



SUBJECT: **Emergency Procedures**

REFERENCE: Higher Education Policy Commission Procedure #2 “Bomb Threats”

1. PURPOSE

To provide guidance for employees in the event of an emergency situation.

2. SCOPE AND APPLICABILITY

All employees.

3. DEFINITIONS

4. POLICY

All emergencies shall be handled in an orderly manner according to prescribed procedures. Emergencies shall include but not be limited to bomb threats, fires, flooding, and other situations and conditions endangering the safety and general welfare of building occupants.

5. BACKGROUND OR EXCLUSIONS

Refer to SCP-1233 “First Aid;” and SCP- 1435 “Inclement Weather and Emergency Situations Policy” for related information.

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

A. Bomb Threats -- In the event of a bomb threat, the following guideline shall be followed:

1. The Telephone Operator shall immediately record the time of the call and the exact message received.
2. The Telephone Operator shall notify the Campus Manager/Director, or his/her designee.
3. The Campus Manager/Director, or his/her designee, shall immediately evacuate the building by engaging the fire alarm. He/she shall also notify the West Virginia Department of Public Safety and the College President.
4. The building must remain vacant until police officers inform the Campus Manager/Director that it is safe for the building to be occupied.



- B. Fires – In the event of a fire, the following guideline shall be followed:
1. Smoke and/or heat accumulations will, in most instance, engage the fire alarm system. However, if smoke and/or fire is detected, the Campus Manager/Director, or his/her designee, shall immediately sound the fire alarm to evacuate the building.
 2. If the situation is determined to be minor, the Campus Manager/Director and his/her staff shall extinguish the fire and insure that the area is adequately ventilated to remove smoke and fumes.
 3. If upon inspection the situation is assumed to require professional fire fighters, the Campus Manager/Director shall immediately telephone the local fire department.
 4. In both situations, the area shall remain vacant until all necessary repairs have been made, and it is returned its original or comparable state.
 5. The Campus Manager/Director shall be responsible for enlisting the assistance necessary to handle the situations.
- C. Flooding – In the event of a flood, the following guideline shall be followed:
1. Flooding may result from external or internal sources.
 - a. External considerations, such as streams overflowing, will be handled by evacuating the building and taking the necessary precautions to prevent damage to furniture and equipment. Such precautions may require the relocation of items on other floors or in different areas.
 - b. Internal flooding may result from such sources a ruptured water lines and blockages in the sewage system. The area affected shall be immediately evacuated by the Campus or Department Manger, and all equipment and furniture protected or removed to prevent damage.
 2. If food preparation or storage areas are extensively flooded, the local Health Department must inspect the establishment before it may be reopened.
 3. All rooms shall remain vacant until the situation is corrected, and the area is returned to its original or comparable state.
- D. Other Emergency Situations – In the event of other emergency situations, the following guideline shall be followed:
1. Situations not described here but which threaten safety or general welfare must be handled expeditiously and in the best interests of the College and those affected.



2. The procedures specified in this policy shall be applied where relevant to other situations.
3. The Campus Manager/Director shall be notified immediately of all emergencies and proper care shall be exercised.

8. CANCELLATION

None. Policy in MAP format 8/20/00.

9. SIGNATURE

President

Date

Attachments

Distribution

All Employees

Revision Date

August 20, 2000