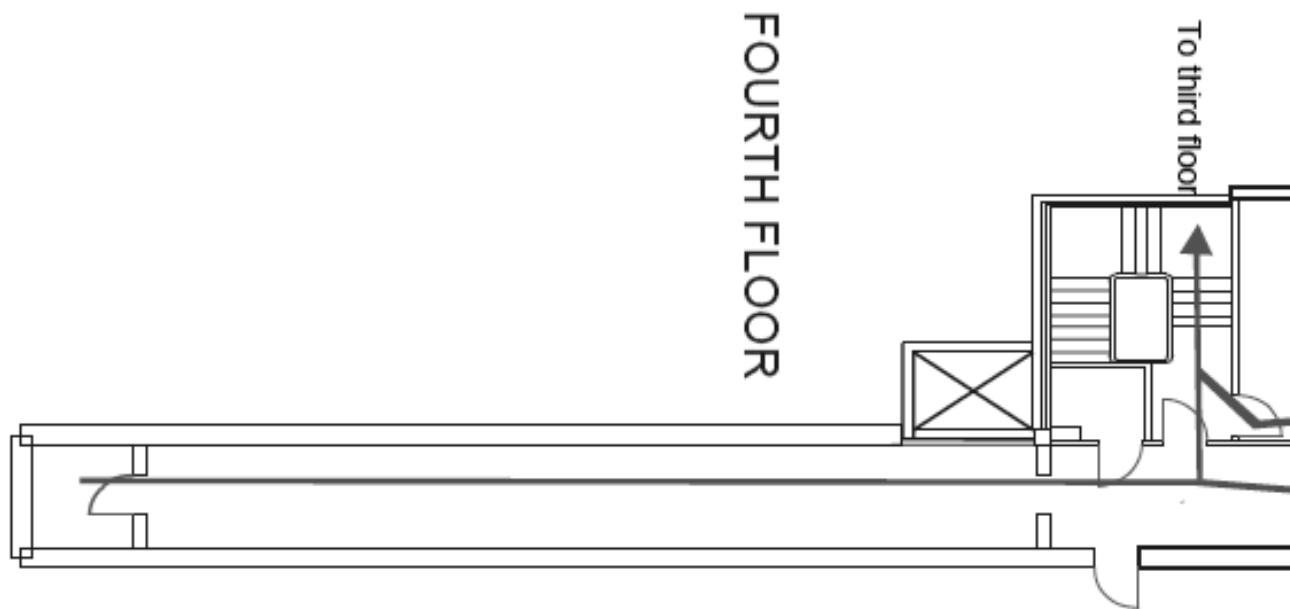
The following maps provide floor-plan based evacuation routes for Holden Hall.











## **SHELTERING LOCATIONS**

Sheltering in Holden Hall. is not limited to the following locations identified on the building plan; however, these areas h deemed desirable locations for sheltering when accessible. Always remember sheltering should be towards the interior from windows, exterior doors, and away from heavy objects.



# Building Annex – Randolph Hall

**Building Address: 460 Old Turner St.**

**Campus: Blacksburg**

## **BUILDING EMERGENCY COORDINATOR & ALTERNATE (BEC / ABEC)**

The Building Emergency Coordinator (BEC) program was established to coordinate the emergency preparedness and planning efforts among each of the campus buildings. The BEC serves as an extension of the Office of Emergency Management in the preparedness, response, and recovery phases of an emergency and serves as a central point of contact, in which information can be exchanged, within and external to the building. The BEC not only adds value to the building community, by serving in this position, but also to the overall University.

Typically a campus building is occupied by multiple departments, making building-wide communications difficult during normal operations, let alone during an emergency. Thus the Building Emergency Coordinator (BEC) program also serves to assist first responders and the Office of Emergency Management by developing a common, building-wide, plan of action for emergencies that threaten life safety.

An additional role of the BEC is to serve as a single point of contact within each building and allowing emergency planners to better disseminate pertinent emergency preparedness information and plans throughout campus buildings. In addition, emergency responders are provided with a single, knowledgeable point of contact, within each building that can assist in contacting appropriate departmental personnel and officials in case of an emergency.

Primary Building Emergency Coordinator (BEC)		
Name	Amy Burchett	
Office Address	215-B Randolph Hall	
Phone 1	540-231-9057	
Phone 2	540-239-8963	
Email Address (PID@vt.edu)	Ammorri2@vt.edu	

Alternate Building Emergency Coordinator (ABEC)		
Name	Thomas Staley	
Office Address	130 Randolph Hall	
Phone 1	540-231-0759	
Phone 2		
Email Address (PID@vt.edu)	tstaley@vt.edu	

## EMERGENCY PREPAREDNESS COMMITTEE (EPC)

The Emergency Preparedness Committee (EPC) is composed of one representative from every department that occupies a specific building on campus. Each of the departmental representatives shall act as a liaison between their department and the Emergency Preparedness Committee (EPC). If a department occupies space in more than one campus building, the department will then have multiple EPC representatives serving on their respective buildings' Emergency Preparedness Committee (EPC).

Department	Name (First & Last)	Phone Number	Email (PID@vt.edu)
ME	Ross Verbrugge	231-5277	rossv
EngEd	Sue Teel	231-1137	sateel
AOE	Amy Burchett	231-8638	ammorri2
ChE	Riley Chan	231-4973	rchan
MSE	Thomas Staley	231-0759	tstaley
Mining	Kathryn Dew	231-7055	dewk

## VISITORS INFORMATION

Visitors present buildings a unique challenge because they are not generally familiar with department or University emergency procedures. During an emergency, visitors should be given special care to ensure they follow building emergency procedures. Personnel with special responsibilities to visitors should be described in detail below.

Visitors
Faculty and staff will assist visitors to the shelter in place or assembly location.

## FIRST AID KIT/AED LOCATIONS

Each building should have at least one first aid kit available to building occupants. For guidance on what must be stocked in first aid kits and how these kits are to be maintained, see <http://www.emergency.vt.edu/ready/get-a-kit.html>.

Many buildings have been equipped with automatic external defibrillators (AEDs) by Virginia Tech Rescue Squad or through department purchase. The Virginia Tech Rescue Squad provides 24/7 maintenance response to AEDs throughout campus. Contact information is located on the front of the AED cabinet. Indicate locations of first aid kits and AEDs below.

For more information about the campus AED program, visit [www.rescue.vt.edu/aed](http://www.rescue.vt.edu/aed).

Location(s) of First Aid Kits				
Room	3D, 4P	7A, 8E	15-A,B,C	25, 26
Room	30A, 33	114P1	215	Stability Wind Tunnel
Room	142, 146, 148, 150	54, 156, 158		

Location(s) of AEDs				
Floor				
Location				
Floor				
Location				

## DIGITAL DESKPHONES

In the event of a power or network (internet) outage the new Unified Communications (UC) voice over internet protocol (VoIP) telephones will not operate. Depending on the extent of the emergency, cellular service may also be unavailable. It is strongly recommended that a combination of VoIP and digital (high availability) phones are installed in selected areas throughout the building to ensure uninterrupted access to emergency services in the event of a power or network failure.

Please contact an NI&S Customer Support Specialist at 540-231-6460 for additional information about available VoIP (Avaya 9600 series) and digital (Avaya 9400 series) service offerings.

Location(s) of Digital (High Availability) Phones				
	HA Phone 1	HA Phone 2	HA Phone 3	HA Phone 4
Floor	1st - AOE	2nd - MSE		
Location	Randolph 215	Randolph 142A		
Phone Number	540-231-9819	540-231-3554		
Floor				
Location				
Phone Number				
Floor				
Location				
Phone Number				

## BUILDING ALARMS

Many buildings are equipped with a centralized fire alarm system. In cases where the building is not equipped with a centralized alarm system, building occupants must attempt to make other occupants aware of an emergency by knocking on doors and shouting "Fire", sounding air horns, or similar means.

This building is equipped with: **No centralized alarm**

## EVACUATION PROCEDURES

For buildings equipped with an audible alarm system:

- The fire/evacuation alarm is a high-pitched annunciator. When you hear the fire/evacuation alarm, leave the building. Follow evacuation instructions located in this plan.
- The fire/evacuation alarm may also be equipped with strobe lights for persons with hearing disabilities.
- Procedures, which may be hazardous if left unattended, should be shut down prior to evacuation, if safe to do so.
- Verify that persons are exiting the building and that doors are closed to reduce the spread of fire and smoke.

For buildings NOT equipped with an audible alarm system:

- Departments should evacuate the building by shouting "Fire" throughout the halls and sounding air horns or similar audible devices. Follow evacuation procedures in this plan.
- Special attention should be given to the presence of hearing and/or visually impaired individuals during the notification and evacuation.
- Procedures, which may be hazardous if left unattended, should be shut down prior to evacuation, if safe to do so.
- Verify that persons are exiting the building and that doors are closed to reduce the spread of fire and smoke.

## SHELTER-IN-PLACE GATHERING POINTS

Shelter-in-place events are usually weather related emergencies. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from the danger. Do not lock doors behind you as others may also need to shelter-in-place.

The recommended shelter-in-place gathering points for Randolph Hall are:

Gathering Points
Move to lower floors and interior hallways, away from glass and falling objects.

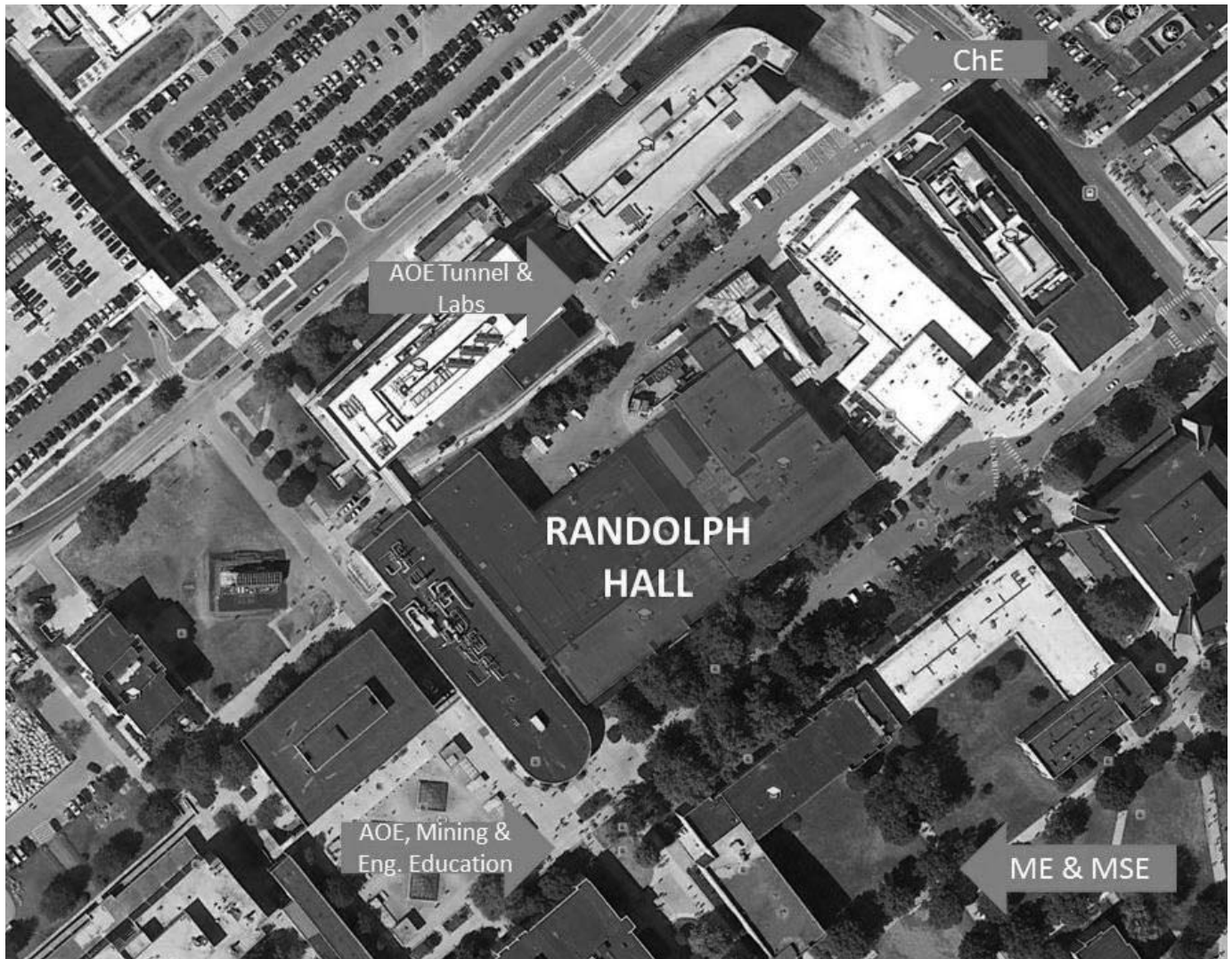
## UNIQUE BUILDING HAZARDS

List any unique hazards located in this building below. Unique hazards may include combustibles, chemicals, research activities, biological agents, etc. When emergencies occur, personnel should attempt to provide emergency responders with specific hazards within the building.

Description of Hazard	Location	Contact Person	Contact Phone 1	Contact Phone 2
High pressure systems, heated and high speed flow apparatus	Room 30, 33C	Todd Lowe	231-7650	
High pressure air tanks, Compressors	Outside of Room 49, Room 49	William Devenport	231-4456	
Large scale wind tunnel research activities	Room 25 (Stability Wind Tunnel)	William Devenport	231-4456	
Chemicals	Room 25, 49, 4J, 4K, 4Q	William Devenport / Gary Seidel	231-4456	231-9897
Laser Systems, flame rig, battery modules	Room 26, 33, 33A	Todd Lowe	231-7650	
Chemicals/Cmprssd Gas	127	John Walz	231-4213	
Chemicals/Cmprssd Gas	146, 147, 149A	Chang Lu	231-8681	
Biological material, machine shop tools	146, 146a	Chang Lu	231-8681	
Chemicals/Cmprssd Gas	148	David Cox	231-6829	
Chemicals/Cmprssd Gas, High temperature furnaces, cryogenic liquid, molten glass and metal	150, 152, 147B	Ted Oyama	231-5309	
Chemicals/Cmprssd Gas	151	Eugene Joseph	231-3722	
Chemicals/Cmprssd Gas	153, 155B	William Ducker	231-7869	
Chemicals/Cmprssd Gas, High pressure equipment, high torque equipment, high velocity flowing liquid	154, 156, 154B	Don Baird	231-5998	
Chemicals/Cmprssd Gas	155	Erdogan Kiran	231-1375	
Chemicals/Cmprssd Gas	100V	Kevin Kochersberger	231-5589	

## EVACUATION ASSEMBLY AREAS

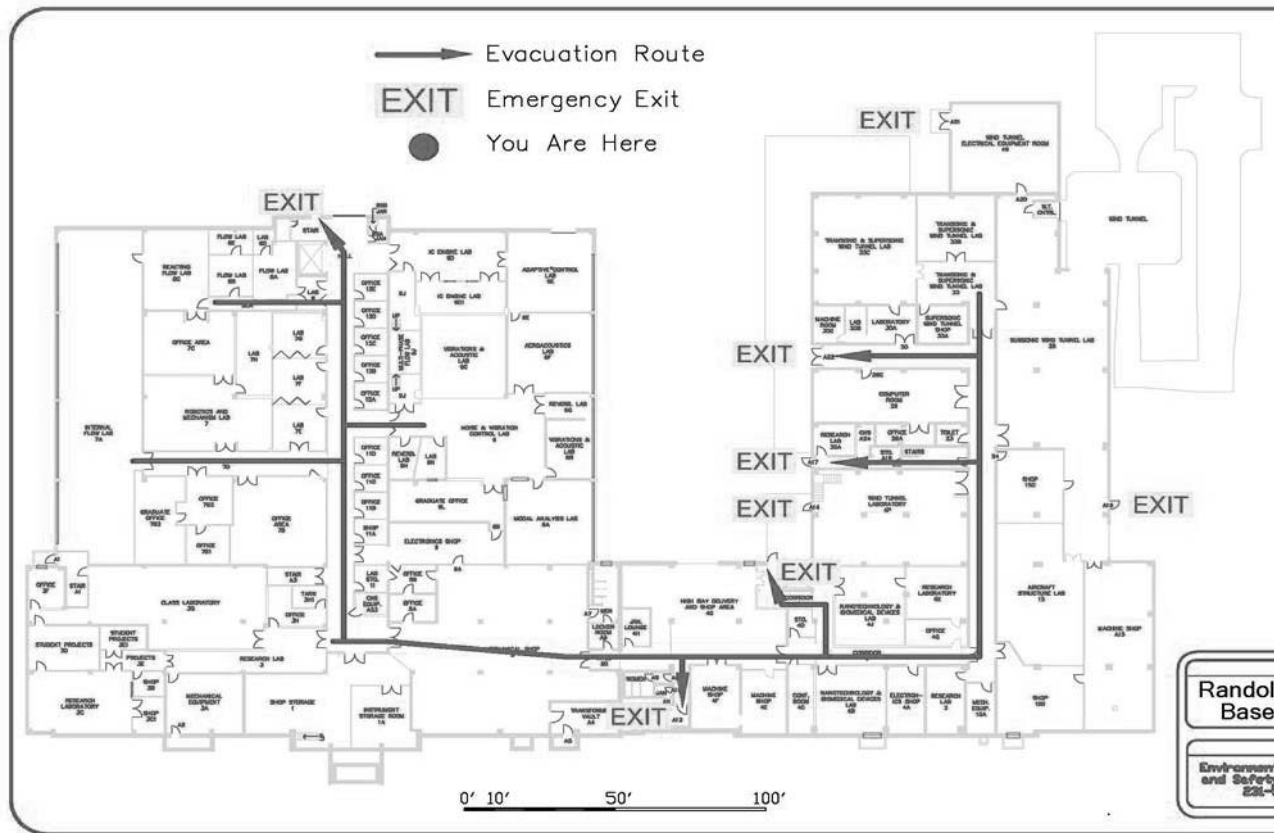
Depending on the occupancy of the building, departments may consider the need to assemble in separate areas from other departments. For instance, if building occupancy is large, the ability to differentiate between personnel in different departments will become difficult. The Emergency Preparedness Committee should coordinate assembly area locations based on the size of the unit.



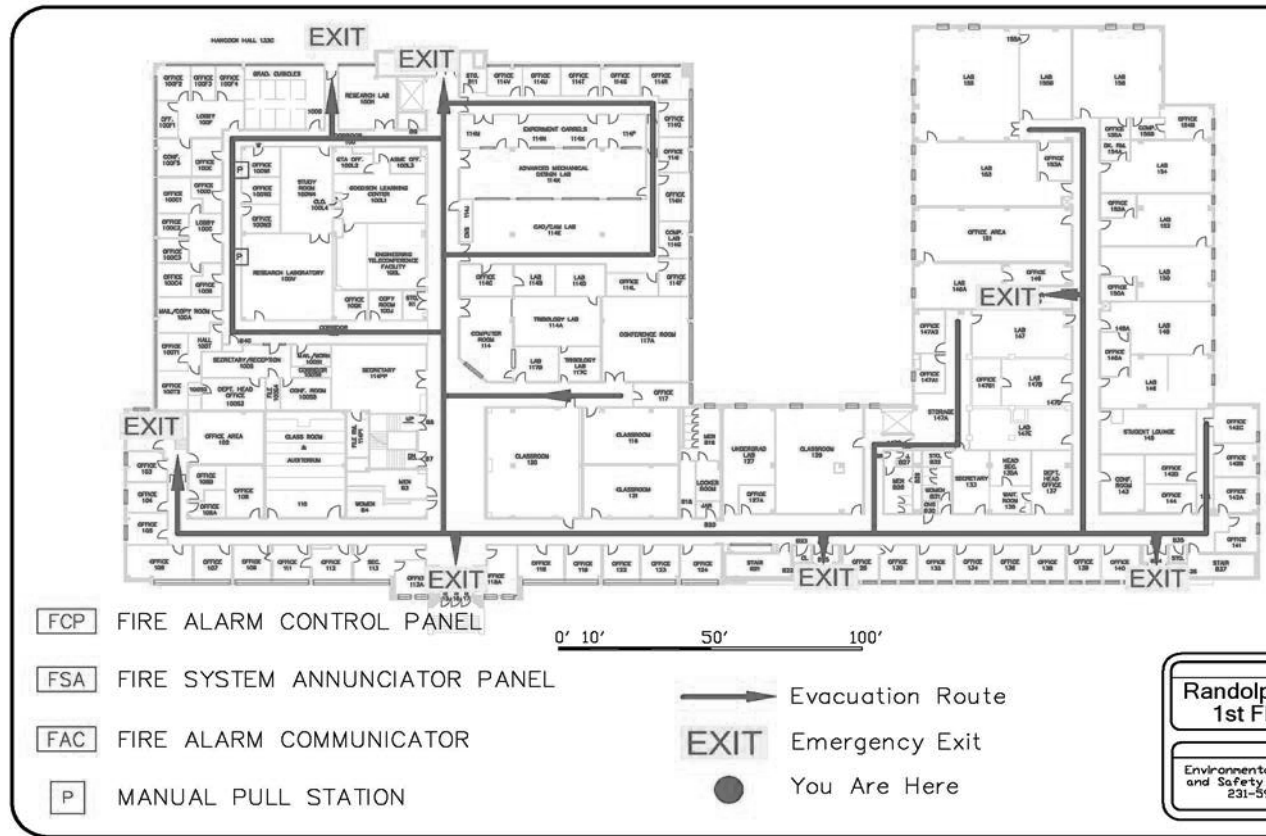


## EVACUATION ROUTING

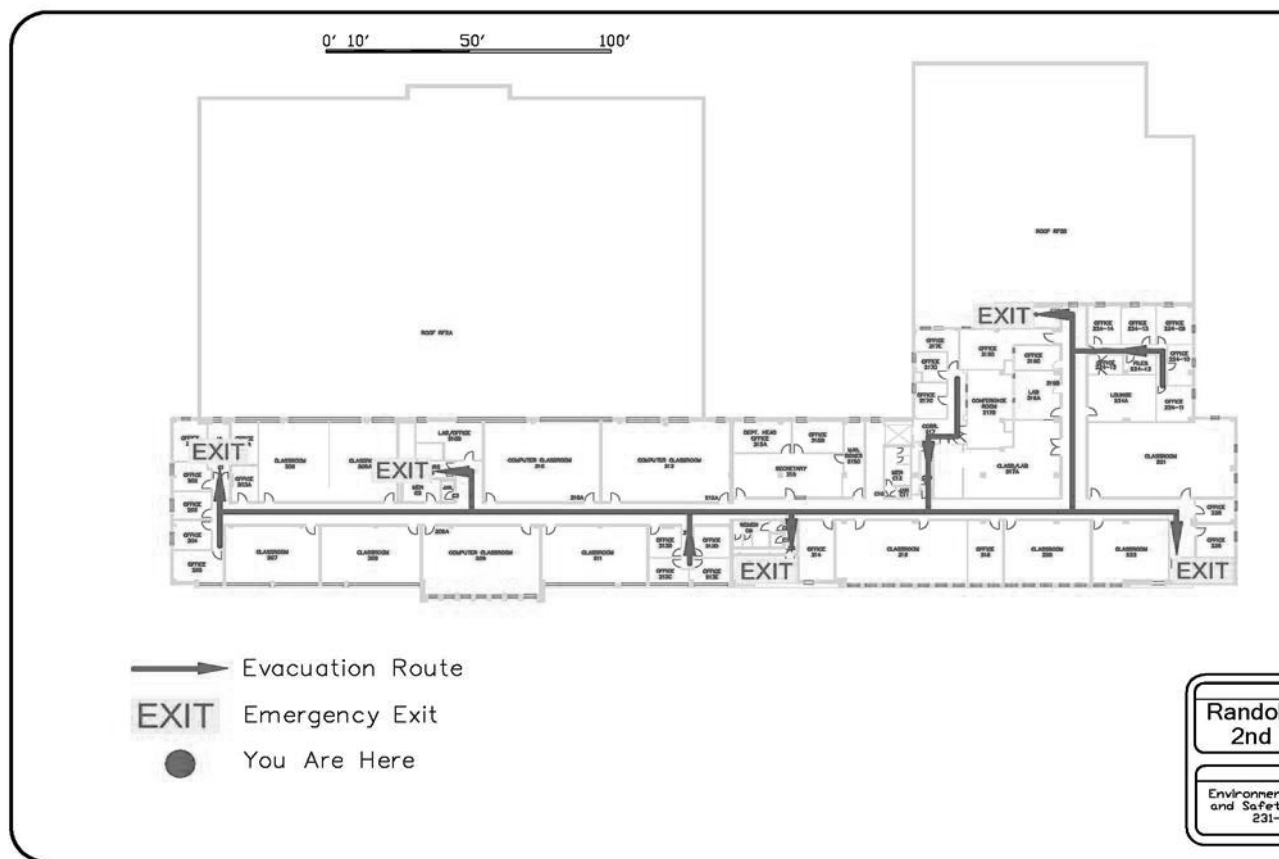
The following maps provide floor-plan based evacuation routes for Randolph Hall.



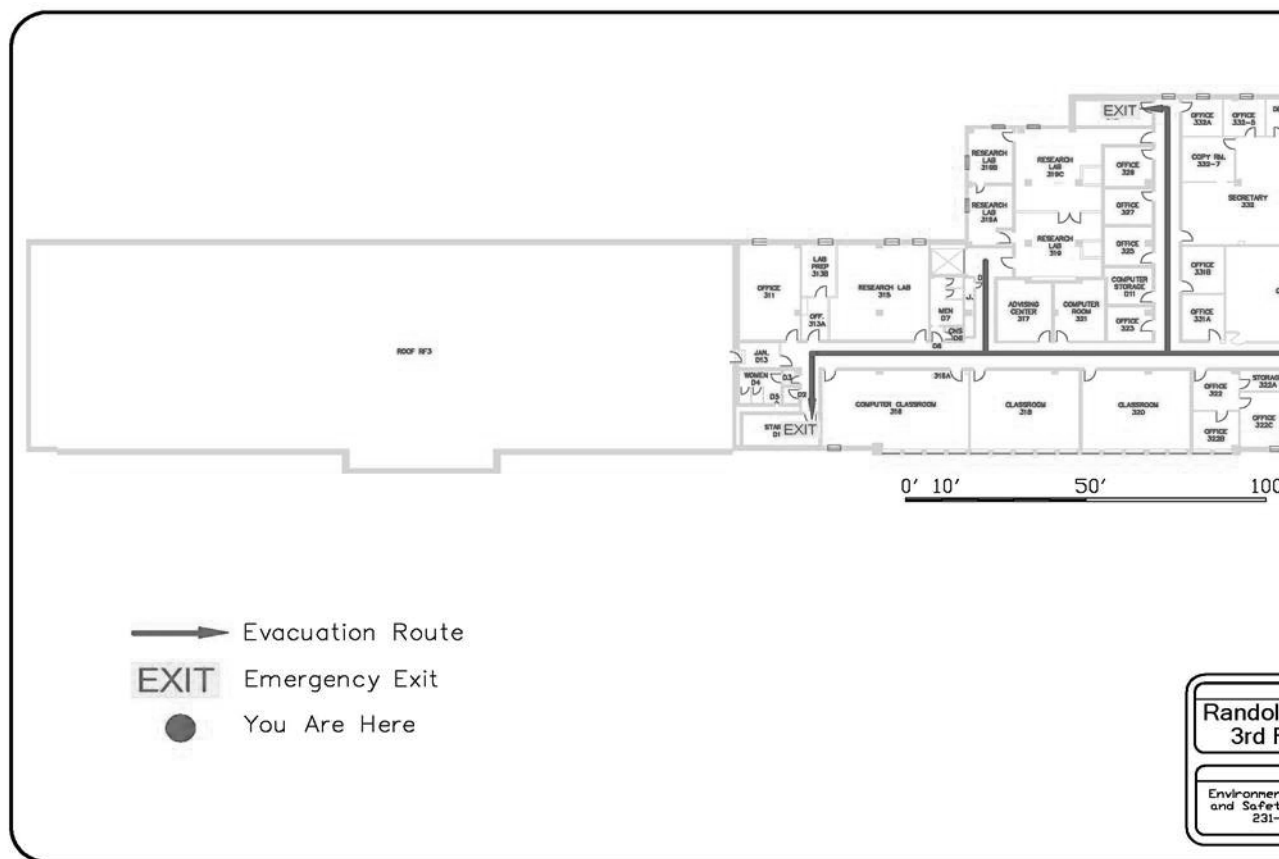
Emergency Action Plan  
Building Annex



## Emergency Action Plan Building Annex



## Emergency Action Plan Building Annex



## **SHELTERING LOCATIONS**

Sheltering in Randolph Hall. is not limited to the following locations identified on the building plan; however, these are and deemed desirable locations for sheltering when accessible. Always remember sheltering should be towards the interior from windows, exterior doors, and away from heavy objects.

# Building Annex – Hancock Hall

***Building Address: 490 Old Turner St.***

***Campus: Blacksburg***

## **BUILDING EMERGENCY COORDINATOR & ALTERNATE (BEC / ABEC)**

The Building Emergency Coordinator (BEC) program was established to coordinate the emergency preparedness and planning efforts among each of the campus buildings. The BEC serves as an extension of the Office of Emergency Management in the preparedness, response, and recovery phases of an emergency and serves as a central point of contact, in which information can be exchanged, within and external to the building. The BEC not only adds value to the building community, by serving in this position, but also to the overall University.

Typically a campus building is occupied by multiple departments, making building-wide communications difficult during normal operations, let alone during an emergency. Thus the Building Emergency Coordinator (BEC) program also serves to assist first responders and the Office of Emergency Management by developing a common, building-wide, plan of action for emergencies that threaten life safety.

An additional role of the BEC is to serve as a single point of contact within each building and allowing emergency planners to better disseminate pertinent emergency preparedness information and plans throughout campus buildings. In addition, emergency responders are provided with a single, knowledgeable point of contact, within each building that can assist in contacting appropriate departmental personnel and officials in case of an emergency.

Primary Building Emergency Coordinator (BEC)		
Name	Becky	Shelor
Office Address	215 Hancock Hall	
Phone 1	231-9764	
Phone 2	315-9506	
Email Address (PID@vt.edu)	rshelor@vt.edu	

Alternate Building Emergency Coordinator (ABEC)		
Name	Carlos	Suchicital
Office Address	310 Holden Hall	
Phone 1	315-5197	
Phone 2		
Email Address (PID@vt.edu)	ctas@vt.edu	

## EMERGENCY PREPAREDNESS COMMITTEE (EPC)

The Emergency Preparedness Committee (EPC) is composed of one representative from every department that occupies a specific building on campus. Each of the departmental representatives shall act as a liaison between their department and the Emergency Preparedness Committee (EPC). If a department occupies space in more than one campus building, the department will then have multiple EPC representatives serving on their respective buildings' Emergency Preparedness Committee (EPC).

Department	Name (First & Last)	Phone Number	Email (PID@vt.edu)
COE -Dean's Office	Becky Shelor	231-9764	rshelor@vt.edu
MSE	Carlos Suchicital	315-5197	ctas@vt.edu
BEAM	Mac McCord	231-7456	mmccord@vt.edu

## VISITORS INFORMATION

Visitors present buildings a unique challenge because they are not generally familiar with department or University emergency procedures. During an emergency, visitors should be given special care to ensure they follow building emergency procedures. Personnel with special responsibilities to visitors should be described in detail below.

Visitors
Faculty and staff will ensure visitors will seek appropriate shelter in place or evacuation to the assembly location.

## FIRST AID KIT/AED LOCATIONS

Each building should have at least one first aid kit available to building occupants. For guidance on what must be stocked in first aid kits and how these kits are to be maintained, see <http://www.emergency.vt.edu/ready/get-a-kit.html>.

Many buildings have been equipped with automatic external defibrillators (AEDs) by Virginia Tech Rescue Squad or through department purchase. The Virginia Tech Rescue Squad provides 24/7 maintenance response to AEDs throughout campus. Contact information is located on the front of the AED cabinet. Indicate locations of first aid kits and AEDs below.

For more information about the campus AED program, visit [www.rescue.vt.edu/aed](http://www.rescue.vt.edu/aed).

Location(s) of First Aid Kits				
Room	103	104	107	205
Room	101	102	208	201
Room	215			

Location(s) of AEDs				
Floor	1			
Location	Lobby under Bridge			
Floor				
Location				



## DIGITAL DESKPHONES

In the event of a power or network (internet) outage the new Unified Communications (UC) voice over internet protocol (VoIP) telephones will not operate. Depending on the extent of the emergency, cellular service may also be unavailable. It is strongly recommended that a combination of VoIP and digital (high availability) phones are installed in selected areas throughout the building to ensure uninterrupted access to emergency services in the event of a power or network failure.

Please contact an NI&S Customer Support Specialist at 540-231-6460 for additional information about available VoIP (Avaya 9600 series) and digital (Avaya 9400 series) service offerings.

Location(s) of Digital (High Availability) Phones				
	HA Phone 1	HA Phone 2	HA Phone 3	HA Phone 4
Floor				
Location				
Phone Number				
Floor				
Location				
Phone Number				
Floor				
Location				
Phone Number				

## BUILDING ALARMS

Many buildings are equipped with a centralized fire alarm system. In cases where the building is not equipped with a centralized alarm system, building occupants must attempt to make other occupants aware of an emergency by knocking on doors and shouting “Fire”, sounding air horns, or similar means.

This building is equipped with: **Full building alarm**

## EVACUATION PROCEDURES

For buildings equipped with an audible alarm system:

- The fire/evacuation alarm is a high-pitched annunciator. When you hear the fire/evacuation alarm, leave the building. Follow evacuation instructions located in this plan.
- The fire/evacuation alarm may also be equipped with strobe lights for persons with hearing disabilities.
- Procedures, which may be hazardous if left unattended, should be shut down prior to evacuation, if safe to do so.
- Verify that persons are exiting the building and that doors are closed to reduce the spread of fire and smoke.

For buildings NOT equipped with an audible alarm system:

- Departments should evacuate the building by shouting “Fire” throughout the halls and sounding air horns or similar audible devices. Follow evacuation procedures in this plan.
- Special attention should be given to the presence of hearing and/or visually impaired individuals during the notification and evacuation.
- Procedures, which may be hazardous if left unattended, should be shut down prior to evacuation, if safe to do so.
- Verify that persons are exiting the building and that doors are closed to reduce the spread of fire and smoke.

## SHELTER-IN-PLACE GATHERING POINTS

Shelter-in-place events are usually weather related emergencies. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from the danger. Do not lock doors behind you as others may also need to shelter-in-place.

The recommended shelter-in-place gathering points for Hancock Hall are:

Gathering Points
Move to lower floors and interior spaces away from glass and falling objects.

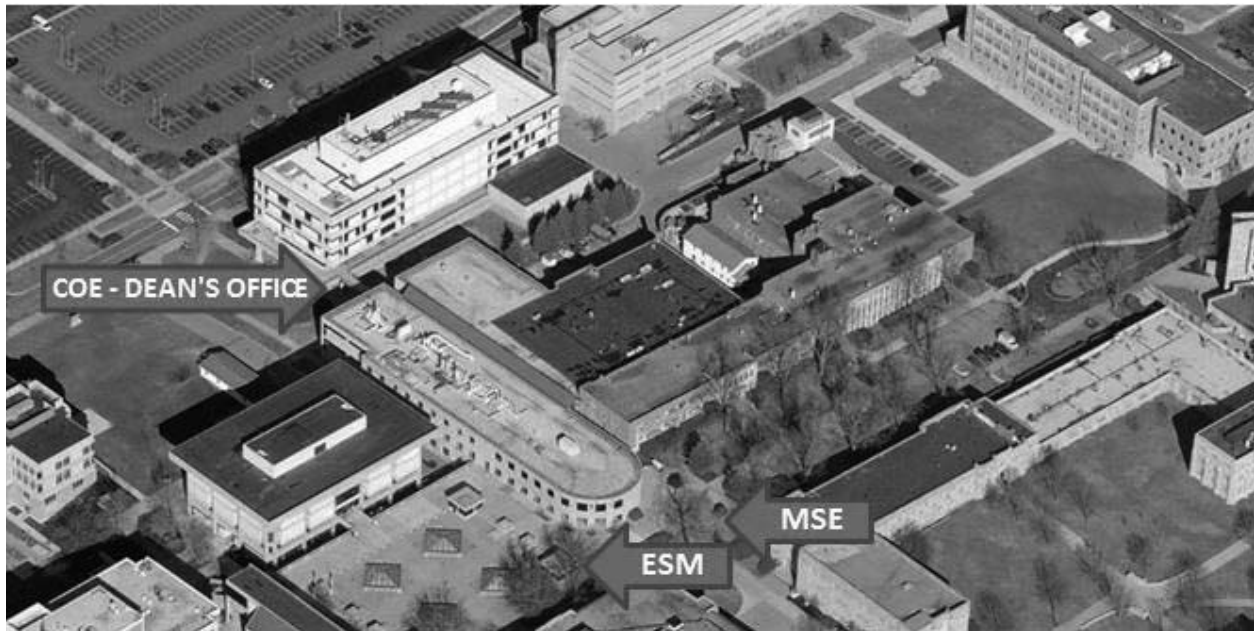
## UNIQUE BUILDING HAZARDS

List any unique hazards located in this building below. Unique hazards may include combustibles, chemicals, research activities, biological agents, etc. When emergencies occur, personnel should attempt to provide emergency responders with specific hazards within the building.

Description of Hazard	Location	Contact Person	Contact Phone 1	Contact Phone 2
Poisonous Gasses	208	Louis Guido	235-3551	818-1202
Poisonous Gasses & Liquids	106	Shashank Priya	231-0745	
High Temp. Furnaces	108	Shashank Priya	231-0745	
High temp. Furnaces	102	Gary Prickrell	231-3504	
High pressure gases	208	Louis Guido	231-3551	
High power RF field	208	Louis Guido	231-3551	
High flow toxic liquid	208	Louis Guido	231-3551	

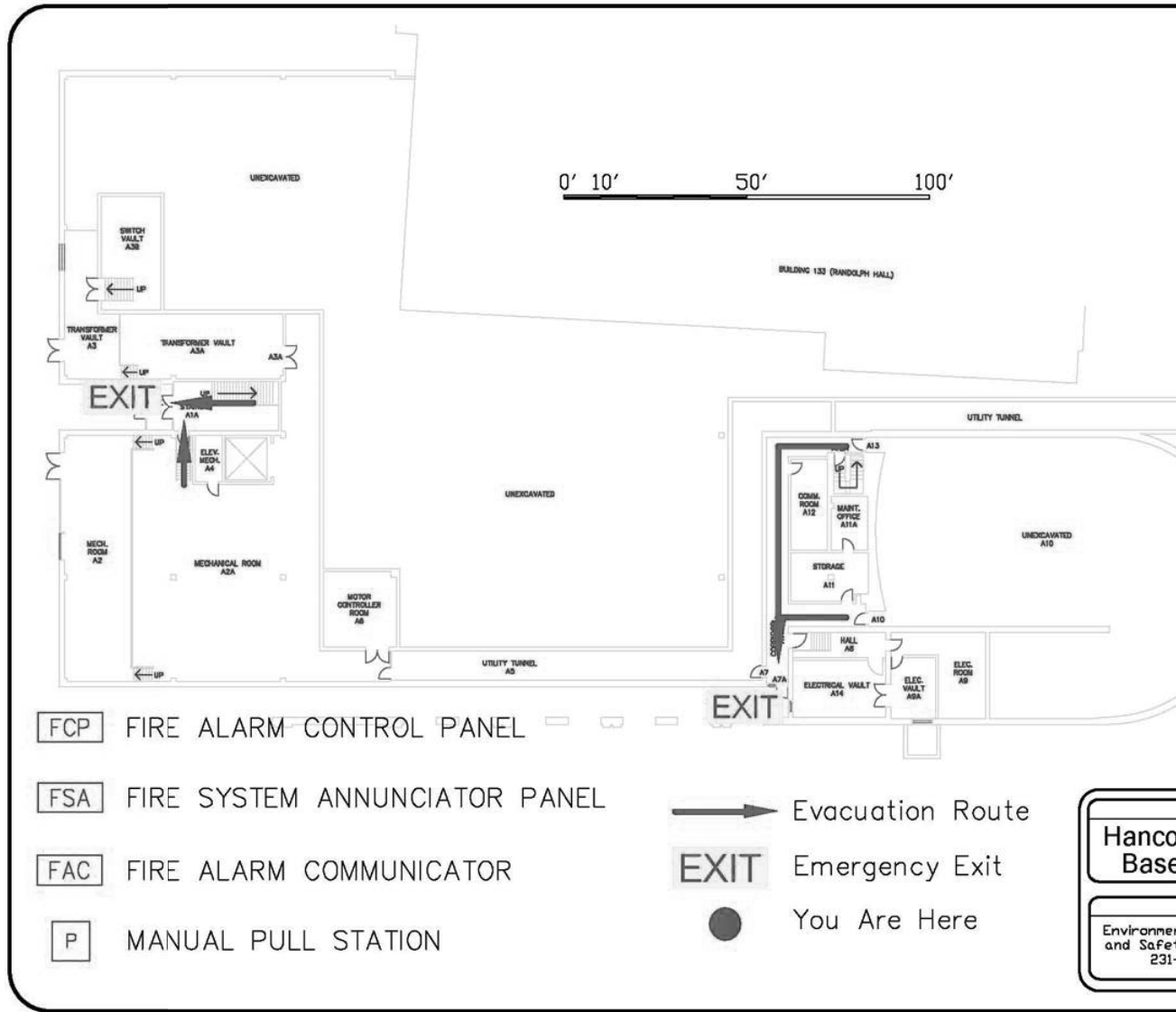
## EVACUATION ASSEMBLY AREAS

Depending on the occupancy of the building, departments may consider the need to assemble in separate areas from other departments. For instance, if building occupancy is large, the ability to differentiate between personnel in different departments will become difficult. The Emergency Preparedness Committee should coordinate assembly area locations based on the size of the unit.

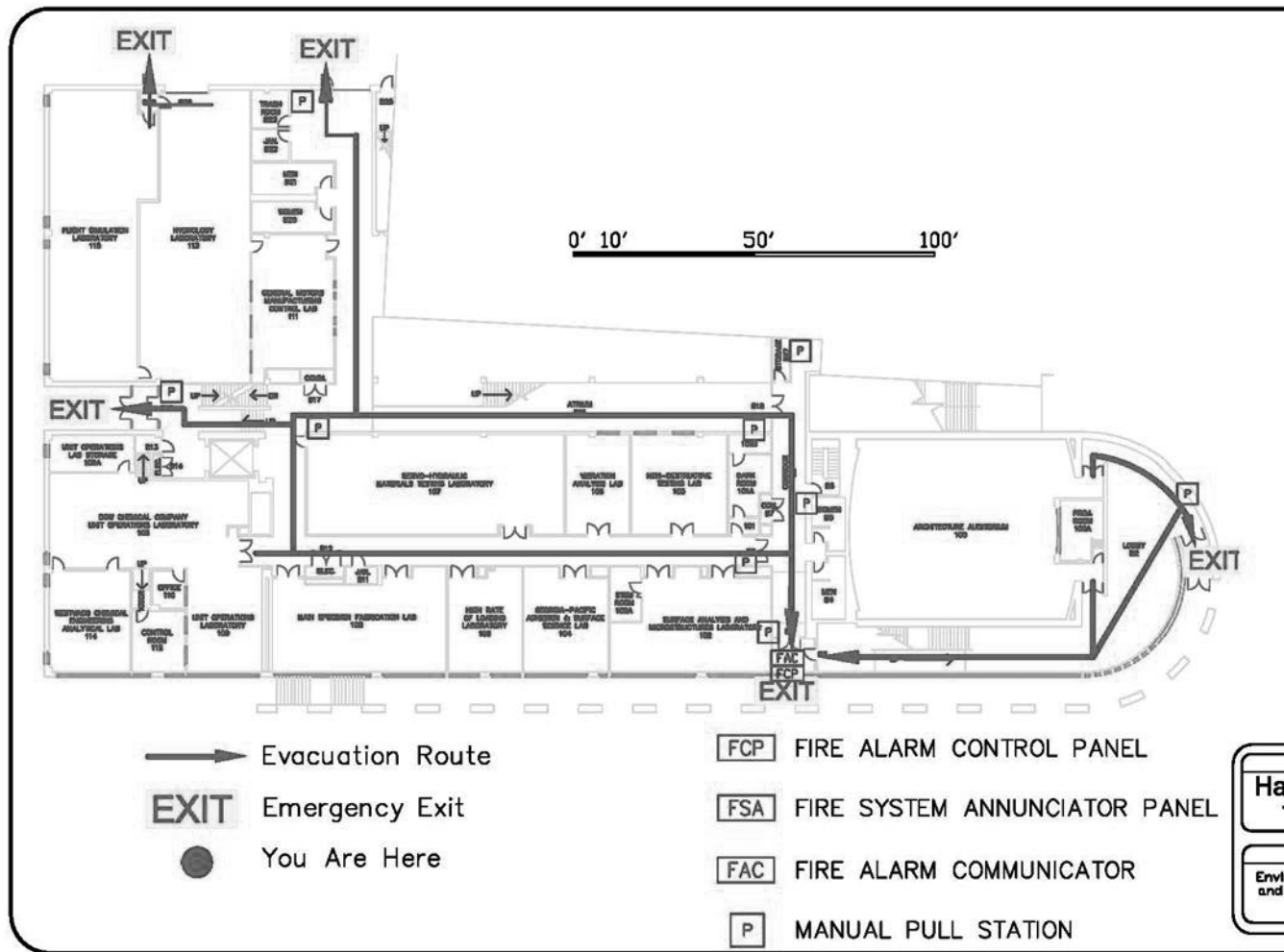


## EVACUATION ROUTING

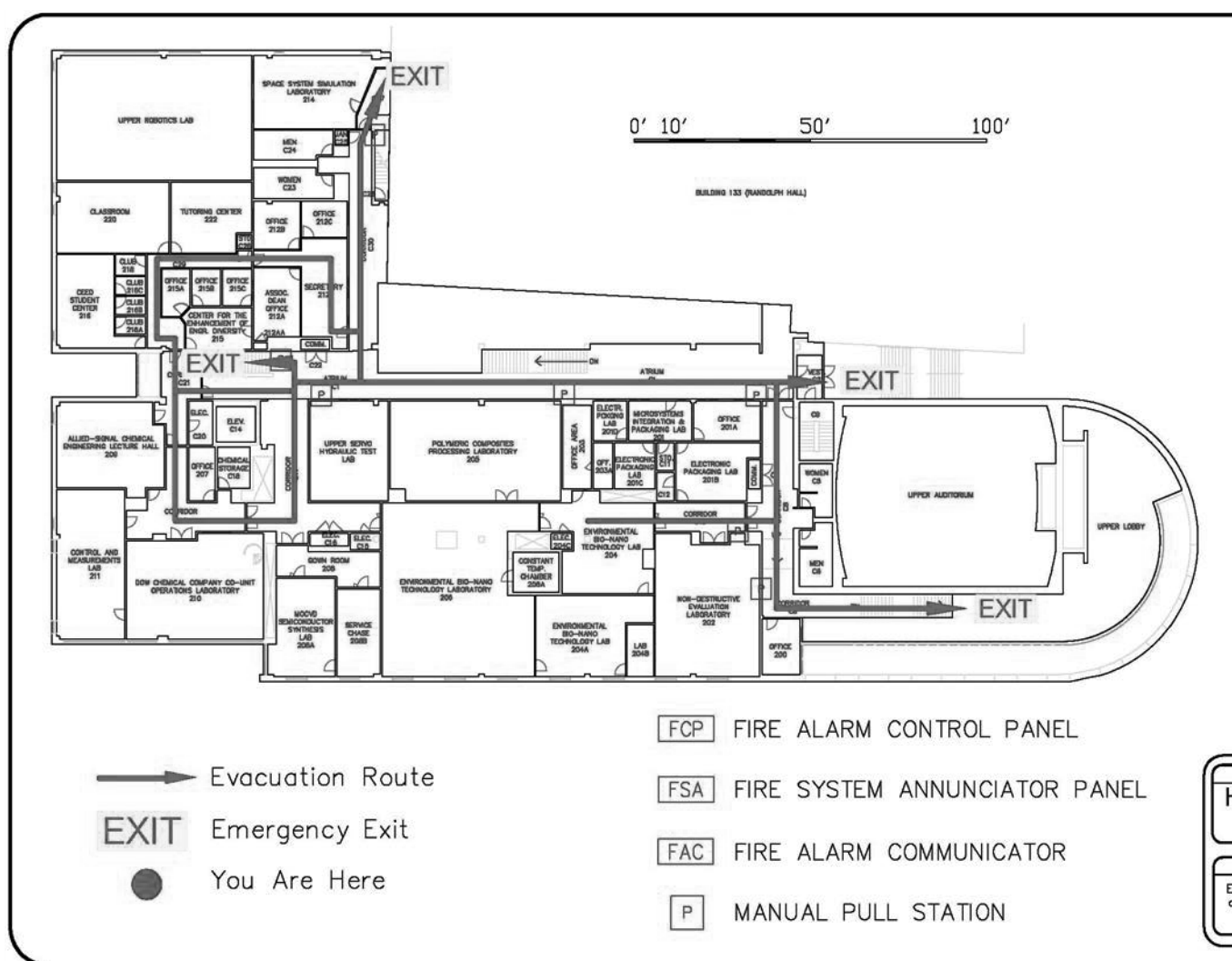
The following maps provide floor-plan based evacuation routes for Hancock Hall.



Emergency Action Plan  
Building Annex



## Emergency Action Plan Building Annex





## **SHELTERING LOCATIONS**

Sheltering in Hancock Hall. is not limited to the following locations identified on the building plan; however, these are and deemed desirable locations for sheltering when accessible. Always remember sheltering should be towards the interior from windows, exterior doors, and away from heavy objects.

# Building Annex – Torgersen Hall

***Building Address: 620 Drillfield Drive***

***Campus: Blacksburg***

## **BUILDING EMERGENCY COORDINATOR & ALTERNATE (BEC / ABEC)**

The Building Emergency Coordinator (BEC) program was established to coordinate the emergency preparedness and planning efforts among each of the campus buildings. The BEC serves as an extension of the Office of Emergency Management in the preparedness, response, and recovery phases of an emergency and serves as a central point of contact, in which information can be exchanged, within and external to the building. The BEC not only adds value to the building community, by serving in this position, but also to the overall University.

Typically a campus building is occupied by multiple departments, making building-wide communications difficult during normal operations, let alone during an emergency. Thus the Building Emergency Coordinator (BEC) program also serves to assist first responders and the Office of Emergency Management by developing a common, building-wide, plan of action for emergencies that threaten life safety.

An additional role of the BEC is to serve as a single point of contact within each building and allowing emergency planners to better disseminate pertinent emergency preparedness information and plans throughout campus buildings. In addition, emergency responders are provided with a single, knowledgeable point of contact, within each building that can assist in contacting appropriate departmental personnel and officials in case of an emergency.

Primary Building Emergency Coordinator (BEC)		
Name	Chuck	Perkins
Office Address	1100B Torgersen Hall	
Phone 1	231-7859	
Phone 2	540-392-0244	
Email Address (PID@vt.edu)	chuckp	

Alternate Building Emergency Coordinator (ABEC)		
Name	Linda	Perkins
Office Address	3044A Torgersen Hall	
Phone 1	231-9752	
Phone 2	540-230-0831	
Email Address (PID@vt.edu)	lperkins	

## EMERGENCY PREPAREDNESS COMMITTEE (EPC)

The Emergency Preparedness Committee (EPC) is composed of one representative from every department that occupies a specific building on campus. Each of the departmental representatives shall act as a liaison between their department and the Emergency Preparedness Committee (EPC). If a department occupies space in more than one campus building, the department will then have multiple EPC representatives serving on their respective buildings' Emergency Preparedness Committee (EPC).

Department	Name (First & Last)	Phone Number	Email (PID@vt.edu)
ARC	Alana Romanella	231-0284	ar@vt.edu
ARC	Abby Khanal	231-0698	Ak2409.vt.edu
Computer Science	Robert Marcum	231-7537	marcumr@cs.vt.edu
Computer Science	Missy Thomas	231-1150	mdthomas@VT.EDU
Dean - Engineering	Linda Perkins	231-9752	lperkins@vt.edu
ECE	Cameron Patterson	231-8397	cdp@vt.edu
ECE	Brian Jalaian		bran@vt.edu
Geospatial	Sforza Peter	231-8935	sforza@vt.edu
IT Security	Brad Tilley	231-3133	brad@vt.edu
MSE	Sean McGinnis	231-1446	smcginn@vt.edu
Provost Office	Chuck Perkins	231-7859	chuckp@vt.edu
Software Distributi	Sarah McCroskey	231-1624	smccrosk@vt.edu
TLOS	Brian Myers	231-7885	myersb@vt.edu
TLOS	Judy Alford	231-2309	jualford@vt.edu
TLOS	Deyu Hu	231-8305	dhu@vt.edu
IT Security	Philip Kobezak	231-2441	pdk@vt.edu
Dean-Engineering	Lynette Lucas	231-1157	llucas@vt.edu
IT Security	David Raymond		raymond@vt.edu
TLOS	Chris Kovach	231-7636	cckovach@vt.edu
Library IT/Port	Ross Edmonds	231-4985	edmondsr@vt.edu

## VISITORS INFORMATION

Visitors present buildings a unique challenge because they are not generally familiar with department or University emergency procedures. During an emergency, visitors should be given special care to ensure they follow building emergency procedures. Personnel with special responsibilities to visitors should be described in detail below.

Visitors
Visitors will be escorted to the evacuation assembly area or shelter-in-place location by department or building staff.

## FIRST AID KIT/AED LOCATIONS

Each building should have at least one first aid kit available to building occupants. For guidance on what must be stocked in first aid kits and how these kits are to be maintained, see <http://www.emergency.vt.edu/ready/get-a-kit.html>.

Many buildings have been equipped with automatic external defibrillators (AEDs) by Virginia Tech Rescue Squad or through department purchase. The Virginia Tech Rescue Squad provides 24/7 maintenance response to AEDs throughout campus. Contact information is located on the front of the AED cabinet. Indicate locations of first aid kits and AEDs below.

For more information about the campus AED program, visit [www.rescue.vt.edu/aed](http://www.rescue.vt.edu/aed).

Location(s) of First Aid Kits				
Room	3042	3220	1230	3120
Room	2060	1100B		
Room				

Location(s) of AEDs				
Floor	2			
Location	Main lobby			
Floor				
Location				

## DIGITAL DESKPHONES

In the event of a power or network (internet) outage the new Unified Communications (UC) voice over internet protocol (VoIP) telephones will not operate. Depending on the extent of the emergency, cellular service may also be unavailable. It is strongly recommended that a combination of VoIP and digital (high availability) phones are installed in selected areas throughout the building to ensure uninterrupted access to emergency services in the event of a power or network failure.

Please contact an NI&S Customer Support Specialist at 540-231-6460 for additional information about available VoIP (Avaya 9600 series) and digital (Avaya 9400 series) service offerings.

Location(s) of Digital (High Availability) Phones				
	HA Phone 1	HA Phone 2	HA Phone 3	HA Phone 4
Floor	3`	2	[Dig HiAv Phone Floor 3]	[Dig HiAv Phone Floor 4]
Location	3046	2320		
Phone Number	231-5787	231-7889	[Dig HiAv Phone #3]	[Dig HiAv Phone #4]
Floor				
Location				
Phone Number				
Floor				
Location				
Phone Number				

## BUILDING ALARMS

Many buildings are equipped with a centralized fire alarm system. In cases where the building is not equipped with a centralized alarm system, building occupants must attempt to make other occupants aware of an emergency by knocking on doors and shouting "Fire", sounding air horns, or similar means.

This building is equipped with: **Full building alarm**

## EVACUATION PROCEDURES

For buildings equipped with an audible alarm system:

- The fire/evacuation alarm is a high-pitched annunciator. When you hear the fire/evacuation alarm, leave the building. Follow evacuation instructions located in this plan.
- The fire/evacuation alarm may also be equipped with strobe lights for persons with hearing disabilities.
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- Verify that persons are exiting the building and that doors are closed to reduce the spread of fire and smoke.

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- Procedures, which may be hazardous if left unattended, should be shut down prior to evacuation, if safe to do so.
- Verify that persons are exiting the building and that doors are closed to reduce the spread of fire and smoke.

**SHELTER-IN-PLACE GATHERING POINTS**

Shelter-in-place events are usually weather related emergencies. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from the danger. Do not lock doors behind you as others may also need to shelter-in-place.

The recommended shelter-in-place gathering points for Torgersen Hall are:

Gathering Points
Move to lower floors and interior hallways, away from glass and falling objects. Diagrams are on pages 12,13,and 14.

## UNIQUE BUILDING HAZARDS

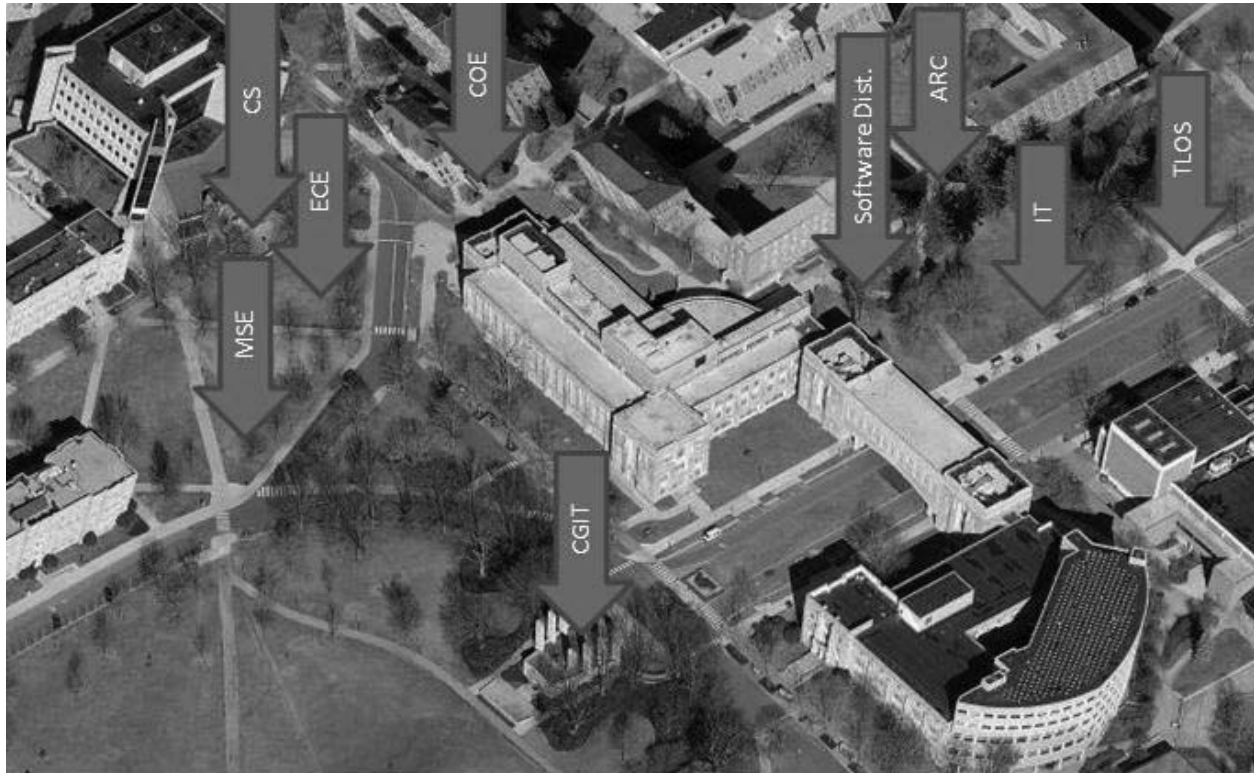
List any unique hazards located in this building below. Unique hazards may include combustibles, chemicals, research activities, biological agents, etc. When emergencies occur, personnel should attempt to provide emergency responders with specific hazards within the building.

Description of Hazard	Location	Contact Person	Contact Phone 1	Contact Phone 2
50 Gallon Air Compressor	2015	Tom Martin	1-1739	
Electrolyte	2015	Tom Martin	1-1739	
Copper brightening sol	2015	Tom Martin	1-1739	



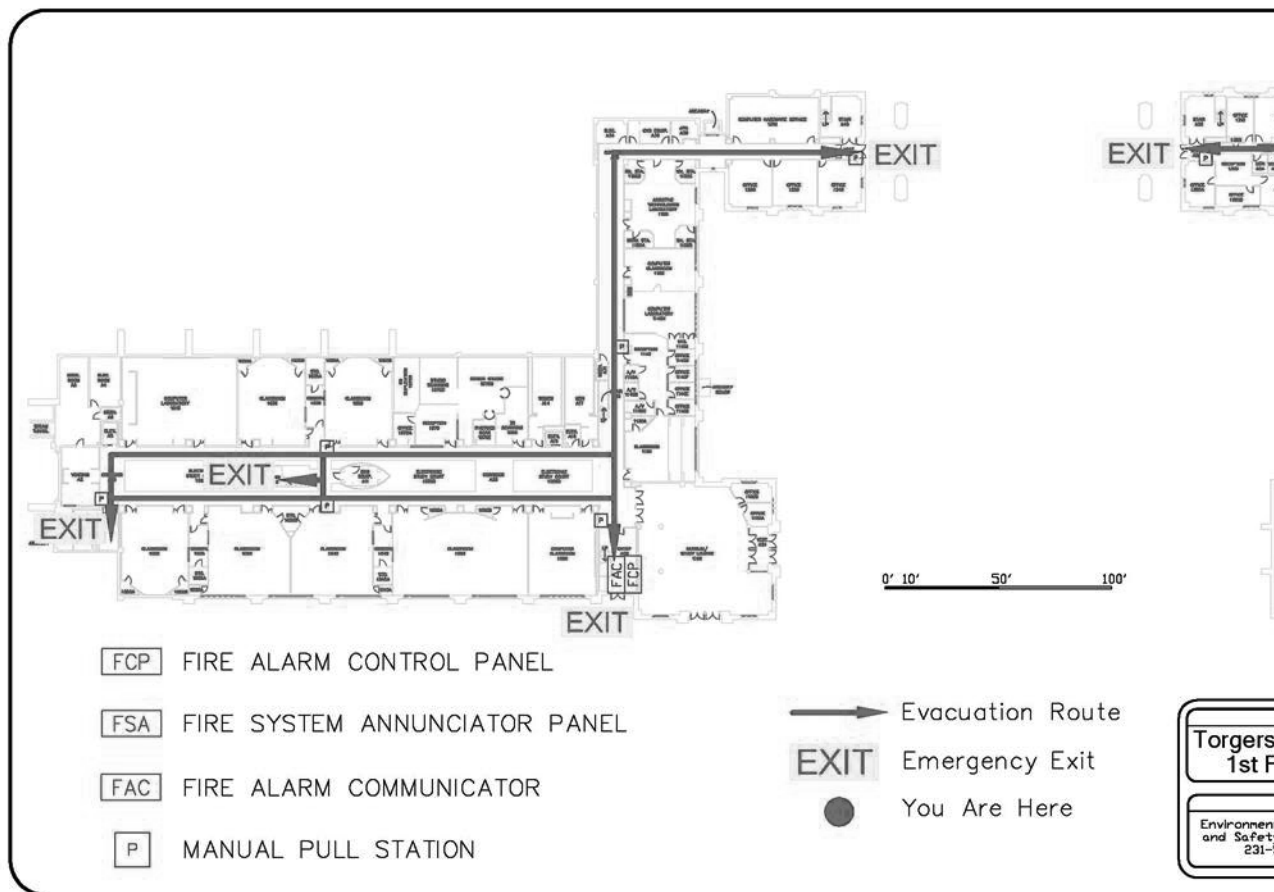
## EVACUATION ASSEMBLY AREAS

Depending on the occupancy of the building, departments may consider the need to assemble in separate areas from other departments. For instance, if building occupancy is large, the ability to differentiate between personnel in different departments will become difficult. The Emergency Preparedness Committee should coordinate assembly area locations based on the size of the unit.

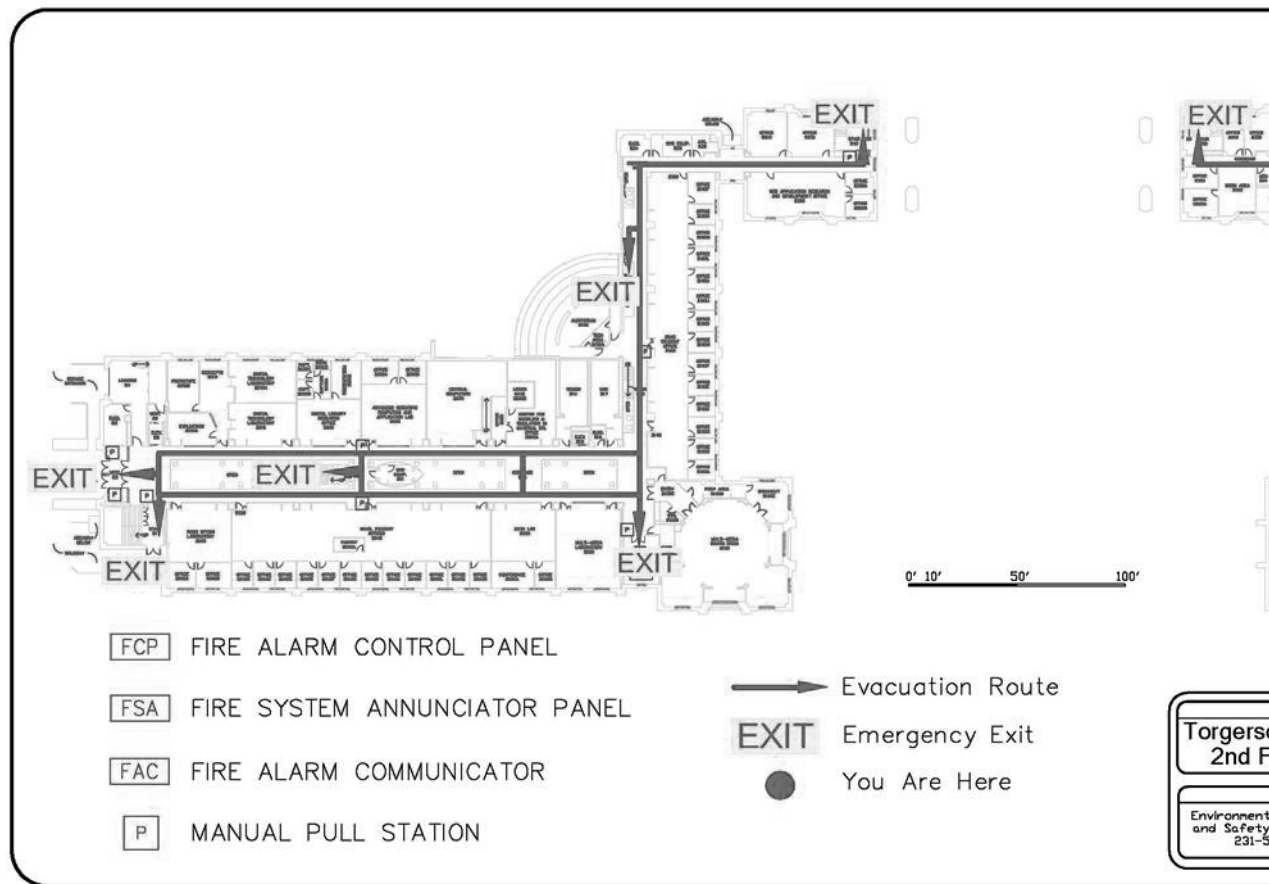


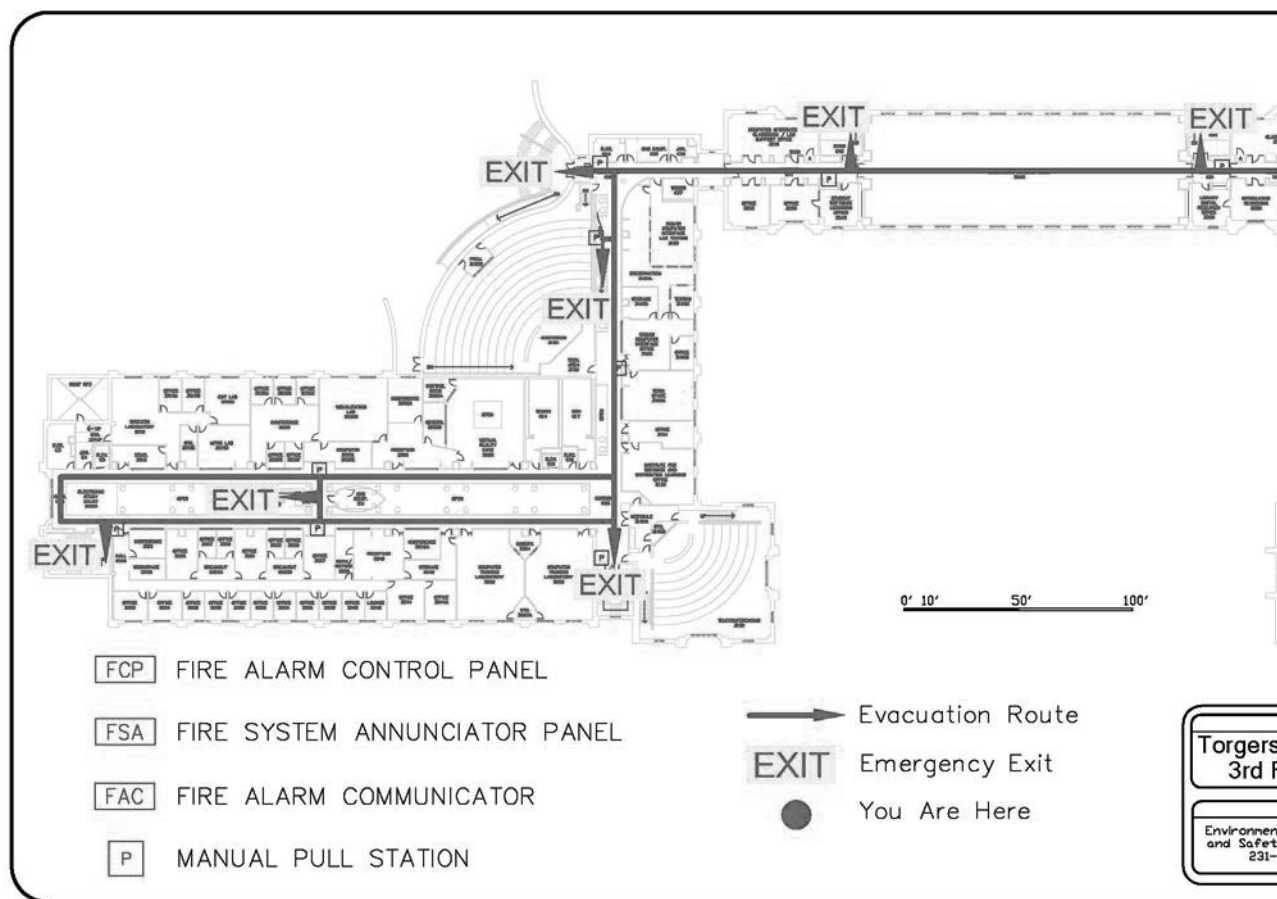
## EVACUATION ROUTING

The following maps provide floor-plan based evacuation routes for Torgersen Hall.



Emergency Action Plan  
Building Annex





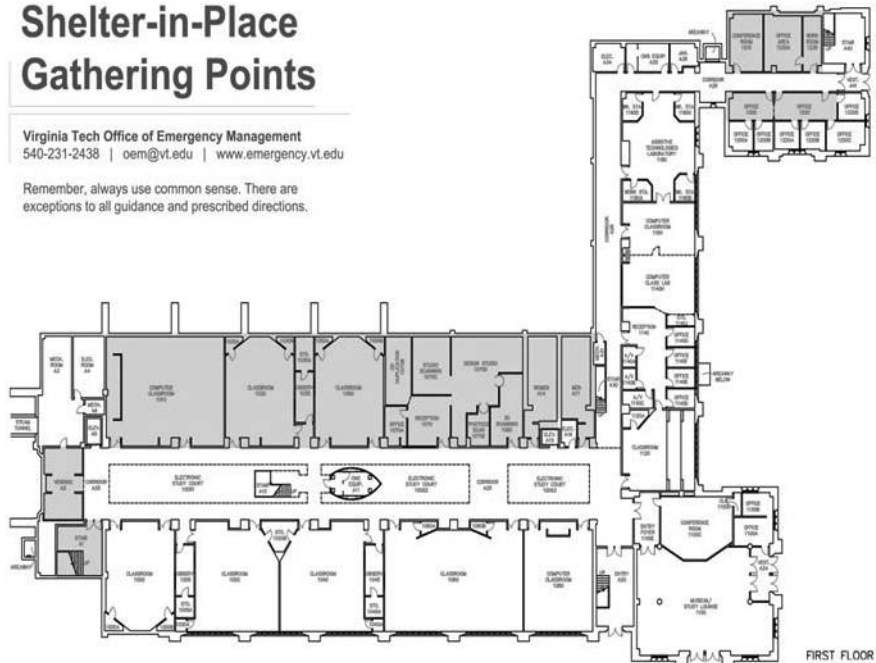
## SHELTERING LOCATIONS

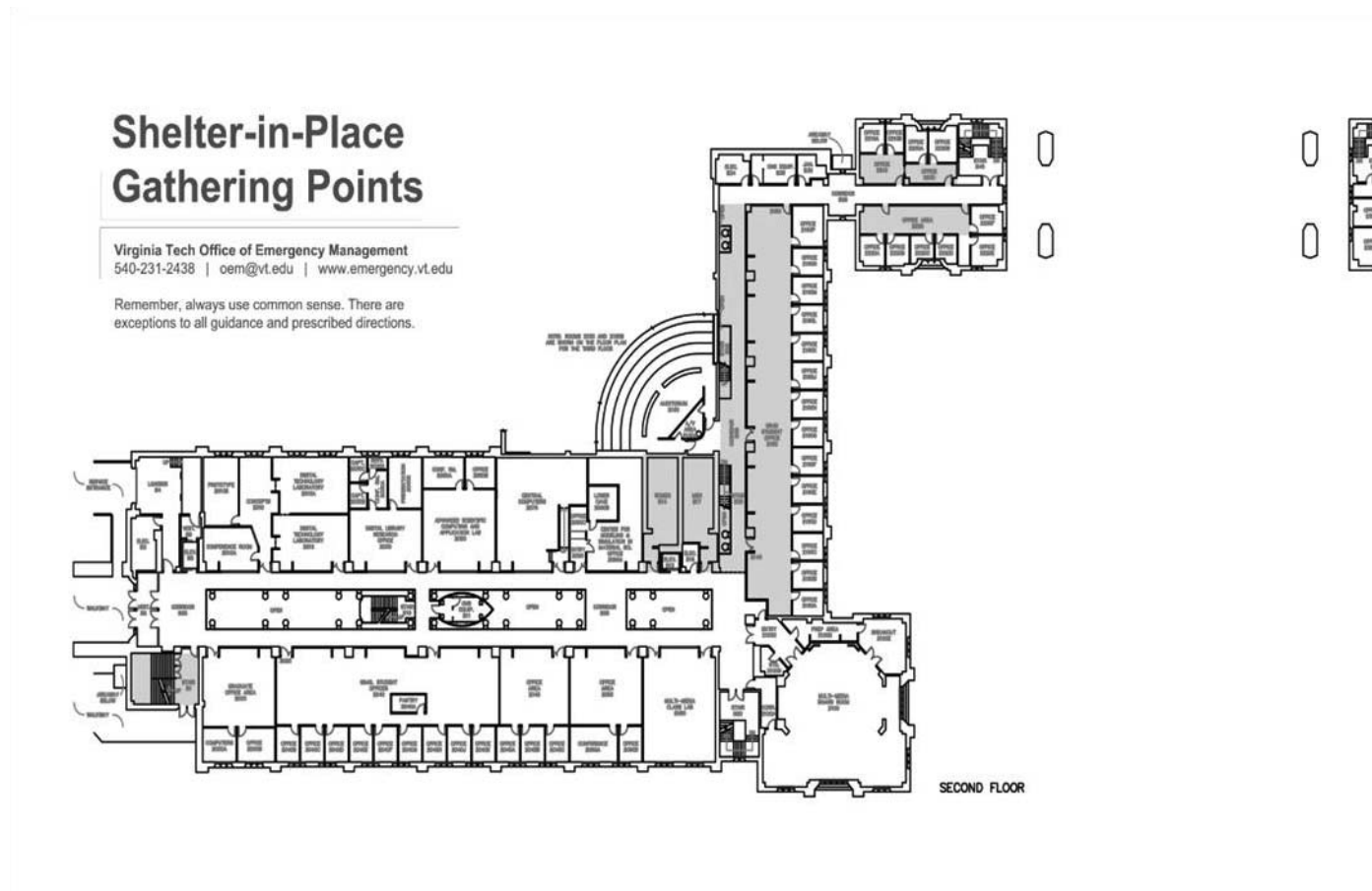
Sheltering in Torgersen Hall. is not limited to the following locations identified on the building plan; however, these are and deemed desirable locations for sheltering when accessible. Always remember sheltering should be towards the interior from windows, exterior doors, and away from heavy objects.

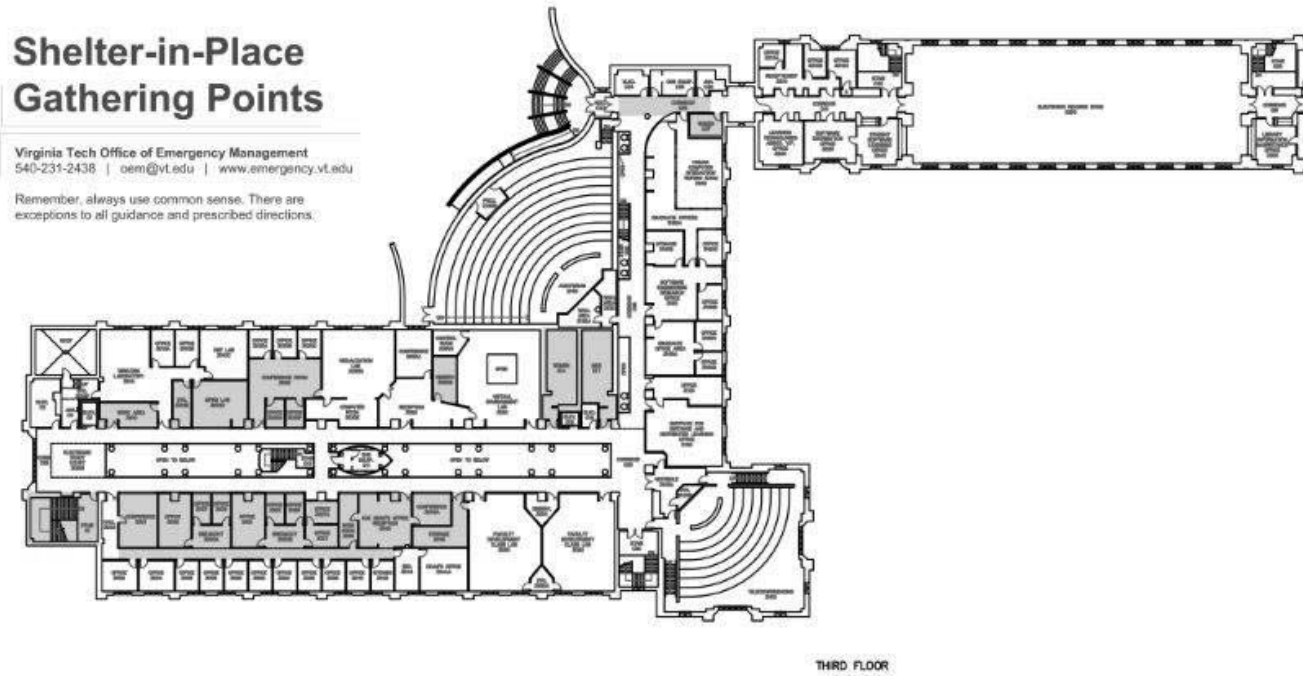
### Shelter-in-Place Gathering Points

Virginia Tech Office of Emergency Management  
540-231-2438 | oem@vt.edu | www.emergency.vt.edu

Remember, always use common sense. There are exceptions to all guidance and prescribed directions.







# Building Annex – Kroehling Advanced Materials Foundry

***Building Address: 145 Inventive Ln.***

***Campus: Blacksburg***

## **BUILDING EMERGENCY COORDINATOR & ALTERNATE (BEC / ABEC)**

The Building Emergency Coordinator (BEC) program was established to coordinate the emergency preparedness and planning efforts among each of the campus buildings. The BEC serves as an extension of the Office of Emergency Management in the preparedness, response, and recovery phases of an emergency and serves as a central point of contact, in which information can be exchanged, within and external to the building. The BEC not only adds value to the building community, by serving in this position, but also to the overall University.

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An additional role of the BEC is to serve as a single point of contact within each building and allowing emergency planners to better disseminate pertinent emergency preparedness information and plans throughout campus buildings. In addition, emergency responders are provided with a single, knowledgeable point of contact, within each building that can assist in contacting appropriate departmental personnel and officials in case of an emergency.

Primary Building Emergency Coordinator (BEC)		
Name	Carlos	Suchicital
Office Address	310 Holden Hall	
Phone 1	315-5197	
Phone 2		
Email Address (PID@vt.edu)	ctas@vt.edu	

Alternate Building Emergency Coordinator (ABEC)		
Name	Alan	Druschitz
Office Address	132 Randolph Hall	
Phone 1	315-5198	
Phone 2		
Email Address (PID@vt.edu)		



## EMERGENCY PREPAREDNESS COMMITTEE (EPC)

The Emergency Preparedness Committee (EPC) is composed of one representative from every department that occupies a specific building on campus. Each of the departmental representatives shall act as a liaison between their department and the Emergency Preparedness Committee (EPC). If a department occupies space in more than one campus building, the department will then have multiple EPC representatives serving on their respective buildings' Emergency Preparedness Committee (EPC).

Department	Name (First & Last)	Phone Number	Email (PID@vt.edu)
MSE	Carlos Suchicital	315-5197	ctas@vt.edu
MSE	Alan Druschitz	315-5198	adrus@vt.edu
MSE	Robert Hendricks	231-6917	hendrxrw@mse.vt.edu
MSE	William Reynolds	231-6825	Reynolds@vt.edu

## VISITORS INFORMATION

Visitors present buildings a unique challenge because they are not generally familiar with department or University emergency procedures. During an emergency, visitors should be given special care to ensure they follow building emergency procedures. Personnel with special responsibilities to visitors should be described in detail below.

### Visitors

Visitors will be escorted to the evacuation assembly area or shelter-in-place location by building faculty and staff. In case of a need to shelter with advance warning – move to a sturdy building. The Alphin-Stuart Arena on Plantation Road has concrete walls. Move to interior spaces away from windows. If no advance warning, seek shelter in interior spaces without windows. Detailed guidelines are available in the Departmental EAP section of this plan.

## FIRST AID KIT/AED LOCATIONS

Each building should have at least one first aid kit available to building occupants. For guidance on what must be stocked in first aid kits and how these kits are to be maintained, see <http://www.emergency.vt.edu/ready/get-a-kit.html>.

Many buildings have been equipped with automatic external defibrillators (AEDs) by Virginia Tech Rescue Squad or through department purchase. The Virginia Tech Rescue Squad provides 24/7 maintenance response to AEDs throughout campus. Contact information is located on the front of the AED cabinet. Indicate locations of first aid kits and AEDs below.

For more information about the campus AED program, visit [www.rescue.vt.edu/aed](http://www.rescue.vt.edu/aed).

### Location(s) of First Aid Kits

Room	108			
Room	110			
Room				

### Location(s) of AEDs

Floor				
Location				
Floor				
Location				

## DIGITAL DESKPHONES

In the event of a power or network (internet) outage the new Unified Communications (UC) voice over internet protocol (VoIP) telephones will not operate. Depending on the extent of the emergency, cellular service may also be unavailable. It is strongly recommended that a combination of VoIP and digital (high availability) phones are installed in selected areas throughout the building to ensure uninterrupted access to emergency services in the event of a power or network failure.

Please contact an NI&S Customer Support Specialist at 540-231-6460 for additional information about available VoIP (Avaya 9600 series) and digital (Avaya 9400 series) service offerings.

Location(s) of Digital (High Availability) Phones				
	HA Phone 1	HA Phone 2	HA Phone 3	HA Phone 4
Floor				
Location				
Phone Number				
Floor				
Location				
Phone Number				
Floor				
Location				
Phone Number				

## BUILDING ALARMS

Many buildings are equipped with a centralized fire alarm system. In cases where the building is not equipped with a centralized alarm system, building occupants must attempt to make other occupants aware of an emergency by knocking on doors and shouting “Fire”, sounding air horns, or similar means.

This building is equipped with: **Full building alarm**

## EVACUATION PROCEDURES

For buildings equipped with an audible alarm system:

- The fire/evacuation alarm is a high-pitched annunciator. When you hear the fire/evacuation alarm, leave the building. Follow evacuation instructions located in this plan.
- The fire/evacuation alarm may also be equipped with strobe lights for persons with hearing disabilities.
- Procedures, which may be hazardous if left unattended, should be shut down prior to evacuation, if safe to do so.
- Verify that persons are exiting the building and that doors are closed to reduce the spread of fire and smoke.

For buildings NOT equipped with an audible alarm system:

- Departments should evacuate the building by shouting “Fire” throughout the halls and sounding air horns or similar audible devices. Follow evacuation procedures in this plan.
- Special attention should be given to the presence of hearing and/or visually impaired individuals during the notification and evacuation.
- Procedures, which may be hazardous if left unattended, should be shut down prior to evacuation, if safe to do so.
- Verify that persons are exiting the building and that doors are closed to reduce the spread of fire and smoke.

**SHELTER-IN-PLACE GATHERING POINTS**

Shelter-in-place events are usually weather related emergencies. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from the danger. Do not lock doors behind you as others may also need to shelter-in-place.

The recommended shelter-in-place gathering points for Kroehling Advanced Materials Foundry are:

Gathering Points
Move to a sturdy building if possible, interior spaces, away from glass and falling objects.

## UNIQUE BUILDING HAZARDS

List any unique hazards located in this building below. Unique hazards may include combustibles, chemicals, research activities, biological agents, etc. When emergencies occur, personnel should attempt to provide emergency responders with specific hazards within the building.

Description of Hazard	Location	Contact Person	Contact Phone 1	Contact Phone 2
Furnaces	Rm. 110	Carlos Suchicital	231-6640	540-315-5197
High Voltage	Rm. 110	Carlos Suchicital	231-6640	540-315-5197
Overhead cranes	Rm. 110	Carlos Suchicital	231-6640	540-315-5197
Pit	Rm. 110	Carlos Suchicital	231-6640	540-315-5197
Large stirring tank	Rm 110A	Carlos Suchicital	231-6640	540-315-5197
High power RF fields	Rm. 110	Carlos Suchicital	231-6640	540-315-5197

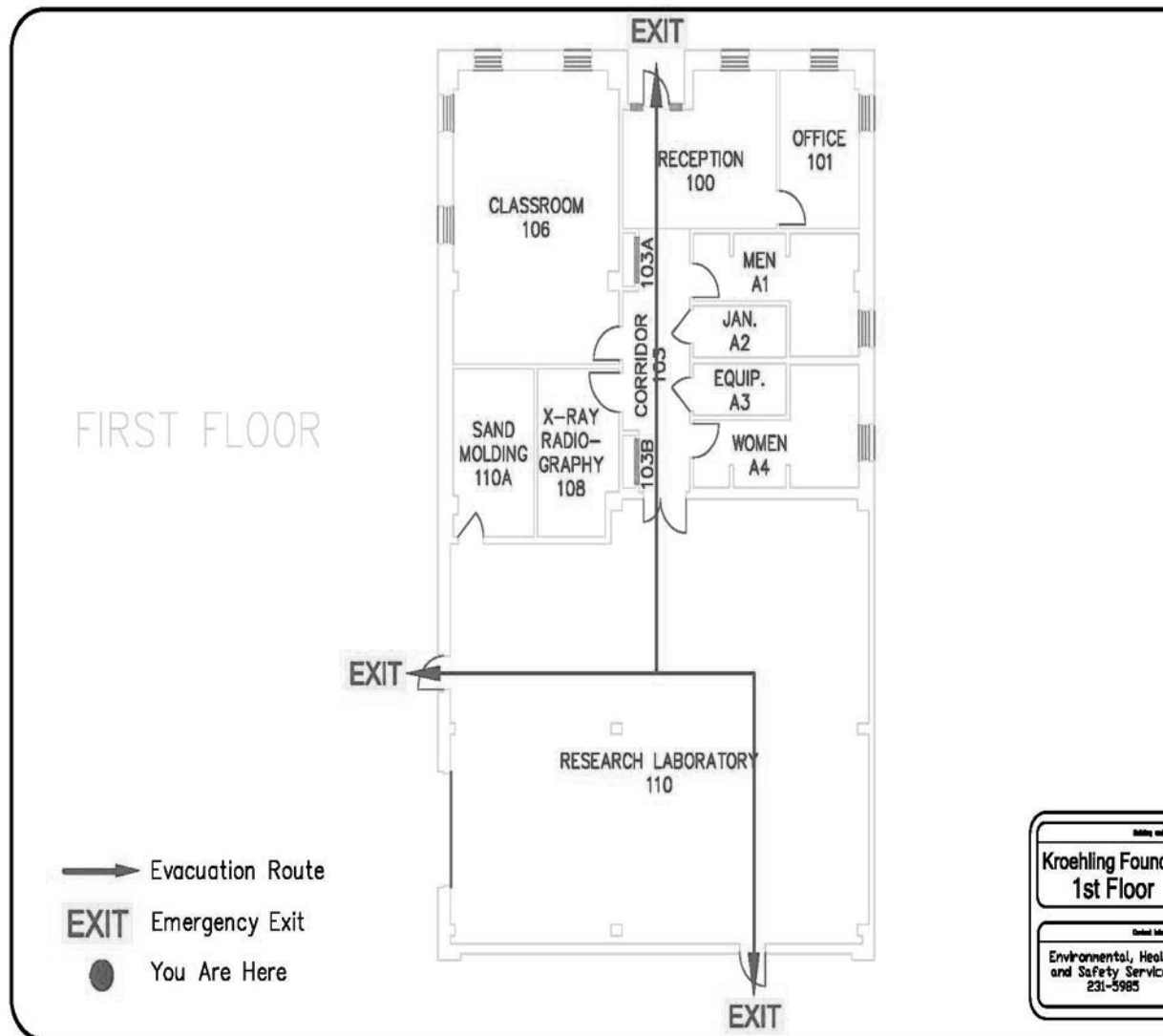
## EVACUATION ASSEMBLY AREAS

Depending on the occupancy of the building, departments may consider the need to assemble in separate areas from other departments. For instance, if building occupancy is large, the ability to differentiate between personnel in different departments will become difficult. The Emergency Preparedness Committee should coordinate assembly area locations based on the size of the unit.



## EVACUATION ROUTING

The following maps provide floor-plan based evacuation routes for Kroehling Advanced Materials Foundry.





## **SHELTERING LOCATIONS**

Sheltering in Kroehling Advanced Materials Foundry. is not limited to the following locations identified on the building. Areas have been evaluated and deemed desirable locations for sheltering when accessible. Always remember sheltering interior of the building, away from windows, exterior doors, and away from heavy objects.