

To: Members of the WVSU and WVSCTC Community

From: Dr. Cassandra B. Whyte,
Vice President for Administrative Services, WVSU

Dr. R. Charles Byers,
Vice President for Academic Affairs and Chair of Environmental
Safety and Parking Committee, WVSU

RE: Reminder of Emergency Services Information

Date: January 13, 2009

Information is very important in maintaining a safe environment. Faculty, Staff, and Students are all essential players in addressing any natural or manmade emergency situation that might arise. We thank you in advance for this community effort to keep our campus safe. **(Note: Director of WVSU Public Safety Department: Chief Joe Saunders – 304 -766-3353 or 304-766-3181.)**

Shelter-in-Place:

In the event of certain events, the emergency protocol for this campus is to Shelter-in-Place upon hearing a **3-minute siren**. **Shelter areas** are located in public buildings. A listing of those meeting locations is available at the end of this memo.

Sheltering provides opportunity to learn what has occurred. Sometimes the shelter-in-place may be for practice purposes rather than for an emergency situation. In the event of certain emergencies, the campus community may remain sheltered until an all-clear or evacuation would occur. Reminder: As you leave your office, classroom, or residence hall room, please shut your door, close windows, and turn off air circulation. Take your cell phone with you, but mute the sound.

Experts indicate that sheltering is a well-accepted procedure during emergencies. **All plans used on this campus adhere to emergency planning efforts of county, state, and national safety agencies.**

Drills:

Each semester, members of this community practice emergency procedures by having drills. During a Shelter-in-Place Drill, public safety officers, physical facilities personnel, residence hall staff, and faculty, staff, and students either practice for the first time or refresh their knowledge of the protocols. The drills also provide opportunity to check equipment and train new personnel.

The Spring, 2009 drills will tentatively be held on Tuesday, February 10, 2009. There will be practices during the day and evening.

WARN:

The Wide Area Reporting Network (WARN) is an additional method of communication during an emergency. It is very important for you to “opt in” to the WARN system to receive emergency communication wherever you may be located. In the event of an emergency, you may be notified by receiving a cell phone call; a call to your home or office phone; or an e-mail or text notification. It is your responsibility to register your numbers and addresses with the confidential WARN system. Please go to the web pages; click on Emergency Services; and then “Opt In” to the WARN system according to instructions.

Emergency Procedures:

Emergency procedures, in abbreviated format for easy reference, are located on the institutional web pages.

Communications Center:

In the event of witnessing an emergency or accident, please call Public Safety or Physical Facilities (in case of water pipes bursting, etc.) at 304-766-3181 or 304-766-3353. In case of a dire situation involving health and safety, please first dial 911, then 304-766-3181. This campus operates a 24-hour communications center.

List of Shelter-in-Place Areas:

CAMPBELL CONF. CENTER.....	CONFERENCE AREA
CHILD DEV. CENTER.....	FIRST FLOOR AREA
COLE COMPLEX.	ROOMS 112 AND 306
DAWSON HALL.	1ST FLOOR LOUNGE
EAST HALL.	EAST HALL
ED NET.	STUDIO ROOM
FERRELL HALL.	2ND FLOOR, AUDITORIUM
FINE ARTS.....	ROOM 305, 1ST FLOOR
FLEMING HALL.....	GYMNASIUM
GORE HALL.....	1ST FLOOR LOUNGE
HALL OF FAME.....	2ND FLOOR, CONFERENCE AREA

HAMBLIN HALL..... GROUND FLOOR, ROOM 07
HEALTH CENTER..... WILSON UNION LOUNGE AREA
HILL HALL..... HALLWAY OF 2ND FLOOR AND ROOM 219
JONES HALL..... BREAK ROOM
LIBRARY..... 2ND FLOOR READING ROOM
PHYSICAL FACILITIES..... BREAKROOM AREA
PRILLERMAN RESIDENTS..... REMAIN IN APARTMENTS
PROJECT H.O.U.S.E..... MAIN LOBBY
ROTC..... ROOM 111
SULLIVAN HALL, EAST-WEST..... FIRST FLOOR LOUNGE
WALLACE HALL..... ROOM 122, AUDITORIUM
WILSON UNION COMPLEX..... LOUNGE AREA

c: Dr. Hazo W. Carter, Jr.