



Emergency Action Plan

(VOSH 29 CFR 1910.38)



Contact:

Environmental, Occupational Health, Safety and Emergency Management Office
(EHS&EM)

www.longwood.edu/safety

434-395-2940

Iler Hall 106
201 High Street
Farmville, Virginia 23909

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Introduction

The Office of Environmental, Occupational Health, Safety and Emergency Management in collaboration with University Public Safety Department developed this model Emergency Action Plan (EAP) to assist departments in preparing for emergencies as required by University policy Virginia Occupational Safety and Health Administration (OSHA) 29 CFR 1910.38, Virginia Fire Code - Fire Safety & Evacuation Plans, Executive Order 44 and the University Emergency Operations Plan. This plan is intended for use by departments that occupy University facilities and should be completed as a building plan including all departments and areas of the building in the planning and implementation process. This plan is coordinated through EHS&EM.

The evacuation of University facilities presents unique situations and challenges. Some facilities may house only one department or college office whereas other facilities may contain business space for numerous departments. Additionally, the space occupied in University facilities may contain a wide range of uses including administrative office space, classroom space, lecture halls, conference rooms, laboratories, academic office space, etc.

A major challenge for the successful evacuation of University facilities is the population of the facility could change every hour. It is quite difficult to know at any given time the exact number of occupants in any University facility. In University facilities, the timely and responsible evacuation often becomes the responsibility of a few key individuals.

This plan is designed to address these concerns and as a resource to provide important information and assist in the safe evacuation of campus facilities. Considerable effort has gone into trying to make this plan concise, clear, easy to use and easy to implement. If further assistance is needed, contact the EHS&EM Office at x2940.

General Procedures

It is impossible to provide specific information for all situations. There is no guarantee implied by this plan that a perfect response to disasters or emergency incidents will be practical or possible. Therefore, this plan is a guide for employees to familiarize themselves with basic emergency planning, response and evaluation.

Pre-planning

Preparation will increase the margin of safety in an emergency. To evacuate successfully:

- Train employees in ways of assisting others.
- Inform employees how to communicate in an emergency.
- Assign specific tasks.
- Identify employees with specific needs.
- Provide a building specific plan.

Evacuation route maps are posted in the building. Employees should know at least two evacuation routes. Primary and Secondary evacuation route are provided.

What Is an Emergency Regarding the Emergency Action Plan (EAP)?

An unforeseen situation that threatens our employees, students, visitors, vendor's contractors, or the public, disrupts or shuts down our operations, or causes physical or environmental damage to our campus or community.

Purpose

The purpose of an Emergency Action Plan (EAP) is to protect the employees from serious injury, property loss, or loss of life, in the event of an actual or potential emergency action and meet our regulatory compliance requirement.

NOTE: A threat assessment was conducted and the following hazardous situations may include, but not be limited to; severe weather, e.g.; earthquakes, tornados, hurricanes and flooding; energy/utility outages such as power and/or steam; fire emergencies, such as a single facility or area; criminal violence, such as; hostage situations, terrorism, shots fired on campus, arson, bomb/suspicious package threat, armed robbery, HazMat spills or release, Workplace Violence, explosion, pandemic, psychological Issues, facility flooding or elevator malfunction. In the event these situations would occur this Emergency Action Plan describes the initial responsibilities and actions to be taken to protect all employees until the appropriate university Emergency Operations Plan under an Incident Command is stood up.

Scope

For the protection of employees, an Emergency Action Plan is a requirement of OSHA 1910.38. It is also necessary and prudent for the protection of our employees, students, visitors and contractors. It is a requirement that the employer review with each employee upon their initial assignment or when the plan changes, those parts of the plan that the employee must know to protect her/himself in the event of an emergency. In addition, the written plan shall be made available for employees to review and plan for their evacuation.

The emergency response procedures herein have been created to ensure that all personnel are knowledgeable of the all-hazard plan involving potential threats in and around campus to include emergency alarms, evacuation routes, exit locations and personnel accounting practices.

Compliance

Longwood University employees shall comply with the procedures and practices placed upon them with regard to emergency response and evacuation by this plan. All activities conducted during an emergency event, as well as any emergency drill, must be in accordance with the requirements and limitations outlined within the plan. As indicated above, the procedure meets or exceeds the VOSH compliance guidance of 29 CFR 1910.38, Emergency Action Plan.

EAP Coordinators

Longwood University has designated the Directors for the Environmental, Occupational Health, Safety and Emergency Management and Department of Public Safety/Chief of Police as the Primary and Secondary Emergency Response Coordinators, respectively. Their authority is directed to direct and manage all emergency response activities and commit facility resources with regard to execution of the Emergency Action Plan. This authority may change due to the stand-up of the Emergency Operations Center (EOC) and identifying an Incident Commander under the University's Emergency Operations Plan (EOP) or the University's Continuity of Operations Plan (COOP).

The Primary and Secondary Emergency Coordinators, as well as additional internal identified emergency management personnel, have been supplied with appropriate communications devices (e.g., Blackberry, two-way radio, or cellular phone) to ensure timely and unencumbered access in the event of an emergency event. Telephone contact numbers for each, as well as external response organizations, are contained in the University Police Dispatch Center.

Assignments and Responsibilities

The Director of EHS&EM through the respective Divisions/Departments – Directors/Managers/Supervisors will assign employees to perform the duties of Emergency Officers with assigned responsibilities to assist during emergencies. When the emergency escalates into a full operational emergency the Crisis Management Team personnel will be notified to stand the Incident Command and operate as specified in the University Emergency Operations Plan.

Responsibilities

Emergency Coordinators

- Review plan annually, revise as necessary, and make copy available to building employees.
- Plan training exercises to test evacuation plan.
- Instruct personnel of their duties.
- Determine method of monitoring for emergency situations.
- Direct all initial emergency actions including the following:
 - Assign tasks to personnel to carry out specific actions.
 - Order evacuation, if deemed necessary.
 - Take any other action necessary to protect life.
- Provide status and other reports to the President or his/her designee, or to the Crisis Management Team.
- Assess nature and extent of all emergencies.
- Assume initial control of all emergency actions until local emergency personnel arrive.

Directors/Mangers/Supervisor

- Instructing personnel of their duties
- Planning training exercises to test evacuation plan.
- Determine method of monitoring for emergency situations.
- Direct all initial emergency actions including the following:
 1. Assign tasks to personnel to carry out specific emergency actions.
 2. Order evacuation, if deemed necessary.
 3. Take any other action necessary to protect life.
- Assessing nature and extent of all emergencies.

Emergency Officers

- Obtain recommended training: Floor Warden Training, and additional training as necessary.
- When the alarm activates, quickly check rooms on their floor as they exit the building. Advise anyone they see of the need to evacuate.
- Assist persons who need assistance.
- Once out, advise building Area Coordinator/Emergency personnel and/or emergency responders of anyone remaining in the building.
- Keep occupants from re-entering building until advised by emergency personnel that re-entry is allowed.

Evacuation Routes and Assembly Points

A map of evacuation routes is displayed in all facilities at all exits or exit ways. Each map shows the primary and secondary way to an exit, the assembly point for that location, shelter in place locations and emergency numbers. It will be the responsibility of the supervisor to inform employees of these evacuation requirements. The EHS&EM Office shall verify that the signs are in place and up to date.

Campus Emergency Assessment

A review of campus buildings, structures and operating practices was conducted to identify locations or activities susceptible to emergency events and determine plausible response scenarios. Table 1 below outlines reasonably foreseeable emergency events, the related hazards and the anticipated employee emergency response.

Table 1

Event	Location	Notification /Signal	Hazard Exposures	Hazard Sources	Relocation (R) / Evacuation (E)
Fire	Campus Wide	Facility Fire Alarm or Campus-wide Alert System/Siren	Personal Injury Raw Material Release Property Damage Utility Outage	Flam. Liquids Comb. Liquids Electrical Paper/Wood	E Possible R
Explosion	Campus Wide	Public Address or Fire Alarm Siren	Fire Personal Injury Raw Material Release Property Damage Utility Outage	Flam. Liquids Comb. Liquids Electrical	E Possible R
Medical Pandemic	Campus Wide	Telephone, Public Address or Two-Way Radio	Personal Injury	Preexist. Health Electrical Chemical	Possible R
Uncontrolled Haz. Mat. Release	Laboratory, Power Plant or Bristow Building	Telephone, Public Address or Two-Way Radio	Fire Explosion Personal Injury Property Damage Utility Outage	Flam. Liquids Comb. Liquids Corrosives	E Possible R
Bomb Threat	Campus Wide	Public Address, Fire Alarm Siren or Two-Way Radio	Personal Injury Raw Material Release Property Damage Utility Outage	External Personnel Internal Personnel	E Possible R

Event	Location	Notification /Signal	Hazard Exposures	Hazard Sources	Relocation (R) / Evacuation (E)
Severe Weather	Campus Wide	Telephone, Public Address or Two-Way Radio	Fire Explosion Personal Injury Raw Material Release Property Damage Utility Outage	Hurricane Wind Storm Tornado	Shelter-In-Place Possible E or R
Natural Disaster	Campus Wide	Telephone, Public Address or Two-Way Radio	Fire Explosion Personal Injury Raw Material Release Property Damage Utility Outage	Earthquake Flood Fire	E Possible R
Work Place Violence	Campus Wide	Telephone, Public Address or Two-Way Radio Supervisor Police Officer	1. Personal Injury 2. Property Damage 3. Fire 4. Explosion	External Personnel Internal Personnel	Possible Shelter – In – Place or E or R
Shooter on Campus	Campus Wide	Telephone, Public Address or Two-Way Radio Supervisor Police Officer	1. Personal Injury 2. Property Damage 3. Fire 4. Explosion	External Personnel Internal Personnel	Shelter-In-Place Possible E or R

Hostage Situation	Campus Wide	Telephone Witness Fire Alarm	1. Personal Injury 2. Property Damage 3. Fire 4. Explosion	External Personnel Weapons	E or R
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Emergency Alert/Notification

Notification of Emergency Warning

In the event of a disaster, the warning may come from any of the following sources: commercial campus siren, text messaging, email, radio or television, NOAA radio, building smoke detection or sprinkler alarm systems, web/internet, private citizen, or Longwood Police Department (LUPD). A person receiving notification of a possible disaster or a building emergency should immediately sound the alarm to notify other employees and. (e.g. Yell “Fire!” pull building alarm, call 911/x2091, etc.) Inform immediate supervisor/RA/REC who will continue notification up the Chain of Command.

Note: The building emergency alarm system is reserved for total evacuation of the building.

Emergency Alarms and Advisories

Sprinkler Alarm – Smoke Detection – Fire Alarm – Fume Alarm – Boiler Alarm – Gas Alarm

In the event of a fire, water flow from sprinkler and/or HVAC smoke detection systems **the alarm will activate automatically**. Once the alarm is activated it is received at the Longwood Police Department where Longwood Emergency Dispatch will dispatch an Officer to the scene. Manual alarms, pull stations or break glass models, are located on each floor and at the exits of campus buildings.

Homeland Security Advisory System (HSAS) - Is the national advisory system that provides a means of disseminating information regarding the risk of terrorist acts?

Low Condition – Green

Low risk of terrorist attacks. The following Protective Measures may be applied:

- Refining and exercising preplanned Protective Measures;
- Ensuring personnel receive training on HSAS, departmental, or agency-specific Protective Measures; and
- Regularly assessing facilities for vulnerabilities and taking measures to reduce them.

Guarded Condition – Blue

General risk of terrorist attack. In addition to the previously outlined Protective Measures, the following may be applied:

- Checking communications with designated emergency response or command locations;
- Reviewing and updating emergency response procedures; and
- Providing the public with necessary information.

Elevated Condition – Yellow

Significant risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Increasing surveillance of critical locations;
- Coordinating emergency plans with nearby jurisdictions;
- Assessing further refinement of Protective Measures within the context of the current threat information; and
- Implementing, as appropriate, contingency and emergency response plans.

High Condition – Orange

High risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Coordinating necessary security efforts with armed forces or law enforcement agencies;
- Taking additional precaution at public events;
- Preparing to work at an alternate site or with a dispersed workforce;
- Restricting access to essential personnel only.

Severe Condition – Red

Severe risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Assigning emergency response personnel and pre-positioning specially trained teams;
- Monitoring, redirecting or constraining transportation systems;
- Closing public and government facilities; and
- Increasing or redirecting.

Any Longwood University employee discovering, identifying or gaining knowledge of an actual or potential emergency condition on campus may implement the following emergency response plan:

Internal Alert Notification

Any employee or student may actuate an alert through the Public Safety Emergency Dispatch when they observe a hazardous situation where the hazardous situation threatens any employee,

student, visitor, and contractor or where such hazard could disrupt or shuts down an operation, or causes physical or environmental damage to the campus.

If an emergency condition is encountered by any employee or student where the time delay caused by going to a phone or where no phone (including cell) is available could result in injury or loss of life, ensure yours and others safety is paramount and go to the nearest manual pull fire alarm located at facility exits and activate the alarm or go to the nearest Blue Emergency Phone. Once the alarm is activated stay at the location until authorities arrive and provide the information.

The Longwood Police Supervisor will assess and secure the scene and make the preliminary evaluation and notify dispatch to contact the appropriate authorities for assistance, e.g.; medical, fire, additional police assistance, and the Primary and Secondary Emergency Coordinators and provide a detailed verbal report of the situation. Where the scene requires additional emergency assistance the Police Supervisor will advise emergency dispatch after consulting with the Emergency Coordinators and determine the necessity for building and/or campus evacuation based upon the location, type of hazard, magnitude, and associated hazards involving the emergency event.

The Emergency Dispatcher shall after being advised provide emergency notification approved by the Public Information Officer and the Crisis Management Team via PA, siren, email and or text. Once the alarm is activated conduct the following if safe to do so;

- Prior to leaving your area check to see if anyone needs assistance, close all doors as you evacuate.
- If a delay in exiting the building is observed evacuate the facility and notify the police or emergency services where you last saw the person.
- If the primary evacuation route is blocked or obstructed, utilize the secondary evacuation route for the given work area or location as indicated on the posted emergency exit floor plan, located at the facility exits.
- Department Directors/Managers, Area Coordinators, Emergency Evac. Officers and Campus Police shall assist with evacuations in their specific areas of responsibility when present.

NOTE: At no time will anyone re-enter the building after evacuating nor return for personal items during an evacuation.

Upon exiting the building, all personnel shall proceed to their designated evacuation Assembly Point (AP) for personnel accountability by the specific Area/Department Director/Manager, Area Coordinator or Emergency Evacuation Officer (EEO). Each Area/Department Director/Manager, Area Coordinator or EEC will report to the Director of Emergency Management or his/her designee on scene and provide the head count by name.

All employees shall remain in their designated evacuation assembly points until further direction is provided or released by the Emergency Coordinator or his/her designee.

NOTE: No employee after an evacuation will re-enter the facility until approved by the Emergency Coordinator or Authority Having Jurisdiction (AHJ) over the emergency.

SIREN TESTING

The exterior warning siren are tested at periodically, dates and times will be provided to all regarding these test. Message before the test will be sent “THIS IS A TEST” and after the test is completed, “The Test is Completed”.

Emergency Evacuation

Emergency evacuation Floor Plans are located at each facility exit on campus facilities. There are three Emergency Evacuation Manuals assigned strategically throughout the campus. Contact EHS&EM or Public Safety Emergency Operations Dispatch. These maps include a primary and secondary evacuation route, an evacuation assembly point, and severe weather assembly locations for each facility.

NOTE: Removing emergency exit maps or defacing them is a violation of the Virginia Fire Code and will result in immediate disciplinary action which may include dismissal.

Disabilities

Each person has different skills and abilities. This reality calls for specific provisions for individuals with disabilities in the event of an emergency. **The employee with a disability is responsible for informing her/his department administrator or immediate supervisor that she/he will require assistance during an evacuation.** It is important not to assume that persons with obvious disabilities need assistance, or to assume what type of assistance they may need.

Persons with disabilities must review and remain aware of the features of each building they are in, including stairways, exits, phone locations, and elevator procedures. At times, assistance from others may be needed. Individuals with disabilities may seek assistance (escorts) from others in their classes or work areas if emergency evacuation becomes necessary. Faculty members who have students with disabilities in their classes shall discuss emergency evacuation procedures with these students ahead of time.

Evacuation of individuals with mobility limitations during an emergency is an area of concern. Most elevators will not operate (should not be used) during a fire alarm. Ensure you are aware of the **Area of Rescue** inside the fire resistant stairwell of your facility.

NOTE: The Area of Rescue assistance shall have direct access to an exit, where those who are unable to use stairs or who are unable to navigate the emergency route may remain. All student wheel chaired person(s) shall, (if at all possible) be positioned on the first floor of the resident halls.

Examples are:

- One-hour fire-resistive hallway adjacent to an exit.
- Vestibule located next to an exit enclosure.

- Stairway landing within a smoke proof enclosure. Position the person so they do not obstruct the exit.

Escorts should remain with a student while the RA/REC or other students meet emergency personnel to tell them the student's location. It is extremely important that the individual not be moved unnecessarily and improperly, possibly causing further physical injury. If there is imminent danger and evacuation cannot be delayed, persons with disabilities should be carried or helped from the building in the best and fastest manner possible. **The individual is the best authority as to how to be carried or helped from the building. Professional emergency personnel should assist in the evacuation if time permits.**

Most people with vision limitations will be familiar with their immediate area at a given time. In the event of an emergency, tell the individual how and where to exit. Have the person take your elbow and escort them. As you walk, tell the person where you are and advise them of any obstacles. When you reach safety, orient the person to where they are and ask if any further assistance is needed.

Since a person with impaired hearing may not perceive audio emergency alarms, an alternative warning technique is required. Two methods of warning are:

- Write a note advising them of the emergency and the nearest evacuation route.
- Turn the light switch on and off to gain attention, and then indicate through gestures or in writing what is happening and what to do. It may be prudent to escort the person with a hearing impairment as you leave the building.

Department Directors/Mangers/Supervisors should discuss emergency procedures with individual employees who have obvious disabilities, those who have informed them of any special needs. The Director of EHS&EM shall discuss the requirements during the new employee orientation. It must be determined what assistance they may need and how they best to communicate.

If a person remains in an area other than a designated **Area of Rescue**, then she/he must inform evacuating building occupants of their location. Longwood employees are not expected to endanger their own lives to assist with the evacuation of an employee, student or visitor. However, if an employee assists a person with mobility impairment to a designated area, or is informed of a mobility impaired person remaining in a designated area, she/he must immediately inform responding emergency personnel or building representatives of the location of the person. Emergency personnel will evacuate the mobility impaired persons as necessary

Emergency Response Guides

The Emergency Response Guides below contains instructions to assist members of the Longwood University campus in responding to a variety of emergencies. The most important information you can use in an emergency is the number to contact Emergency personnel, e.g.; 911 or x2091 shown here, and shown in the right-hand corner of each page of the guide guides. It's suggested that you program the emergency and non-emergency numbers into your cell phone for your use, if and when emergencies occur.

Longwood University

Emergency Response Guides

Building Evacuation Notification (See Appendix 1)

Building evacuations may occur in several different ways, these can be activated by smoke, water movement in sprinkler lines, a pull station is activated, a person witnesses a emergency outside of the facility and pulls a fire alarm to obtain emergency assistance. Therefore when necessary due to a fire or other hazard or threat or if directed to do so by a designated emergency official, activate the building fire alarm as you exit the building to ensure everyone is out. Be aware of people with disabilities in your area who might require assistance in an emergency evacuation. Be prepared to render assistance if necessary.

NOTE: Activating a fire alarm on purpose when no threat, hazard or fire is present is punishable under the Virginia Fire Prevention Code and immediate dismissal under the disciplinary action policy of Longwood University.

Building Evacuations

- A. Building evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel.
- B. If necessary or if directed to do so by a designated emergency official, activate the building alarm as you exit the building.
- C. Be aware of people with disabilities in your area who might require assistance in an emergency evacuation. Be prepared to render assistance if necessary.
- D. Area coordinators are to utilize their emergency evacuation personnel rosters to account for persons in the building. Area coordinators then report any known missing persons to emergency personnel.

Emergency Action

1. When the alarm sounds, leave the building immediately.
2. Alert others to the emergency and ask if they need help in evacuating.
3. Do not use elevators unless instructed to do so by emergency personnel.

Important: Heating / Boiler Plant personnel are identified under OSHA and the University as critical plant operators. These persons have specific and special guidelines (an internal document) as to their reaction to an emergency alarm situation.

Virginia Fire Prevention Code: Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.

VA Fire Code:

It is illegal to give, signal, or to transmit a false alarm. It is illegal to interfere with the travel or duties of emergency response professionals, such as fire fighters.

Fire Notification (See Appendix 2 & 3)

Any person observing a fire of any size inside campus facilities or not controlled on the outside of a campus facility shall;

- Inside the facility – go to the nearest exit and pull the fire alarm and evacuate.
- Outside of the facility – contact the Emergency Dispatch and provide location of the emergency and if any injuries.

Give Police the following information during your call:

1. Name of the building.
 2. Location of the fire within the building.
 3. Is there flammable liquids or chemicals in the building? Was the fire caused by an explosion?
 4. Is anyone injured?
- A. Evacuate the building following the established Fire Evacuation procedures
- B. Know the location of fire exits and alarm systems in your area, and know how to use them.
- C. If you become trapped in a building during a fire:

Stay calm, and take steps to protect yourself.

Remember – *If you are caught in a building go to the nearest room, be sure you shut the door behind you. Stuff items (preferable wet) under and around the door to prevent draft and keep smoke out. Stay where rescuers can see you through the window, and wave a light-colored item to attract their attention.*

Note: *If you are on the first floor and trapped in a room break the window, place something over the window sill and crawl out of the window.*

The following procedure(s) provides a scope of the requirements that each department director/manager/area coordinator shall ensure;

- All transport, handling, use and/or storage of flammable and combustible liquids (e.g., paints, lacquers, solvents and fuels) is conducted in accordance with the compliance practices outlined in VOSH 29 CFR Parts 1910.106.
- General housekeeping practices shall ensure that all electrical boxes, conduit and transformers are maintained free of accumulations of dust and combustible debris such as rags, paper, cardboard and solvents to prevent or eliminate fire.

- Hot Work Permit use shall ensure that all welding, cutting, brazing, and grinding of metals is conducted such that no combustibles are located within 35 feet or they are covered and protected and a fire watch provided if conducted within 35 feet.
- General housekeeping practices shall ensure that all combustible waste materials such as paper, cardboard, rags, etc. are maintained in proper receptacles and all incidental spills of flammable or combustible liquids such as solvents, lacquers, thinners, etc. shall be immediately cleaned up to prevent fire.
- Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires.
- Employees must be familiar with the fire alarm and evacuation signals along with their duties in the event of a fire alarm, evacuation routes, areas of refuge, and exterior assembly areas.

NOTE: It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells (Areas of Rescue) and by informing co-workers, professors, and/or classmates of best methods of assistance during an emergency. If you wish to have assistance in preplanning, please call the EHS&EM Office at x2940. If you require special handling (in regards to your disability) make sure you advise your REC, Director/Manager/Supervisor or contact the EHS&EM or the Police Department.

Medical Notification or Fatality (See Appendix 4)

After request Emergency Dispatch shall summon medical responders to medical emergency locations and dispatch a Longwood Officer to provide a report on specific details as to the location, type, and severity of the medical event. If the event creates an emergency action profile the Emergency Coordinators shall be notified through the Emergency Dispatch. If on campus trained EHS&EM Office shall respond to assist with medical events until off-campus medical services arrive.

The individual making the call should continue to stay on the phone with the dispatcher and answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel.

The Prince Edward Rescue/Farmville Fire Departments maintains an Advanced Life Support Transport Service. Medical emergencies should not be transported in personal or University vehicles. The emergency personnel are on call 24 hours a day.

MEDICAL EMERGENCY

ILLNESS OR INJURY TO FACULTY/STAFF

Upon notification of any medical emergency the Emergency Dispatch will dispatch a Longwood Officer and the appropriate emergency response personnel.

Where an employee is injured an Employer's First Report of Injury/Illness Accident form must be completed by the employee's supervisor for all incidents which are job related. A Risk Management Accident Report must be filed on all student accidents causing injuries. Copies of employee report are sent to the Human Resources and EHS&EM Office. The student report is forwarded to the Risk Management Office and EHS&EM Office.

FIRST AID – ONLY THOSE PERSONNEL TRAINED IN FIRST-AID MAY PROVIDE FIRST AID.

If you provide first aid, consider the following:

1. Is immediate action needed in order to save a life? Call 911/2091.
2. Do I have the right supplies? If not call 911/2091.
3. Is it safe for me at the scene? If not call 911/2091.

The following is a brief summary of the procedures for requesting emergency personnel.

1. Dial x911/2091.
2. Provide:
 - A. Your name and telephone number.
 - B. Location of the emergency (Building and Room Number).
 - C. The extent of the accident/injury and number of people involved.
 - D. Location where someone will meet the emergency personnel for directing personnel to the injured.
3. Notify the RA/REC/LUPD or supervisor in the area immediately.

Criminal and Violent Behavior (See Appendix 5)

Bomb Threats – Suspicious Packages - Hostage Situations - Psychological

The Longwood University Police Department provides full accredited police services to all personnel at Longwood University. For your assistance and protection, the department is staffed 24/7 throughout the year.

Reporting Criminal Behavior

Longwood Police can respond to you faster than any other department or agency in an emergency, therefore in an emergency on campus, dial ext 2091. In any event, if the crime is an emergency that would require immediate police and/or medical response, merely dial “911.” You do *NOT* need any coins to dial 911 from a pay telephone. Simply lift the handset and dial “911.”

Victim or Witness

If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible by dialing 911. You should attempt to provide as much of the following information as possible:

1. Nature of the incident. **MAKE SURE** the dispatcher understands that the incident is in progress!
2. Location of the incident.
3. Description of suspects involved.
4. Injuries that have occurred.
5. Description of any weapons involved.
6. Description of property involved.

Stay on the line with the emergency dispatcher until help arrives. Keep the dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The dispatcher may be able to learn more about what is happening.

Reporting Crimes - IN PROGRESS

If you observe a crime in progress, behavior which you suspect is criminal or hostile behavior call 911/x2091 immediately. Report as much information as possible including:

Person’s Description and Activity:

Height _____ Clothing _____
Weight _____ Weapons _____ Type – Handgun or Long weapon
Sex _____ Location _____
Direction of travel – Street or route number or name _____

Vehicle:

Color _____ Year _____ Make _____ Model _____
License _____ Observed _____ Damage _____ or
Markings _____

DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED.

Reporting Crimes - NOT IN PROGRESS

If you have become a victim of a crime and it is not an emergency or life-threatening situation, contact your nearest Police Department by dialing 911 be prepared to provide at least the following information:

1. Your name.
2. Your address.
3. Your telephone number.
4. A brief synopsis of what occurred.
5. Your exact location at the time of the call (room #, apartment #, campus building, etc.).

EMERGENCY TELEPHONE SYSTEM



For over ten years, Longwood has installed Blue Light Emergency phone systems to address the safety and security needs for the campus. The Blue Light solutions integrate interactive voice with other common security technologies.

Located at strategic locations on the Longwood Campus are emergency **BLUE** communication posts. These emergencies communication systems have a blue light on top and are marked “EMERGENCY.”

For emergencies, use the Emergency Telephone System in the following manner:

- Push and hold the button until you hear the phone ring.
- Campus Police Dispatch will answer.

Speak calmly into the speaker, your location is already known, however provide the emergency location if different than your current location. Remain at the phone until the police arrive.

Safety Guidelines for Armed Subjects, Active Shooter Situations

An active shooter is a person who appears to be actively engaged in fatally harming or attempting to fatally harm people in a populated area; in most cases shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding police officers.

Guidance to faculty, staff, and students: In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

NOTE: Once you have information that a shooter is on campus IMMEDIATELY TURN YOUR CELL PHONE ON VIBRATE

If an active shooter is outside your building make every attempt to:

- Proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible,
- Get everyone down on the floor and ensure that no one is visible from outside the room. If the room door has a window, do not cover it, it is a giveaway that someone is in the room, barricade the door with desk and chairs. Place yourself on the floor against the wall of the door.
- One person in the room should call 911, advise the dispatcher of what is taking place, and inform him/her of your location; Remember, KEEP QUIET.
- Remain in place until the police, or a campus administrator known to you, gives the “all clear”.

Extremely Important Note: Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

If an active shooter is in the same building you are:

- Determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph.

If your room can't be locked:

- Determine if there is a nearby location that can be reached safely and is secured,
- If you do not know where the shooter is do not exit the building by running down the hallway, exit through a class window, and
- If you decide to move from your current location, be sure to follow the instructions outlined below.

If an active shooter enters your office or classroom, try to remain calm. Dial 911, if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. Normally the location of a 911call can be determined without speaking.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

What to expect from responding police officers:

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams of four they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate

BOMB THREATS (See Appendix 6)

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

Bomb Threat Notification

When receiving a call and the caller states that there is a bomb in the facility, **IMMEDIATELY!** Start to ask he/she questions regarding the following information on the bomb checklist. The bomb checklists should be positioned on each desk that has a phone, especially the University operator. (Bomb Checklists is located below and on the ESH&EM website in the forms folder.

Once the caller hangs up the phone, **Make Sure You Do Not Hang up the Phone.** Perform the following;

- Go or get someone else to go to another phone and contact the Police Department. Do not use your Cell Phone.
- Provide as much detail regarding the bomb threat notification to Emergency Dispatch.

The Emergency Dispatch will contact the Shift Sergeant and provide a Code Red Alert and the name of the building or location the bomb threat indicted it was in. All officers will locate away from the building in question and meet the Police Sergeant to assess the situation and contact the Emergency Coordinators.

The Emergency Dispatch when requested will contact the Virginia State Police and provide specific details regarding the bomb threat and request assistance where necessary for disposal.

- Follow all Building Evacuation Procedures when advised to do so.
- Pay particular attention to background noises, such as running motors, music, or any other noises that may indicate the location from which the call is being made.
- Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or any unusual characteristics.
- Complete the BOMB THREAT Bomb Checklist – See EHS&EM Forms on the EHS&EM website.

It is highly recommended that all University personnel become familiar with the checklist. A Bomb Threat Checklist should be immediately available...keep the checklist close to the phone.

If an evacuation alarm sounds, follow established building evacuation procedures (**See BUILDING EVACUATION**).

Bomb Threat (Explosive Device) Data Card

This card should be used when a bomb threat is received via the telephone. The Bomb Threat Data Card can be found on the Police and EHS&EM website under forms and see below for the form.

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BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact LUPD X2091 immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- **Call X2091**
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- **Call X2091**
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package

Name of Person Taking Call and Phone Number _____

Date: _____

Time: _____

Time Caller Hung Up: _____

Phone Number Where Call Received: _____

Ask Caller:

- Where is the bomb located?
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep breathing
- Disguised
- Distinct
- Excited

Male

- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slow
- Stutter

Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Clear
- Static
- Office machinery
- Factory machinery
- Motor

Female

- Laughter
- Lisp
- Loud

Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

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Suspicious Packages, Letters or Substances

Biological or Chemical Threats (See Appendix 7 & 8)

Screening Packages and Letters

BIOLOGICAL OR CHEMICAL THREATS targeting individuals or departments can be controlled by screening incoming materials and by following the procedures listed below. The U.S. Postal and the University has procedures that can help identify this process. Following the procedures below will activate those plans and promote the highest level of safety while minimizing the disruption associated with these incidents. Common features of SUSPECT letters/packages are:

What to Look For

- Foreign mail, air mail, and special deliveries.
- Restrictive markings such as “CONFIDENTIAL” or “PERSONAL”.
- Excessive postage.
- Handwritten or poorly typed address.
- Incorrect titles.
- Misspellings of common words.
- Oily stains or discoloration on package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Excessive tape or string.
- Visual distractions.
- No return address.

Handling Suspicious Packages

- DO NOT open or shake it.
- DO NOT carry or show to others.
- DO NOT sniff, touch or taste.
- DO place on stable surface, preferably a Bio-Safety Cabinet.
- DO alert others in the area.
- Leave the area, close doors and prevent others from entering by using signs or guarding.
- Distance and separation are the safest precautions to take.
- Wash hands with soap and water.
- Create a list of persons in the room where the package was received.

Although as a University a large portion of our mail meets many of these possibilities. However, with the trained staff in our mailrooms suspicious activity regarding the mail and packages can be detected.

IF YOU RECEIVE A LETTER OR NOTE THREATENING BIOLOGICAL CONTAMINATION (i.e., ANTHRAX) OR OTHER SUSPECT SUBSTANCES:

Relax and Remain Calm – Although any threatened use of a biological agent must be treated as though it is real, experience has demonstrated that these are likely to be a HOAX. If the suspected biological agent is reported as anthrax, be assured that it is NOT generally contagious (i.e., spread from person to person) and that treatment is available and effective if administered before the onset of symptoms.

If in your office and you suspect a suspicious package has been delivered, quietly close the door and contact the Police at 911/2091. Do not allow anyone else to enter your office or be exposed. If you have a blanket or jacket lightly cover the item.

Remain at the site you found the suspicious package until Police and Health Officials arrive and evaluate the risk to those in the room at the time of potential exposure, as well as any impact on the remainder of the building.

IF YOU INADVERTENTLY OPEN A SUSPECT PACKAGE / LETTER OR IT IS LEAKING (LIQUID OR UNKNOWN SUBSTANCE):

Set the item down gently at the location where it was opened and **IMMEDIATELY:**

- Have someone else contact the Emergency Dispatcher at X2091
- Do not touch anything with your hands.
- Cover the package with a light coat, blanket, and plastic to keep fumes from dispersing.
- Remove all personnel out of the area and pull the fire alarm and evacuate the facility.
- Contact Facility Maintenance and turn off all HVAC operations.

NEVER:

- Pass the letter or package to others to examine.
- Touch, smell, taste or try to analyze the substance.
- Disturb any contents in the letter or package.
- Handle the letter/package, this may only spread the substance inside and increase the chances of it getting into the air.
- Ignore the threat; it must be treated as real until properly evaluated.
- Leave the building until instructed to do so.

NOTE: The handler and all potential exposed personnel should wash their hands as soon as possible and be given a change of clothing before leaving the building.

DO NOT ALLOW OTHERS INTO THE AREA. IF ANYONE ENTERS THE AREA, THEY SHOULD STAY IN THE AREA UNTIL INSTRUCTED TO LEAVE BY UNIVERSITY POLICE OR OTHER PUBLIC SAFETY RESPONDERS.

Based upon the risk assessment made by the Police Department, further emergency measures may be implemented as necessary. If the risk is found to be minimal, other areas of the facility will not be disrupted and any necessary actions to return the affected area to normal activity will begin as soon as possible.

Hostage Situation (See Appendix 9)

If you see/hear/witness a hostage situation taking place:

- Get away from being in immediate danger.
- Call 911/2091.
- Provide as much information as possible; i.e., location of incident; number of hostage takers and hostages; physical description and names of the hostage takers (if known); any weapons the hostage takers may have; and your name, location and phone number.

If you are taken hostage:

- Remain calm, be polite, and cooperate.
- Avoid heroics and acting foolishly.
- Do not try to be a negotiator.
- Do not attempt to escape unless there is an extremely good chance for survival. It is better to be submissive and obey your captor(s).
- Speak normally. Do not complain or become belligerent. Comply with all orders and instructions.
- Do not draw attention to yourself with sudden body movements, comments or hostile looks.
- Carefully observe the captor(s) in second increments and try to memorize their physical traits, voice patterns, clothing, and other details that can help provide a description later.
- Avoid getting into political or ideological discussions with your captor(s).
- Try to establish a positive relationship with your captor(s) and get to know them. Captors are generally less likely to harm you if they have a personal connection or respect for you.
- If you are forced to present any type of demands to the authorities, either on tape or in writing, state clearly that the demands are from the captor(s). Avoid making any pleas on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

In a rescue situation:

- DO NOT RUN. Drop to the floor and remain still. If that is not possible, keep your hands out and visible, bow your head, and stand still. Make no sudden movements that a tense rescuer may interpret as hostile or threatening.
- Wait for instructions and obey instructions you are given.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a hostage or a hostage taker.
- Even if you are handcuffed and searched, DO NOT resist. Just wait for the confusion to clear.
- You will be taken to a safe area where proper identification and status will be determined.

Explosion (See Appendix 10)

In the event of an explosion or similar emergency, take the following action:

- A. Immediately take cover under tables, desks, etc., which will provide protection from falling glass or debris.
- B. Phone x2091/911.

Give them the following information:

- 1. Location.
- 2. Area where explosion occurred.
- 3. Cause of explosion, if known.
- 4. Injuries with details.

EMERGENCY ACTION

- 1. Take Cover
- 2. Call 911.

**DO NOT USE YOUR CELL PHONE
IF AT ALL POSSIBLE**

BEFORE YOU HANG UP, MAKE SURE THE DISPATCHER HAS ALL THE INFORMATION NEEDED.

- C. Evacuate the area as soon as it is safe to do so, following established building evacuation procedures (**see building evacuation appendix**).
- D. If you or another person is injured, make sure Campus Police is notified of this. Keep the person calm until emergency personnel arrives.

Psychological Emergency (See Appendix 11)

Psychological Crisis

A psychological crisis exists when an individual is threatening harm to himself/herself, or is agitated and disruptive. If a psychological crisis occurs: Speak calmly and firmly to the person involved. **Remain alert to the possibility of violence or unpredictable actions. Immediately contact the University Police at 911 or x2091.**

If a psychological crisis occurs:

- ✓ Speak calmly and firmly to the person involved.
- ✓ Remain alert to the possibility of violence or unpredictable actions.

Give the following information:

- 1. Exact location (state “French Hall, first floor, room 102”).
- 2. Person’s name, if known.
- 3. The symptoms you are observing.
- 4. Your name, location and phone number.

Do not confront or detain the individual. Let them leave. Attempt to gain knowledge of where they are going and report this to the Police. If you fear for your safety, discreetly dismiss yourself from the area (perhaps to the restroom, to get water, etc.) Report this information to the Police. **Immediately contact the University Police at 911 or x2091.**

Hazardous Material Release Response (See Appendix 12)

HAZARDOUS SUBSTANCE

Hazardous Material/Chemical Spill

Introduction: 29 CFR 1910.120 Paragraph (q) covers:

“Emergency response operations for releases of, or substantial threats of releases of, hazardous substances without regard to the location of the hazard.”

“Hazardous substances” includes substances that have the potential to cause either acute or chronic health problems due to chemical or physical properties. “Location” means any place on the Longwood campus where chemicals are being used or stored, such as the Boiler House, Communication, Bedford, Chichester and maintenance areas to name a few.

Releases are either incidental or emergency response situations.

In the event of a hazardous material release, the EHS&EM Office and the Laboratory Director shall be notified via radio or telephone. The EHS&EM Office and the Laboratory Director shall make a decision as to the abatement requirements and provide small essential clean up or contact specialized contractors to abate the hazmat site.

Depending upon the type of chemical spill or release safety zones to include evacuation shall be set up to protect the public and Longwood personnel. Where off-campus hazardous material spills occur and wind drifts cause a threat to the campus community, an evacuation will be ordered via the campus Alert System and texting.

Only those personnel who have received specific hazardous material response training shall be allowed to abate a hazardous material release or spill of an emergency nature. Each employee designated to respond to a hazardous material emergency release or spill shall receive appropriate training and updated annually.

An emergency level spill or release of a hazardous material is defined as one that could endanger building occupants, property or the environment based upon the type and volume of material spilled or released. The following are examples of an emergency level spill or release:

- Flammable & Combustible Liquids (gasoline, mineral spirits, ethyl ether) - > more than one (1) gallon.
- Toxic Liquids (ammonia) – > one (1) quart or more.
- Corrosive Liquids (sulfuric acid, nitric acid, lye solution) – > one (1) pint or more.

- Flammable & Toxic Gases (propane, chlorine) – any uncontrolled release.

An incidental spill of a hazardous material is defined as one that can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate release area, or by maintenance personnel and have the training and proper personal protective equipment to do so. Responses to releases of hazardous substances where there is no potential safety or health hazard (e.g., fire, explosion, or chemical exposure) are not considered to be emergency responses.

In the event the hazardous material release expands beyond that which existing emergency response procedures addresses or the level or training received by response personnel, the HVAC or other facility ventilation shall be shut down and the Director of EHS&EM shall be notified for clarification and workers shall cease all response activities and initiate evacuation of the campus or building per general evacuation procedures.

The Emergency Dispatcher will contact the Communications Center of the Town of Farmville and provide specific details as to the location, type, and magnitude of the hazardous material spill or release and obtain professional hazardous materials response assistance, if necessary. Where applicable the Campus Alert System shall be activated as necessary with the appropriate message.

Emergency Response Situation

A release that requires an emergency response regardless of the circumstances is defined by the situation and requires full HAZWOPER training. An emergency response includes the following situations:

The response comes from outside the immediate area of the release. (This includes personnel who are outside the immediately affected area but respond to the release.)

- The release required evacuation of employees in the area.
- The release poses, or has the potential to pose Immediately Dangerous to Life and Health (IDLH) conditions.
- The release requires immediate attention because of imminent danger.
- The release may cause high levels of exposure to toxic chemicals.
- One is uncertain as to whether the employee in the work area can handle the severity of hazard considering the Personal Protective Equipment (PPE) and equipment provided.
- The situation is unclear or data are lacking on important factors. Whether a situation is incidental or requires an emergency response must be determined on a case-by-case basis. However, the prime component is knowledge and understanding of the chemical, its hazards, and proper handling procedure.

Hazardous Material Spill/Release (See Appendix 12)

For spills, releases or incidents requiring special training, procedures or personal protective equipment (PPE) that is beyond the abilities of present personnel, take the following steps:

- A. **Immediately evacuate** the area and notify affected personnel. Pull the fire alarm if building evacuation is required.
- B. Call x2091/911 to report the incident.
- C. Give the operator the following information:
 1. Your name, telephone number, and location.
 2. Time and type of incident.
 3. Name and quantity of the material, if known.
 4. Extent of injuries or damage, if any.
- D. Evacuate the affected area at once and seal it off to prevent further contamination of others until the arrival of emergency personnel.
- E. Use water hose or emergency shower for anyone who is contaminated by the spill to wash off the contamination; remain in the vicinity, and give his/her name to the emergency personnel. Start first aid immediately. **REMEMBER, IF YOU ARE HELPING TO PROVIDE FIRST-AID USE THE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT; *DON'T BECOME CONTAMINATED FROM THE CLOTHES OF THOSE WHO ARE EXPOSED.***
- F. No effort to contain or clean up spills and or releases should be made unless you have been trained in the proper methods to do so.
- G. Take appropriate steps to make sure no one evacuates through the contaminated area.
- H. If an alarm sounds, follow established building evacuation procedures (see **Building Evacuation**).
- I. A campus Emergency Operations Area may be set up near the emergency site. Keep clear of the incident command area unless you have official business.
- J. Do not re-enter the area until directed by emergency personnel.

Severe Weather Natural Disaster Response

Follow all general evacuation procedures if required to evacuate. Where the Natural Disaster affects the operations of Longwood University the Emergency Operations Plan (EOP) shall be activated by the Director of the EHS&EM and direct the Public Safety Dispatch to activate the Campus Alert System with the appropriate message and Rapid Recall List (RRL) if needed.

When this occurs after hours, the Police Sergeant on-site shall take charge of the operations until the Director of EHS&EM or Chief of Police arrives. An initial assessment shall be made to decide if the Crisis Management Team (CMT) must be activated. Once the team is activated, the Incident Command Center (ICC) is activated and an Incident Commander is established for the event in accordance with the Emergency Operations Plan (EOP).

SHELTER IN PLACE

*You may be required to Shelter-In-Place for events such as a **Tornado**, **Severe Weather**, **Building Intruder**, and **Hazardous Materials release**.* When notified, you should seek **immediate** shelter inside a building or residence hall (preferably in a room with no windows). Additionally, if you are “sheltering” due to a hazardous materials (HAZMAT) accidental release of toxic chemicals, the air quality may be threatened and sheltering in place keeps you inside an area offering more protection.

In the event of severe weather, the Public Safety Dispatch will provide a message via email or text message to students, staff and faculty, area coordinators, and Campus Police to relocate personnel to pre-determined shelter locations nearest their work station at the time of the emergency event, *if time permits*. Each floor evacuation map for all of the facilities has prescribed severe weather “Shelter-In-Place” locations.

Note: 1) Pre-determined severe weather messages will be provided by the Public Safety Dispatcher via texting or email.

All personnel shall remain in their designated shelter-in-place locations until released by the Director of EHS&EM, Fire Department, or Police. If evacuation of the facility is ordered, follow all general evacuation procedures. If evacuation during severe weather is needed, secondary locations will be provided.

A. **What is Shelter In-Place?**

*You may be required to Shelter In Place for events such as a **Tornado**, **Severe Weather**, **Building Intruder**, and **Hazardous Materials release**.* When notified, you should seek **immediate** shelter inside a building or residence hall (preferably in a room with no windows). Additionally, if you are “sheltering” due to a hazardous materials (HAZMAT) accidental release of toxic chemicals, the air quality may be threatened and sheltering in place keeps you inside an area offering more protection.

B. How would I be notified?

- You hear the All Hazards Emergency Warning Sirens.
- You are informed through text messages, webpage, and/or loud speaker announcements.
- You observe or sense dangerous air conditions.
- You receive notification from residence hall staff, RA's, REC, or emergency personnel.

C. Additional Actions:

- Close all doors and windows to the outside.
- Do not use elevators as they may pump air into or out of the building (HAZMAT).
- If possible, close and/or seal vents & ducts (HAZMAT event).
- Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

D. Information Sources:

Tune to the Emergency Alert System station on your radio or television for further information.

Remain in place until Police, Fire, or other Emergency Response officials tell you it is safe to leave or until information is announced through text message, radio or television broadcasts alerting you that it is safe to leave.

Tornado (See Appendix 13)

A tornado is defined as a violent rotating column of air extending from a thunderstorm to the ground. The most violent tornados are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long. Tornados may occur with little or no advance warning or siren activation.

A. Before the Storm:

1. Know where your shelter is for your building. If out walking and need to shelter on campus, go to the garage or into a building. Review the evacuation map positioned at the exit, see that the tornado safe area is listed.
2. Stay informed through local media sources on days when severe weather is expected.
3. For personal use, a NOAA Weather Radio with a warning alarm tone and battery backup to receive warnings **is highly recommended**.
4. Keep a good reliable flashlight in your office/work area.
5. Contact the EHS&EM.

B. During the Storm - Possible Indicators of a Tornado:

1. Dark, often greenish sky;
2. Large hail;
3. Loud roar, similar to a train;
4. Cloud of debris (the tornado may not be visible);
5. Wind becomes calm and still; and
6. Frequent lightning.
7. Tornadoes generally occur near the trailing edge of a storm.

C. When Taking Shelter:

1. Proceed to the basement of any building that has a basement or sub-walk. Position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head.
2. In high-rise (four stories or more) buildings, vacate the top floor and move to the lower floor or to the basement. Position yourself in an interior corridor away from glass. Be prepared to kneel facing the wall and cover your head.
3. Occupants of wood-frame or brick buildings with wood floors should leave the building and go directly to a more substantial concrete building, preferably with a basement.

**Good Shelters on campus when caught outside – go to nearest building lower floor or Underground Garage, Lower Floor of Dining Hall, or the Basement of Library.*

Tornado Watch

A “Tornado Watch” is issued when atmospheric conditions are favorable for the formation of tornadoes in a given area. *Under watch conditions, stay informed by listening to radio or television.*

Tornado Warning

A “Tornado Warning” indicates that a tornado has been sighted and poses a definite threat to a given area. ***If the warning is for your area you should take shelter IMMEDIATELY!***

All Hazards Warning Signals

- Outdoor sirens will sound for a period in excess of two minutes. When this occurs, tune into local radio and TV stations to determine the nature of the emergency. A text message will also be sent.

- A voice message will be broadcast over the siren and loud speakers.

The “ALL CLEAR” signal is announced by text messages and Longwood web page. The sirens remain silent.

DO NOT COME OUT OF THE BUILDING AND WALK AROUND UNTIL EHS&EM AND POLICE DEPARTMENT OFFICIALS HAVE REVIEWED THE AREA FOR DOWN ELECTRICAL WIRES AND OTHER HAZARDS AND GIVEN AN “ALL CLEAR.”

SEVERE THUNDERSTORMS

The National Weather Service issues severe thunderstorm watches and warnings. Remember that tornadoes are spawned from severe thunderstorms. These will be monitored by the weather radio system located in the EHS&EM and Public Safety Office.

EARTHQUAKE (See Appendix 14)

Although earthquakes are rare in Central Virginia, they have occurred without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. Once a significant earthquake begins, building occupants must take immediate action. Individuals should take emergency actions on their own and additional actions will be implemented after the quake stops.

When the shaking stops, check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.

Check for fires or fire hazards - spills of flammable or combustible liquids or leaks of flammable gases.

Turn off ignition and heat sources if it is safe to do so. Shut off all gas sources.

Exit the building, if possible, and go to the assembly point to report injuries, damages and potentially hazardous conditions. Contact the Emergency Dispatch X2091 to notify them of any needed assistance and emergencies that may exist. Once you have exited the building, do not reenter until the building has been declared safe by trained emergency personnel.

Use the telephone system only for urgent matters. Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible case.

The best earthquake instruction is to take precautions before the earthquake (e.g., secure or remove objects above you that could fall during an earthquake).

During the earthquake:

*Remain calm and remember your plan of action - **Drop, Cover, and Hold***

- Do not dash for exits since they may be damaged and the building's exterior brick, tile and decorations may be falling off.
- Do not use the elevators.
- **Do not seek cover under laboratory tables or benches, chemicals could spill and harm you.**
- If indoors, watch for falling objects such as light fixtures, bookcases, cabinets, shelves and other furniture that might slide or topple.
- Stay away from windows.
- If in danger, get under a table or desk, into a corner away from windows or into a structurally strong location such as a hallway by a pillar.
- **Do not run outside.**
- If outdoors, move quickly away from buildings, utility poles, overhead wires, parking garages **DO NOT GO INTO THE UNDERGROUND PARKING GARAGE OR OTHER STRUCTURES DURING AN EARTHQUAKE OR DURING TREMORS.**
- If in an automobile, stop in the safest place available, preferably an open area away from power lines, buildings and trees. **Stop as quickly as safety permits and stay in the vehicle for the shelter it provides.**

CAUTION: If outside Avoid downed power or utility lines as they may be energized. Do not attempt to step over them or go within 50 feet of them.

After the initial shock:

1. **Be prepared for aftershocks.** Aftershocks are usually less intense than the main quake, but can cause further structural damage.
2. Protect yourself at all times.
3. Evaluate the situation and call x2091/911 for emergency assistance, if necessary.
4. Do not use lanterns, torches, light cigarettes, or open flames, since gas leaks could be present.
5. Open windows, etc., to ventilate the building. Watch out for broken glass.
6. If a fire is caused by the earthquake, contact x2091/911 and provide location.
7. Never return to the inside of a damaged building.

The EHS&EM and Public Safety will activate the Emergency Operations Plan.

DO NOT USE THE TELEPHONE UNLESS IT IS NECESSARY FOR EMERGENCIES.
Heavy use of the telephone will tie up the lines and prevent emergency calls from going out.

- Damaged facilities should be reported to Emergency Dispatch. (**NOTE:** Gas leaks and power failures create special hazards).
- If the evacuation alarm sounds, follow established building evacuation procedures

Should you become trapped in a building, *stay calm!*

1. If a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.
2. If there is no window, tap on the wall at regular intervals to alert emergency crews of your location.
3. Emergency personnel will check buildings immediately after a major quake.

Unsafe Water Supply (See Appendix 15)

If the campus has been alerted that harmful contaminants have been identified in the water supply, **DO NOT CONSUME** or **USE CAMPUS WATER**. This means no drinking, no use of ice, cooking, or washing with the water. Only bottled water, from a reputable source, should be used. Follow the instructions of the emergency responders regarding what to do until the water supply is declared safe for use.

Electrical/Light Failure (See Appendix 16)

ASK EVERYONE TO REMAIN WHERE THEY ARE UNTIL FURTHER NOTICE. Do NOT pull a fire alarm nor evacuate the building unless notified to do so by Longwood Police. Emergency lighting through the generator should come on within a few seconds after any power failure. Contact the Police at 911/x2091. Limit use of hot water and power equipment.

Plumbing Failure/Flood/Water Leak

Cease using all electrical equipment. Contact x2091 for assistance if an emergency, if not place a work order for the corrective action.

Do not enter the flooded area until emergency responders have had the chance to disconnect the electricity.

Post a person at the entrance of the flooded area to keep out unauthorized personnel until emergency personnel arrive.

Power/Utility Failure in Occupied Building (See Appendix 17)

The possibility exists for a utility system failure of some magnitude, especially after a tornado or earthquake. If you discover a major water leak, gas leak, or other major utility failure, call the Emergency Dispatch Center at 911/2091. **Do not attempt to correct the problem on your**

own. The Emergency Dispatcher will notify the necessary maintenance personnel for corrective action.

The possibility exists for a utility system failure of some nature and magnitude, especially after a tornado or earthquake.

If you discover a major water leak, gas leak, or other major utility failure, call the Emergency Dispatch Center at x2091/911. Do not attempt to correct the problem on your own. The Emergency Dispatcher will notify the necessary maintenance personnel for corrective action.

ELEVATOR MALFUNCTION (See Appendix 18)

If you become trapped in an elevator, use the emergency telephone or activate the elevator emergency bell within the elevator.

If you are not inside the elevator but hear an elevator bell, please take the following actions. (Most elevators on campus are equipped with an emergency telephone.)

A. Call x2091.

Give the emergency dispatcher the following information:

1. Name of the building.
2. Location within the building of malfunctioning elevator.
3. Where the car is stopped, if known.
4. Whether a medical emergency exists.

Before you hang up, make sure the dispatcher has all the information they need.

- B. Elevators have mechanical safety brakes that will operate in all situations, even during power failures.
- C Keep the occupants calm and wait for help to arrive.

Natural Gas Leak/Fumes (See Appendix 19)

Cease all operations, exit the area immediately, and call the Emergency Dispatch Center at x2091. Do not attempt to correct the problem yourself. Do not concern yourself with appliances or equipment. Leave the area immediately. Do not use a cell phone or smoke and advise others who may have ignition sources in their areas to stop and extinguish such activity.

Evacuation Procedures for Students with Disabilities

If a fire alarm sounds and you are in your room and you are **UNABLE to evacuate without assistance:**

1. Call the police at 911/x2091. Tell them:
 - ✓ A fire alarm is sounding at your location
 - ✓ That you have a special need or disability and need assistance
 - ✓ The name of your building and your room/apartment number
2. If a rescue is necessary the local fire department will make every effort to evaluate and attempt a rescue. Be prepared to explain the quickest way to disengage any equipment to facilitate the evacuation and give any other necessary instructions. Evacuation will only occur if necessary.

Note: The Police Department, Emergency Management Office, and housing will be provided with the room numbers of students with mobility impairments.

If a fire alarm sounds and you are in your room and you **DO NOT need assistance:**

1. Never use the elevators
2. Feel your door before opening it
3. If the door is hot, do not open it. If possible, place a towel under the door and wait by the window so you will be spotted by anyone attempting to see if the room is occupied.
4. If you are able to safely leave, call the Police to inform them that you are okay and out of the building.

If a fire alarm sounds in **ANY BUILDING and you're in on campus:**

1. Never use the elevators.
2. If you cannot safely reach a ground floor and exit, go to the nearest designated area of safe refuge, which may be either:
 - a. Stairwell landings
 - b. Elevator access areas or
 - c. An area that is visible from the outside (window/terrace) by rescue personnel.
3. If the area of refuge has a call button, push and activate it.
4. Have someone, if possible, notify the fire command officer that there is someone needing assistance and have them give your location. It is advisable that you prearrange some of this prior to any emergency. Contact disability resources for assistance with coordinating faculty and staff.
5. If you have a call phone, call the police at 911 or 434-395-2091. Tell them:
 - ✓ A fire alarm is sounding in the building
 - ✓ That you have a special need or disability and need assistance
 - ✓ The name of your building and your approximate location

Please be aware of your surroundings and your limitations and ask for assistance and guidance when pre-planning your emergency evacuation procedures.

Points of contact for assistance in this:

Housing: 434-395-2080

Police: 434-395-2091

Safety: 434-395-2940

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APPENDIX

Building Evacuation Notification (Appendix 1)

DO NOT PANIC

A fire alarm sounds

EVACUATE THE BUILDING IMMEDIATELY

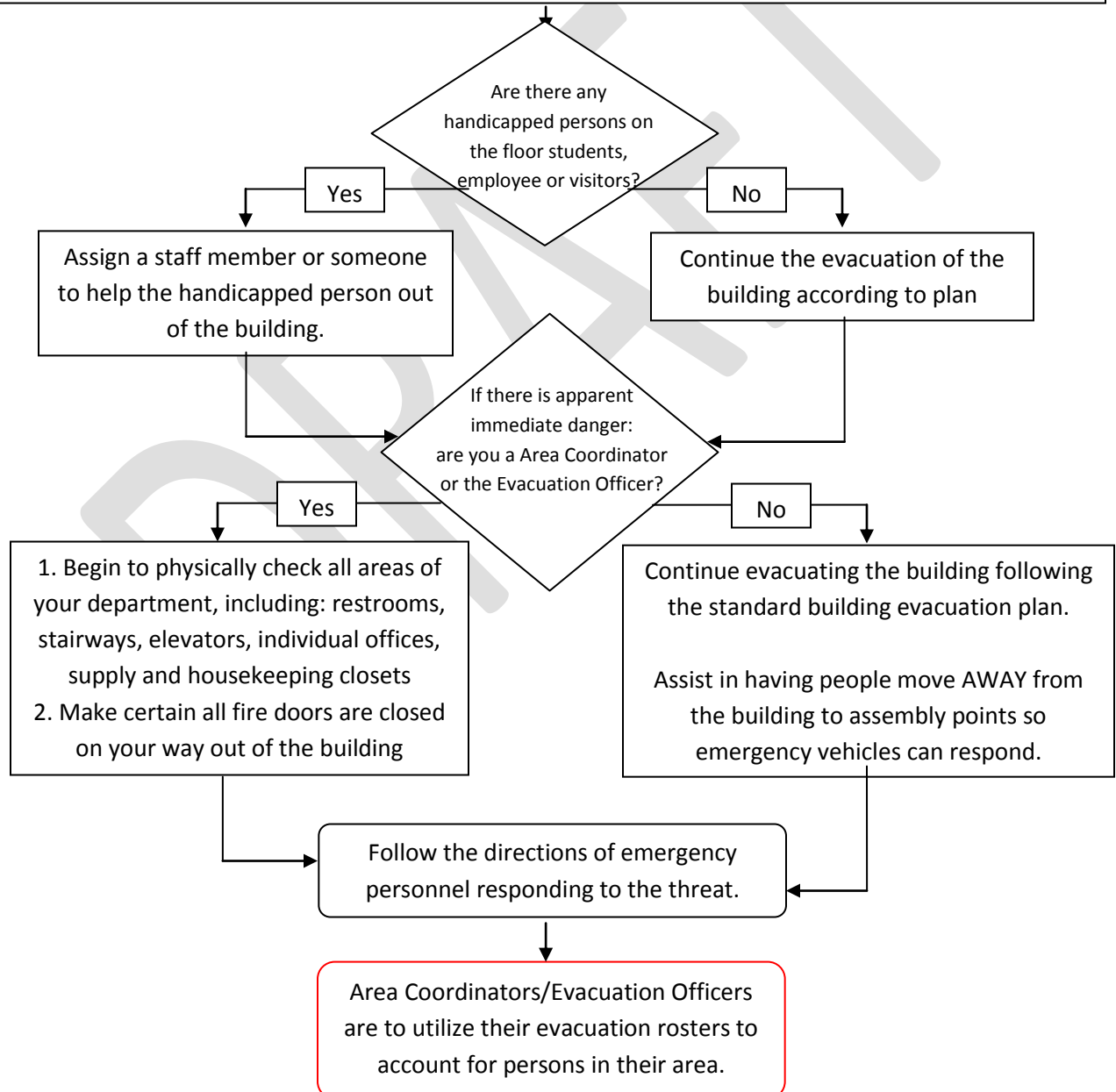
Even if NO fire or smoke is apparent, regardless of whether the alarm continues ringing or not, begin evacuation of your area.

It is better to evacuate "needlessly" than to risk not doing so.

Follow the emergency evacuation plans for your area.

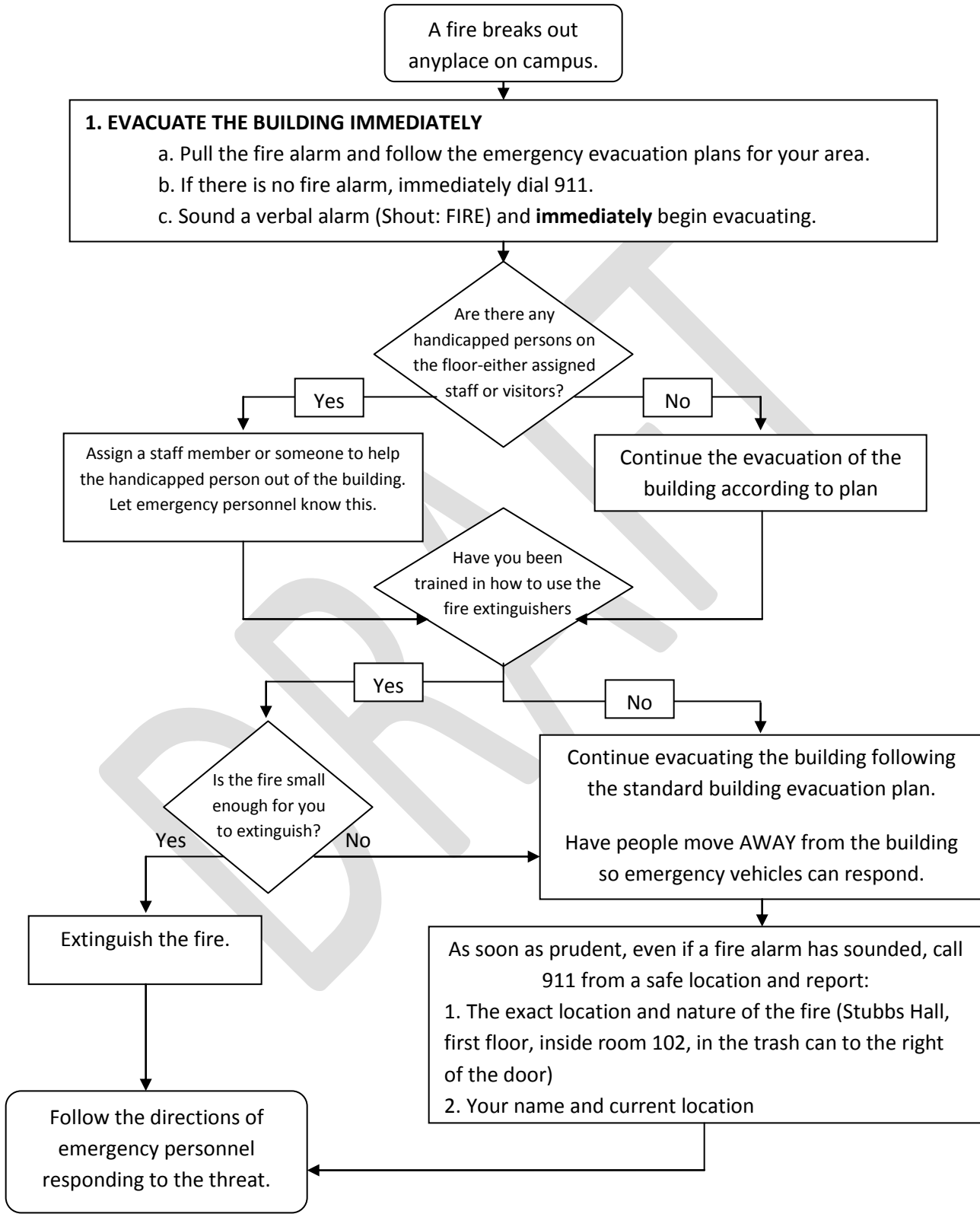
Try to maintain an **orderly evacuation**: no one is helped when you panic and you may panic others.

Do NOT use the elevators (they will automatically shut down and can only be activated by the fire department).



FIRE (Appendix 2)

*****DO NOT PANIC*****



SMOKE (Appendix 3)

You observe smoke.

REMAIN CALM- NOT ALL SMOKE INVOLVES A SERIOUS SITUATION.

Smoke can have various sources such as overheated belts or motors, steam, smoke coming into the building through the building's intake ducts, educational use in such areas as emergency response training, maintenance of bee hives, and so on.
Of course, it can result from an actual fire as well.

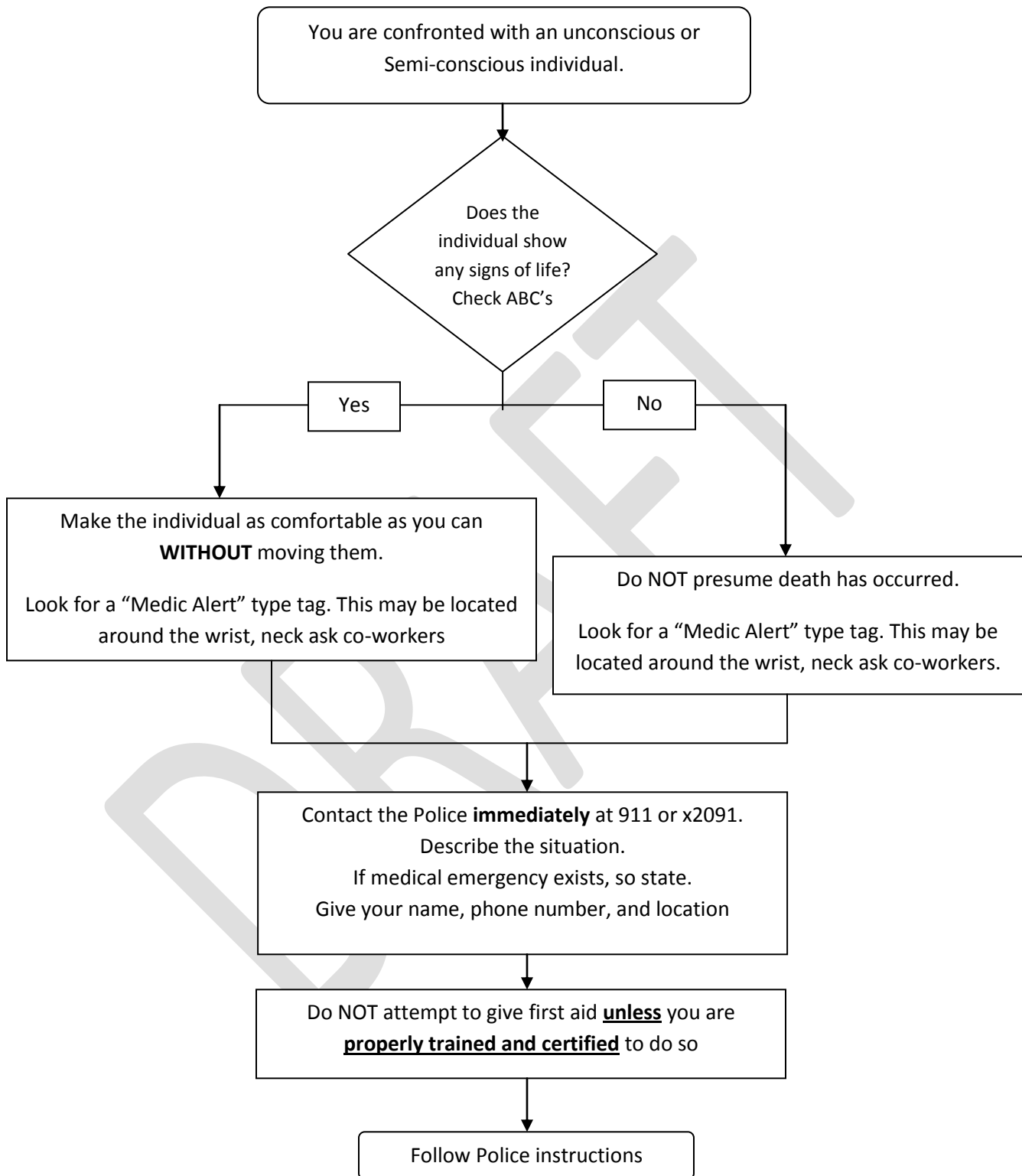
Active the fire alarms by pulling a fire pull station
if you are in the building.

Contact the University Police at 911 or x2091
Give the following information:

1. Exact location of where you are observing the smoke
(state "South Ruffner Hall, first floor, room 102")
2. Your name, location, and phone number.

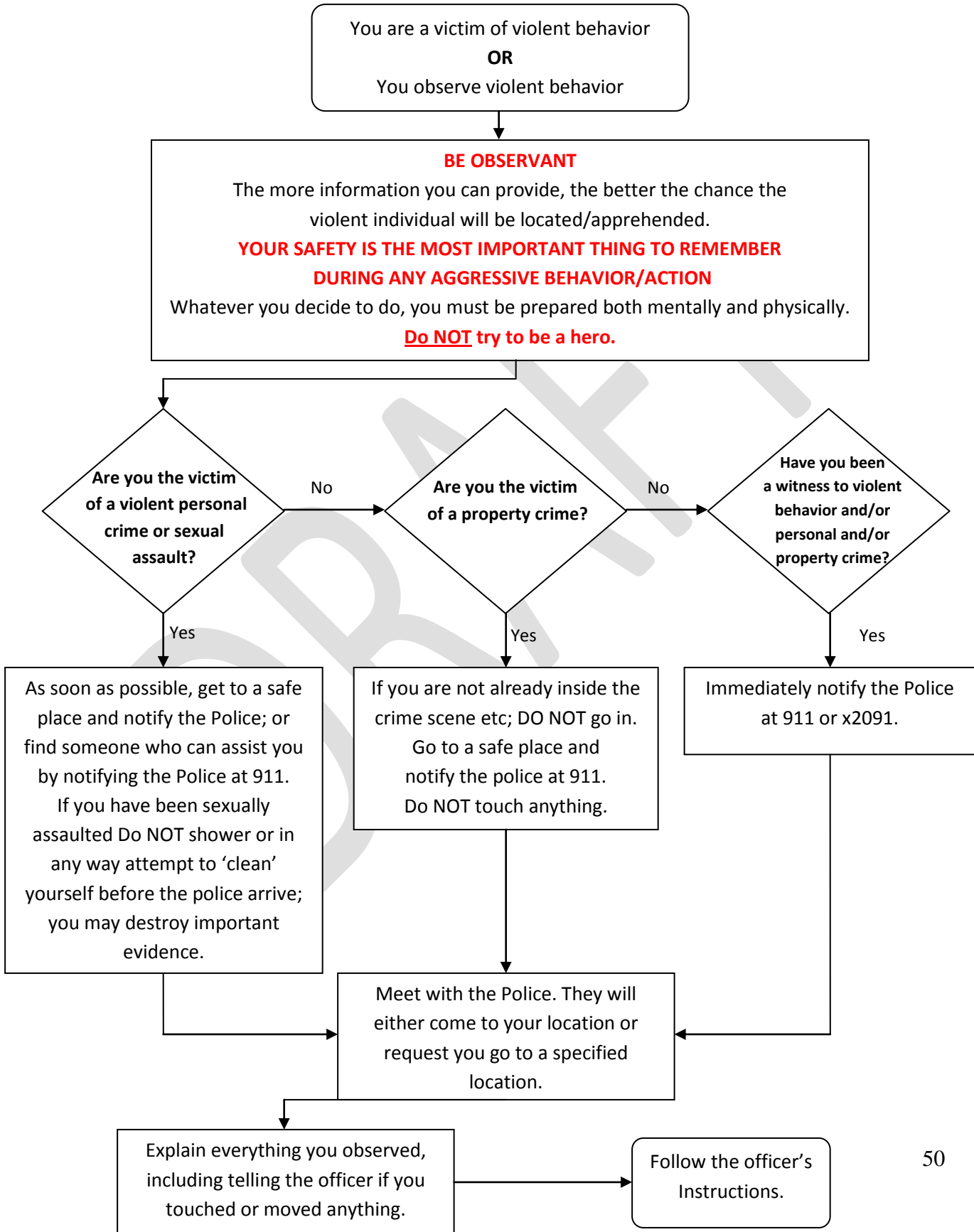
Follow the instructions of the
emergency responders.

Medical Emergencies or Fatality (Appendix 4)



Longwood Police 434-395-2091
 Farmville Police 434-392-3332
 Virginia State Police 434-993-2226
Emergencies 911

VIOLENT/CRIMINAL BEHAVIOR (Appendix 5)



BOMB THREAT (Appendix 6)

****DO NOT TOUCH!****

A bomb threat **call** comes in to your phone.

1. DO NOT put the caller on hold.
2. DO NOT attempt to transfer the call.
3. DO NOT HANG UP THE PHONE THAT THE CALL CAME IN ON.
4. Pay particular attention to background noises, such as running motors, music, or any other noises that may indicate the location from which the call is being made.
5. Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or any unusual characteristics.
6. Complete the BOMB THREAT CHECKLIST.
7. Use **another phone** and **Call the Police Immediately at 911 or x2091.**

Follow the directions of the responding emergency personnel.

SUSPICIOUS PACKAGE/LETTER/SUBSTANCES (Appendix 7)

****DO NOT TOUCH!****

A suspicious **object** is observed or received.

- Have someone else contact the Emergency Dispatcher at X2091
- Do not touch anything with your hands.
- Cover the package with a light coat, blanket, plastic to keep fumes from dispersing.
- Remove all personnel out of the area and pull the fire alarm and evacuate the facility.
- Contact Facility Maintenance and turn off all HVAC operations.

NEVER:

- Pass the letter or package to others to examine.
- Touch, smell, taste or try to analyze the substance.
- Disturb any contents in the letter or package.
- Handle the letter / package, this may only spread the substance inside and increase the chances of it getting into the air.
- Ignore the threat; it must be treated as real until properly evaluated.
- Leave the building until instructed to do so.

Follow the directions of the responding emergency personnel.

SUSPICIOUS PACKAGE OR LETTER (Appendix 8)

If you receive a suspicious package or letter notify University Police Immediately.

CALL 911/2091



- 1** Handle with care. Don't shake or bump.
- 2** Isolate it immediately
- 3** Don't open, smell, touch or taste.
- 4** Treat it as suspect. Call local law enforcement authorities

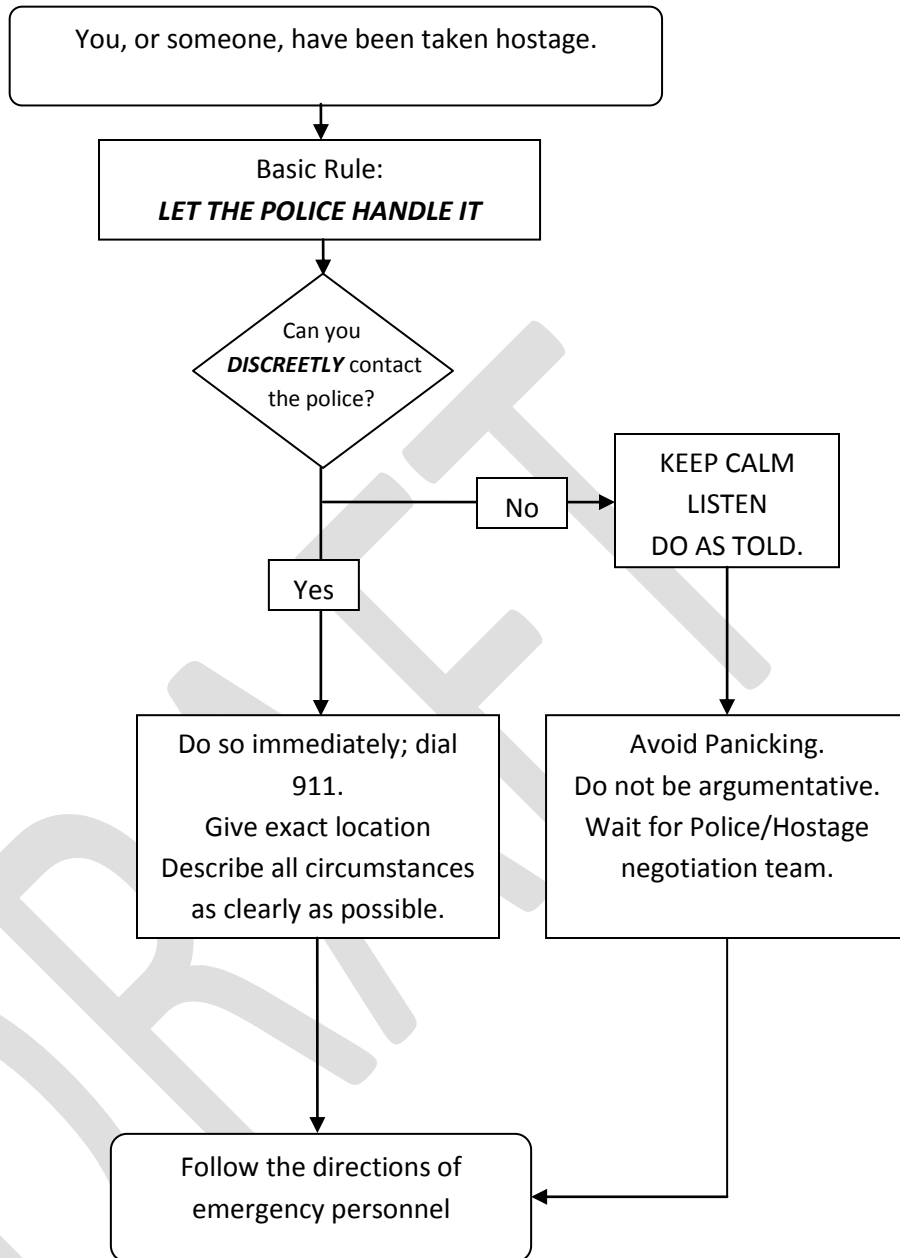
If a parcel is open and/or a threat is identified . . .

For a Bomb:
Evacuate Immediately
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

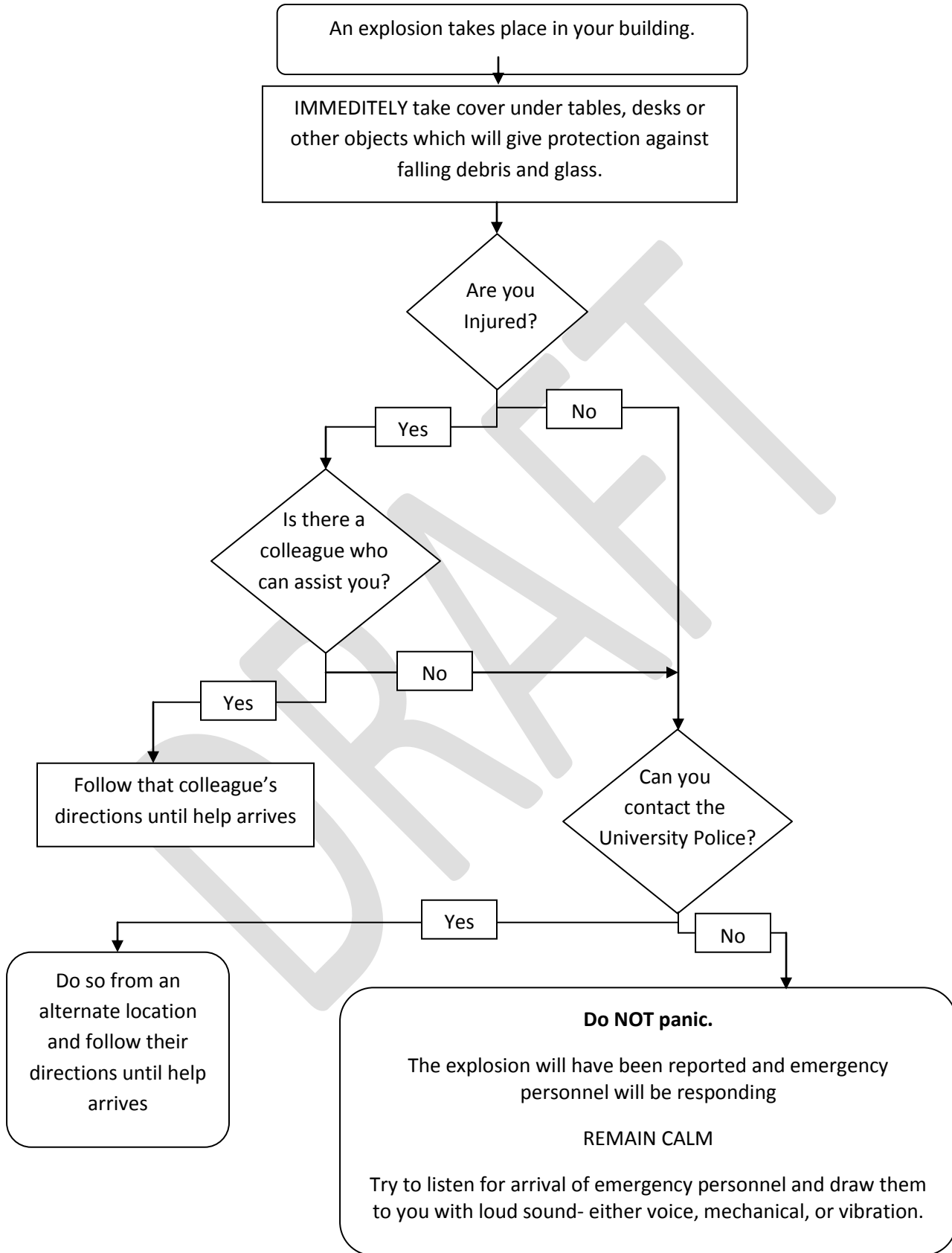
For Radiological:
Limit Exposure - Don't Handle
Evacuate Area
Shield Yourself from Object
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Biological or Chemical:
Isolate - Don't Handle
Evacuate Immediate Area
Wash Your Hands With Soap and Warm Water
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

HOSTAGE SITUATION (Appendix 9)



EXPLOSION (Appendix 10)

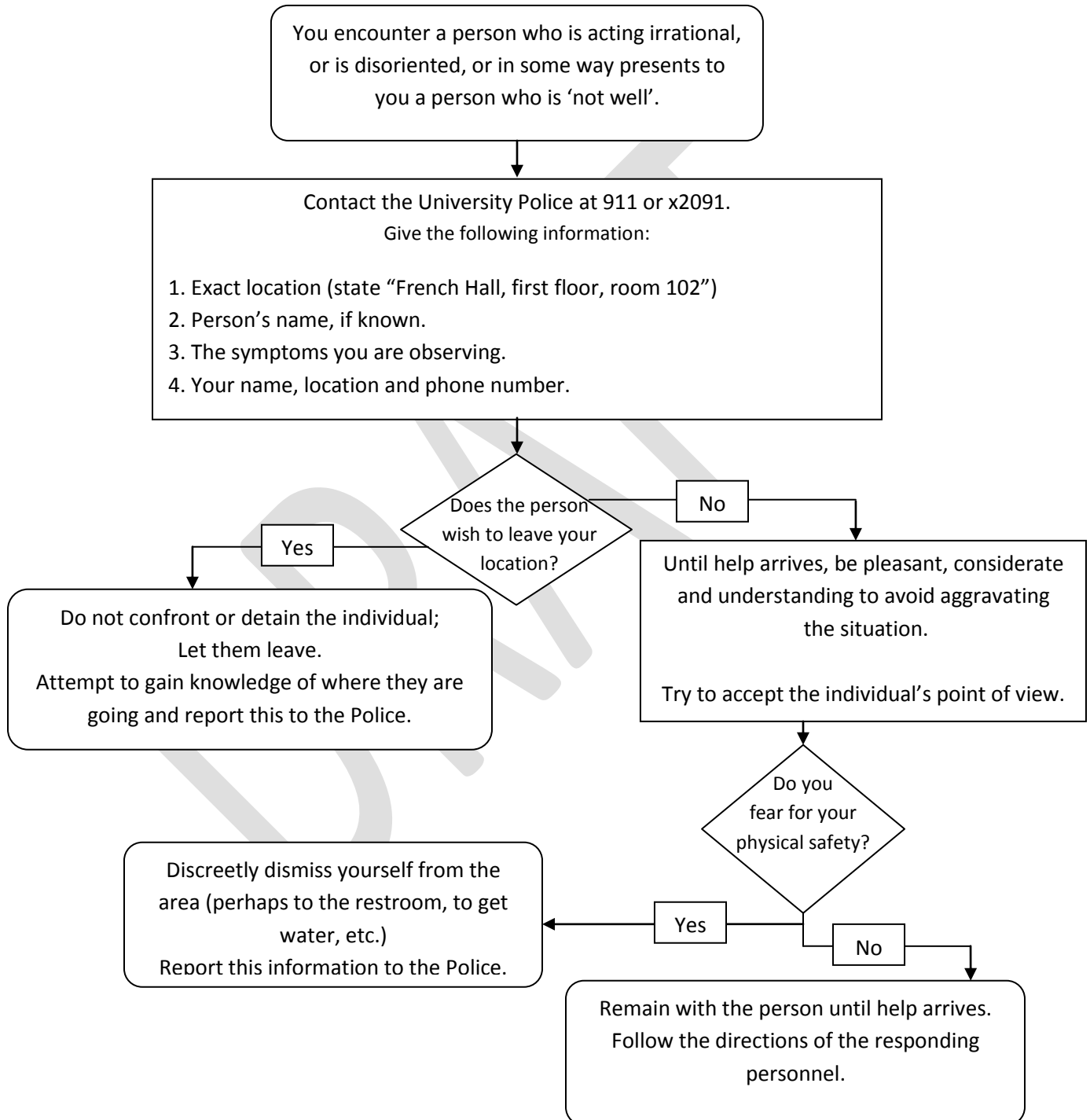


PSYCHOLOGICAL EMERGENCY(Appendix 11)

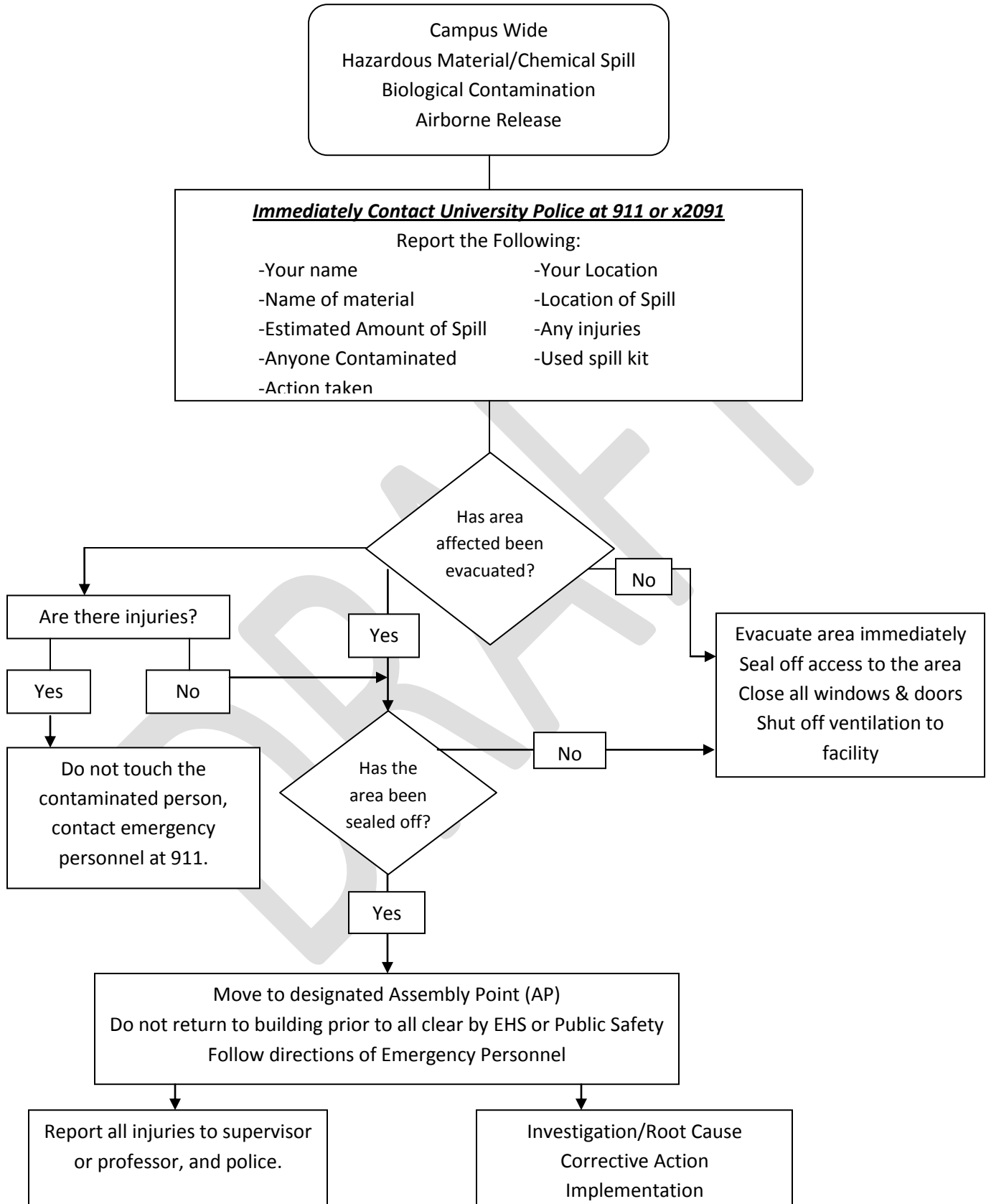
*****DO NOT GET INTO AN ARGUMENT*****

Speak calmly and firmly to the person involved.

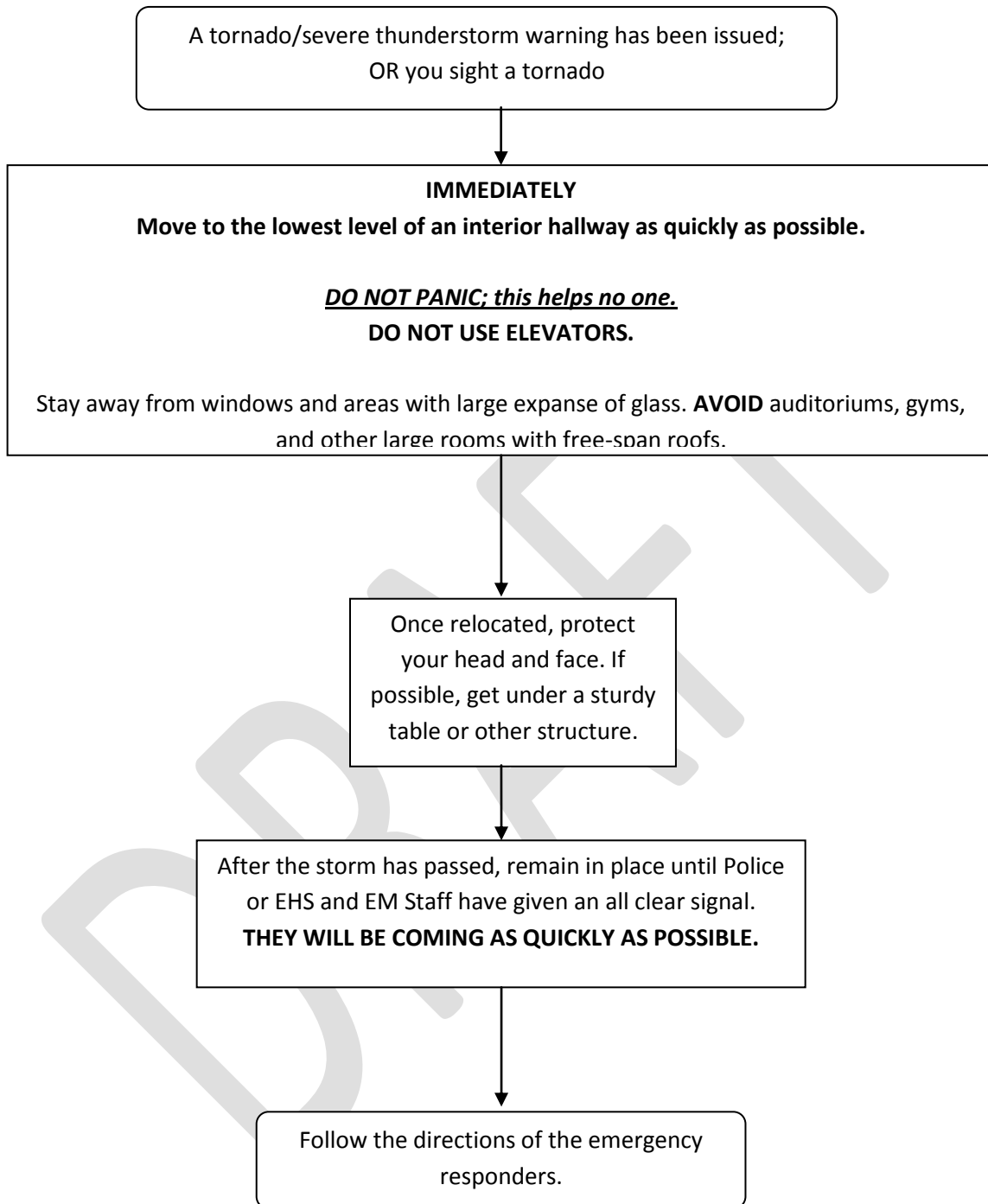
Remain alert to the possibility of violence or unpredictable actions.



HazMat/Chemical Spill / Airborne Release (Appendix 12)



TORNADO/SEVERE THUNDERSTORM (Appendix 13)

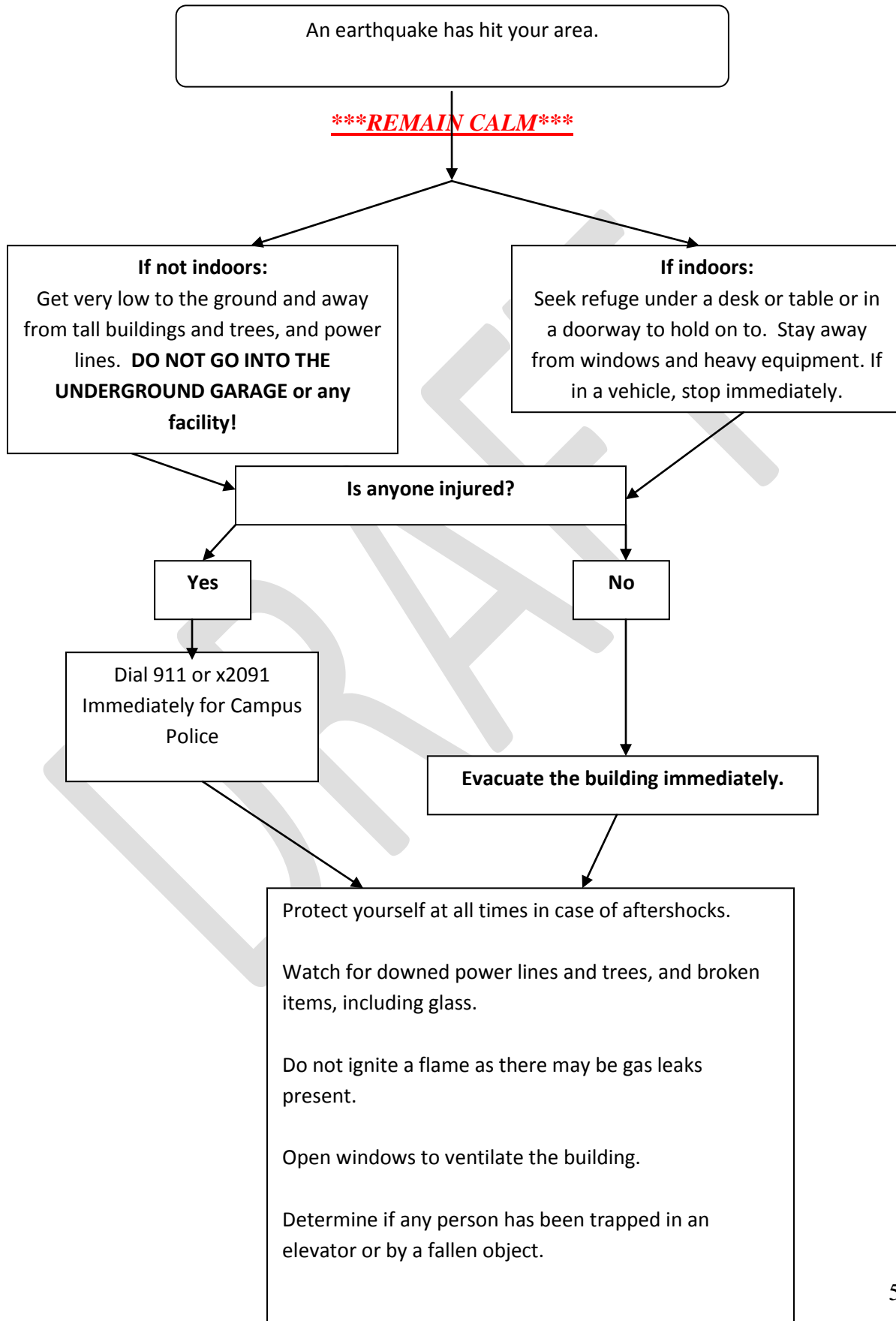


Note:

-A **“WATCH”** means the weather is likely to develop.

-A **“WARNING”** means the weather condition has been spotted in the immediate area.

EARTHQUAKE (Appendix 14)



UNSAFE WATER SUPPLY (Appendix 15)

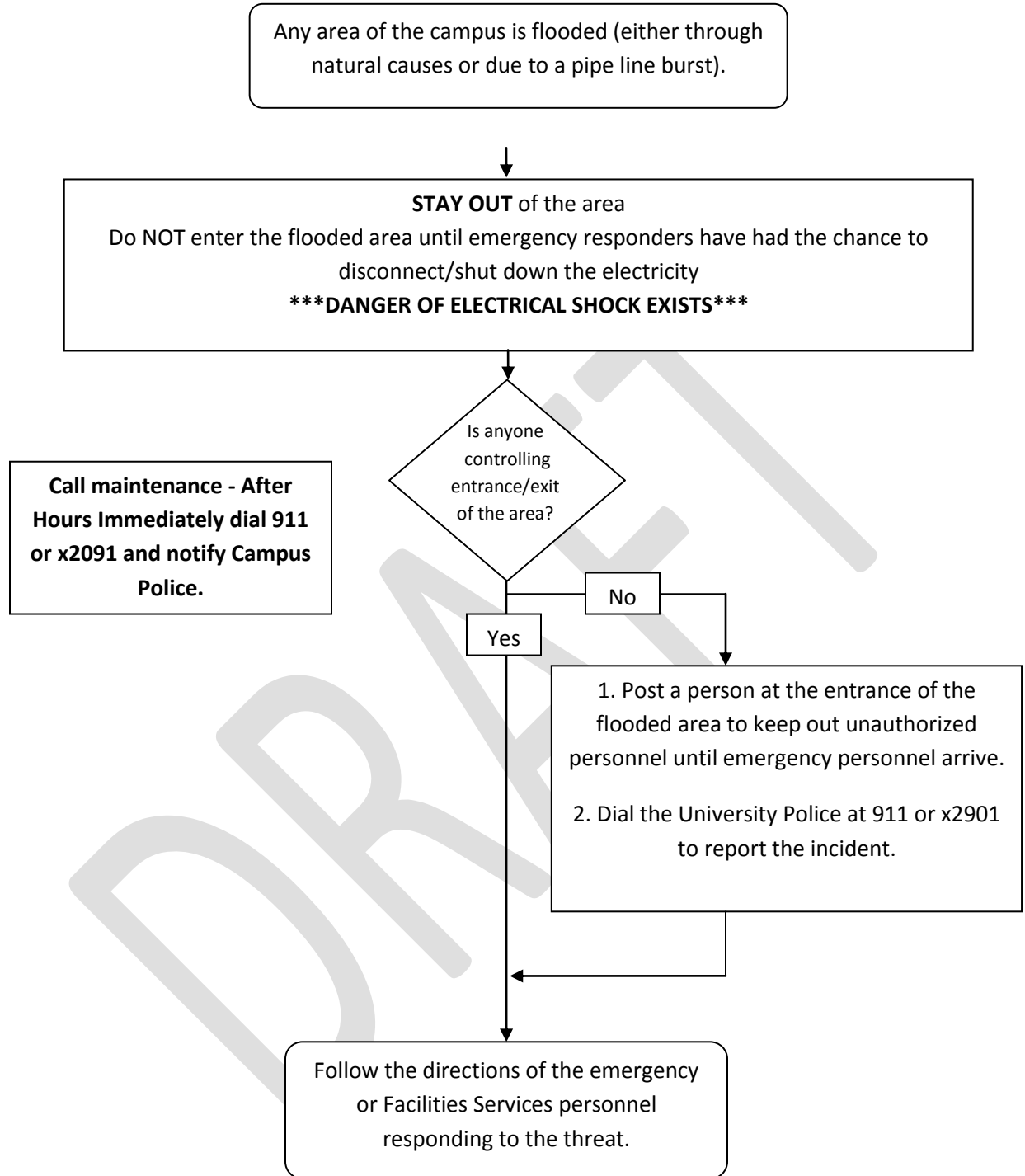
The campus has been alerted that harmful contaminants have been identified in the water supply

DO NOT CONSUME or USE CAMPUS WATER
This means no drinking, no use of ice, cooking, or washing with the water.
Only bottled water, from a reputable source, should be used.

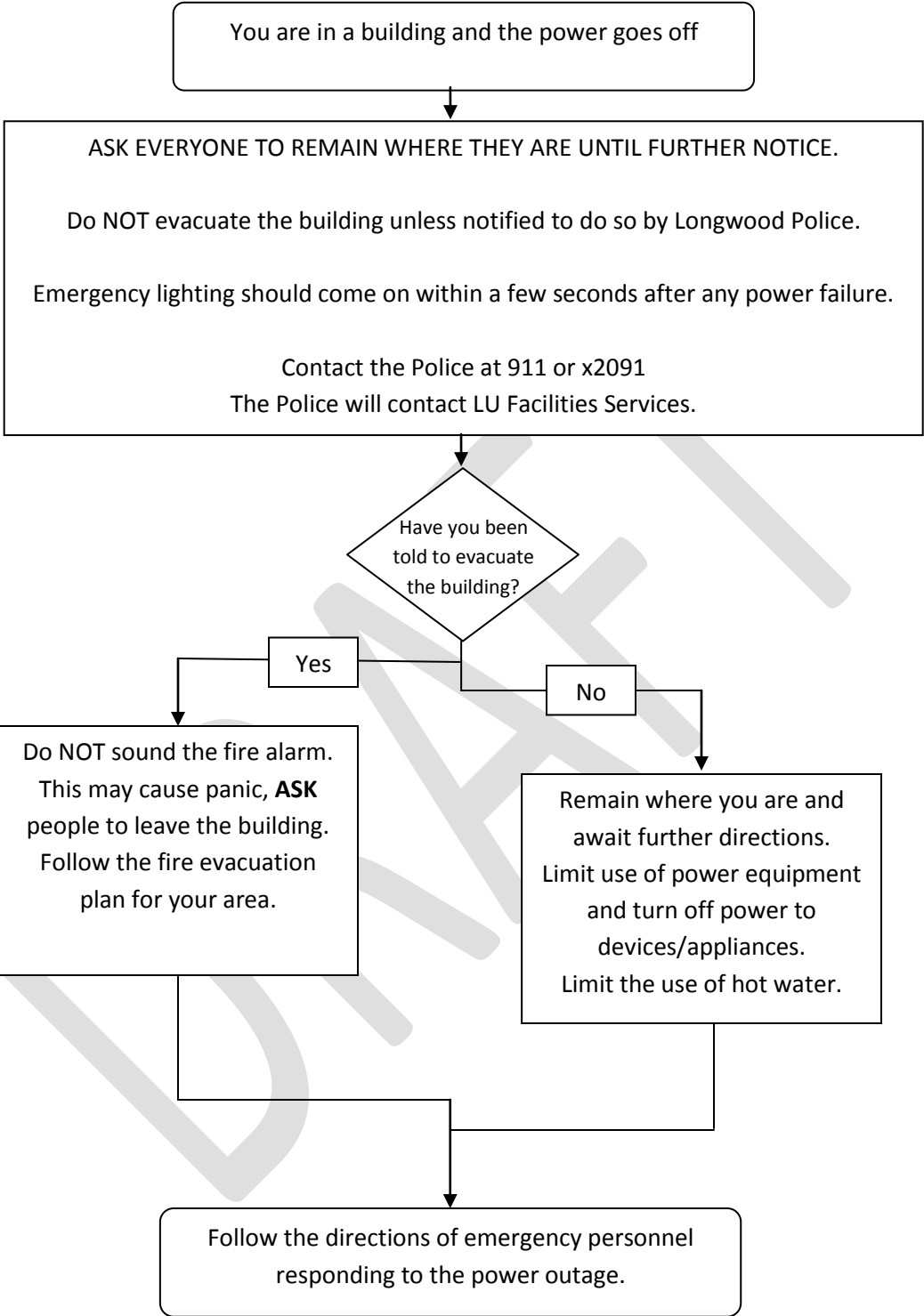
Follow the instructions of the emergency responders regarding what to do until the water supply is declared safe for use.

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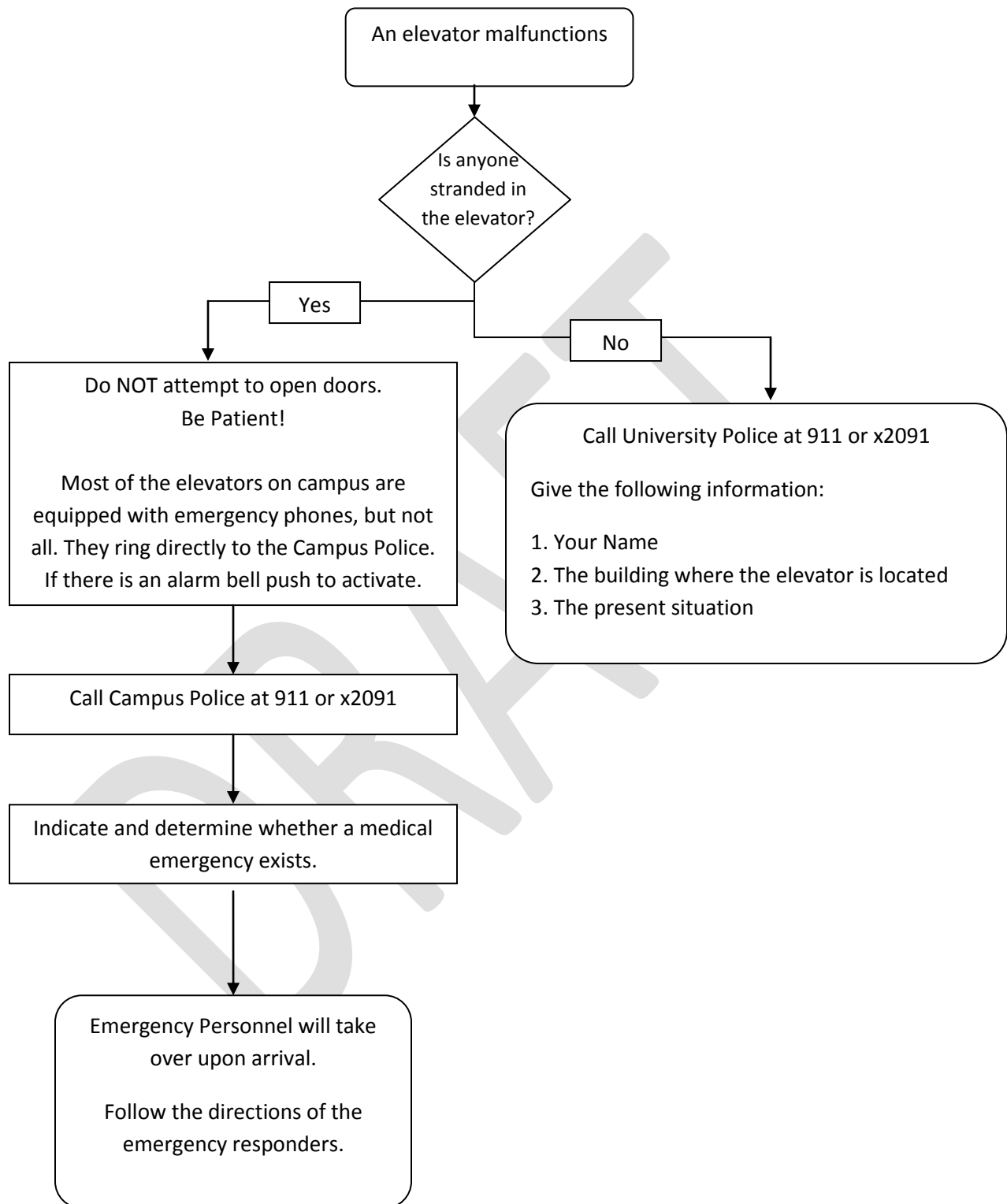
FLOODING/WATER (Appendix 16)



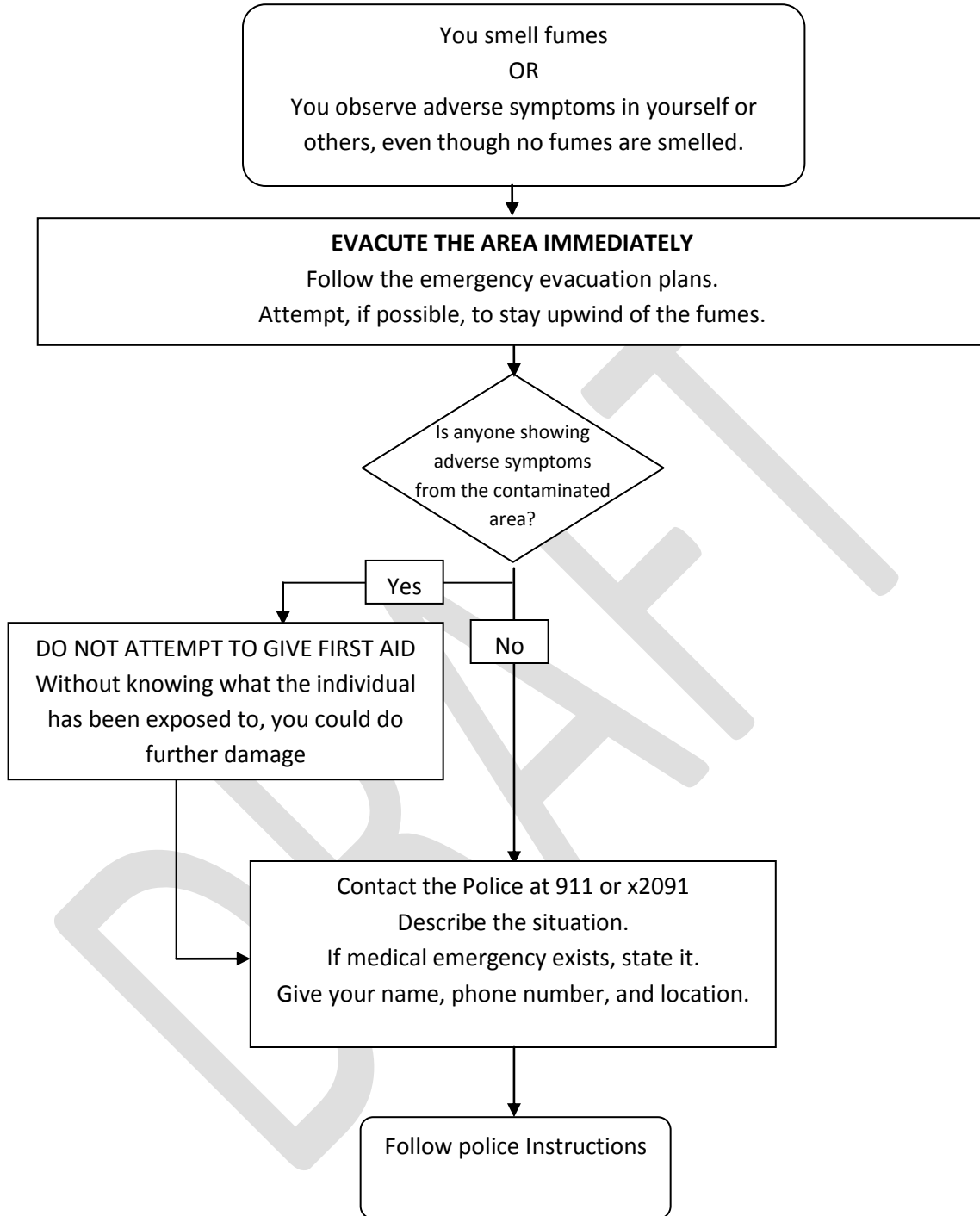
POWER FAILURE IN OCCUPIED BUILDING (Appendix 17)



ELEVATORS (Appendix 18)



FUMES (Appendix 19)



Appendix 20 – DHRM Policy Number: 1.80 – Workplace Violence

Please see the following link: http://www.dhrm.virginia.gov/hrpolicy/web/poll_80.html.

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Appendix 21- Longwood University Policy 7302 EMERGENCY CLOSINGS

Please see the following link: http://www.longwood.edu/vpaf/final_policy_base/7000/7302.htm.

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Appendix 23

Facility Name:

Longwood University

Facility and Emergency Officer Identification

Form EAP 2010 EHS&EM Office

Emergency Officer Name	Floor	Phone #	Alternate Name	Phone #	Training Date