



NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

CRISIS RESPONSE MANUAL

September 2009



CRISIS RESPONSE MANUAL

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INTRODUCTION AND PURPOSE

A "crisis situation" at New River Community and Technical College (hereafter referred to as New River) is a situation created by any occurrence within the College's jurisdiction that (1) adversely affects or has the potential to adversely affect the lives, health, welfare, morale or reputation of New River students, staff or faculty); (2) creates or has the potential to create pervasive alarm or disfavor among publics on whom New River relies for support (e.g., alumni, parents, legislators, the media); (3) is declared *by the President of New River* to be a situation that warrants activation of the Crisis Response Team.

Crisis situations could result from any number of occurrences – a chemical explosion in the science lab, a fire, a natural disaster, a murder, a hostage situation or a domestic violence related incident. How New River reacts to crisis is the ultimate test of our institutional values.

The purpose of this plan is to set forth clear guidance and procedures for responding to crisis situations at New River.



CAMPUS CRISIS RESPONSE TEAMS

President: Ted Spring				
Vice President: Harry Faulk				
Position	Raleigh County Campus	Mercer County Campus	Greenbrier Valley Campus	Nicholas County Campus
Campus Dean	Carolyn Sizemore	James "Bo" Hylton	Roger Griffith	Fred Culler
Building Manager	Julius Brown	James "Bo" Hylton	David Thompson	Roger Spinks
Recording Secretary	Stephanie Gaiser	Rita Holcomb	Sandra Dixon	Drema Amick
Business Officer	Jill Kinder		Melinda Ford	Brigette Neil
Faculty	Joycie Wawiye	Sharon Evans Bruce Sneidman Brian Testerman Shawn Garretson	John Dynak	Carol Friend
Medical	Anita Stapleton	Margaret Vines		Rebecca Legg
Security	Darian Permelia		Len Evans	

It is the responsibility of the Campus Dean to assemble the team and direct its activities.

IN THE EVENT OF AN EMERGENCY, CALL 911



CRISIS RESPONSE MANUAL

Telephone Numbers

Emergency911

Ted D. Spring, President 304-252-2061 (Home)
..... 304-646-4023 (Cell)

Harry Faulk, Vice President
and Chief Academic Officer 304-731-5673 (Home)
..... 304-894-4838 (Cell)

Libby Belcher
Public Information Officer(304)-673-8495 (Home)
..... (304)-222-0944 (Cell)

Larry Barnhill
VP for Finance
Safety/Loss Control Officer (304)-638-2090 (Cell)

James “Bo” Hylton, Campus Dean..... (229)–726-0834 (Cell)

Roger Griffith, Campus Dean(304)- 645--4139(Cell)
.....(304)661-5305 (Cell)

Fred Culler, Campus Dean (724)-953-4108 (Cell)

Carolyn Sizemore, Campus Dean(304) 890-4476 (Home)
.....(304)619-9819 (Cell)

Community and Technical College Response Team

In the event of a crisis situation, as defined in this manual, the President of New River will immediately activate the crisis response team. Although the exact nature and scope of actions to be taken by this team will depend on the type of crisis at hand, each team will have the following general responsibilities.

New River Response Team

For the duration of the crisis, the Crisis Response Team will operate from a command center established at the Central Office. If the crisis is limited to one campus, a command center will be established on/off that campus and will be coordinated and facilitated by the Campus Dean. A center so established will be manned 24 hours a day during the crisis, and will have dedicated access to telephone, facsimile, radio and e-mail communications.

Team Member

Primary Responsibilities

President

Keep the Chancellor of the West Virginia CTC, New River Board of Governors Chair and appropriate governmental and civic leaders informed about the crisis situation and actions being taken. Keep the Public Information Officer informed.

Vice President and
Chief Academic Officer

Plan and implement any college-wide or individual academic schedule changes the emergency situation requires; communicate such changes to students and faculty; respond to queries about effects the crisis may have on academic schedules or program requirements; provide necessary support and counseling to faculty colleagues.

Campus Dean

Immediately inform the President and maintain contact. Assemble team and direct its activities. Direct any necessary changes to work schedules required of classified employees.

Director of
Business Services
Or Designee

Activate and man the Crisis Command Center. Assess financial implications of crisis; advise President and Campus Deans of any shift of resources necessary to accommodate crisis; handle insurance requirements as required.

Assistant to the President/
Public Relations (Public Information)

Coordinate both internal and external crisis communications in accordance with the New River crisis communication plan. *[NOTE: The essential components of this plan include a means to contact key New River personnel at the onset of the crisis, and to communicate with internal constituents (local citizens, parents, alumni and other interested individuals and groups) from the beginning of the incident until the crisis has been resolved, at the direction of the President, serve as institutional spokesperson with external media.*

Other Members as Required by
Nature of Crisis

To be determined at time of crisis.

EMERGENCY RESPONSIBILITIES AND PROCEDUES

Building Manager

Each New River campus has been assigned a building manager who will be responsible for monitoring the building. One of the most critical responsibilities of the building manager is to prepare the building occupants for evacuation in the event of an emergency. Once every six months, this individual will arrange for and direct a complete fire drill of all employees and students in the building. During an actual emergency, the building manager must exercise positive leadership in providing for the safety and security of employees and students. This responsibility continues until the emergency is terminated. This responsibility may be shared to allow for more building and times when the building manager may be away from the campus.

In preparation for a fire or other emergency, the building manager will:

- a. Work with the Campus Dean to ensure employees are trained to handle emergency situations.
- b. Supervise and direct the activities of the occupants during emergencies and drills.
- c. Be familiar with the layout of the building, the emergency exit plan, and the location and operation of any available fire alarm system, fire protection equipment, and coded door locks, if applicable.
- d. Know the precise locations of, and routes to, exits and refuge areas.
- e. Perform frequent inspections to determine that all fire exit doors are unobstructed, operable and unlocked.
- f. Have available a current listing of all personnel and students with physical disabilities who may need help exiting the building.

In the event of a fire or other emergency, the building manager will:

- a. Verify that the Campus Dean has been notified of the situation.
- b. Orchestrate the evacuation of the building. This includes:
 - Directing personnel and the students to proceed to their designated refuge area.
 - Selecting the safest exit to use for evacuation based on the location of the fire or whatever is causing the emergency.
 - Taking a head count, if appropriate, to determine if all of the known occupants have been evacuated.
 - Informing the Campus Dean when the evacuation of all persons in the building has been completed.
 - Ensuring, during a general evacuation, that the entire area (including restrooms, storerooms, conference rooms, etc.) is cleared.

- Ensuring, if the situation permits, that all safes and records cabinets in the building are secured, and that all office machines are turned off. Ensure that all doors, particularly fire doors, are closed upon exiting.
- Completing an incident report with the Campus DDean. Used for reporting purposes.

ACCIDENT OR ILLNESS

In the event of an accident or illness of an employee, student, or visitor on New River premises, immediately call 911 and request assistance. Give the following information:

- Name of facility, address, location of accident.
- All pertinent information about the accident or illness.

Do not move the injured or ill person. Try to make the person comfortable.

If possible, have someone meet the emergency unit at the door of the building.

Getting Emergency Help

When to Call for Emergency Help

Use the following symptoms/situations and common sense to determine what a true emergency is:

- Severe traumatic injuries
- Traffic accident casualties
- Injuries from falling
- Severe head injuries
- Heat related symptoms

If you are unsure as to the seriousness of the injuries or the situation, do not hesitate to call 911 for assistance.

What to Say

Give the following information:

- Nature of the emergency
- Exact location
- Telephone number from which you are placing the call
- Your name

Do not hang up until the recipient of the call has all information needed.

Building Evacuation: General Information

- Remain calm.
- Close all doors as you leave.
- Proceed to the nearest practical fire exit.

- Follow the instructions of the building manager and proceed out the fire exit. Keep to the right so that emergency personnel, etc., may use the exit.
- Request help from emergency personnel for persons with special needs.
- Do not return to the evacuated building until instructed to do so by authorized officials.
- Notify the Campus Dean.
- Complete and file an incident report with the Campus Dean. Used for reporting purposes.

Evacuation Floor Plans

A "YOU ARE HERE" type of floor plan is posted at both ends of the main corridor/hallway. All occupants will review the appropriate floor plan regularly to familiarize themselves, and students, with its contents and directions.

The Evacuation Plan sketches include evacuation routes from the building and the location of all fire extinguishers.

Assisting People With Disabilities During Emergency Situation

People with disabilities who are sufficient under normal circumstances may have to rely on the help of others in a disaster. Below are some guidelines to use when assisting those with disabilities.

- Be ready to offer assistance if an emergency occurs.
- People with disabilities often need more time than others to make necessary preparations in an emergency.
- The needs of older people often are similar to those of persons with disabilities.
- Because disaster warnings are often given by audible means such as sirens and radio announcements, people who are deaf or hard of hearing may not receive early disaster warnings and emergency instructions. Be their source of emergency information as it comes over the radio or television.
- Some people who are blind or visually-impaired, especially older people, may be extremely reluctant to leave familiar surroundings when the request for evacuation comes from a stranger.
- A guide dog could become confused or disoriented in a disaster. People who are blind or partially sighted may have to depend on others to lead them, as well as their dog, to safety during a disaster.
- In most states, guide dogs will be allowed to stay in emergency shelters with owners. Check with your local emergency management officials for more information.
- People with impaired mobility are often concerned about being dropped when being lifted or carried. Find out the proper way to transfer or move someone in a wheelchair and what exit routes from buildings are best.
- Some people with mental retardation may be unable to understand the emergency and could become disoriented or confused about the proper way to react.

- Many respiratory illnesses can be aggravated by stress. In an emergency, oxygen and respiratory equipment may not be readily available.
- People with epilepsy, Parkinson's disease and other conditions often have very individualized medication regimes that cannot be interrupted without serious consequences. Some may be unable to communicate this information in an emergency.
- If a crisis situation occurs, check with students or co-workers who are disabled, and provide physical assistance in exiting the building and transferring to a vehicle.

ACCIDENT PREVENTION

General Guidelines

- If you see something unsafe that is within your power to correct, either correct it immediately yourself or call someone to get it fixed.
- The key to security is awareness. Be aware of what is going on around you always. A door ajar, a window unlocked, a light off that should be on, a stranger's actions are only a few signals.
- **Safety and security are everyone's responsibility.**
- Preventing accidents whenever possible is also everyone's responsibility. Accordingly, every member of the faculty, staff, and student body is required to report any potentially dangerous situation to the building manager. The building manager will convey the information to the appropriate office (usually the Campus Dean) for action.
- Faculty and staff are responsible for ensuring the general orderliness of the working environment, use of protective clothing where necessary, and the proper maintenance of equipment. Additionally, faculty or staff must ensure that only authorized or adequately trained individuals be allowed to use or operate equipment.

Safety Inspections:

Inspection of classrooms, laboratories, and the equipment used therein is the responsibility of the faculty or staff member assigned to the classroom or laboratory. Repairs of equipment or building facilities will be reported to the building manager for referral to the Campus Dean or, in the case of specialization equipment, the appropriate manufacturer or repair service. The building manager will make periodic inspection to ensure safety guidelines are being met.

General Laboratory Guidelines:

Faculty, staff, and students will adhere to the following safety procedures and policies when working in laboratories

- Immediately and properly clean up all spills
- Never work alone in a potentially hazardous area.
- Operate equipment properly and for its intended use only.
- Always use appropriate guards and safety devices when operating equipment.

- Wear appropriate clothing and avoid wearing jewelry or clothing that might interfere with the operation of equipment.
- Never run or engage in rough play in the lab.
- Always wear shoes in the lab. Do not wear open-toed shoes.
- Keep exits and aisles clear.
- Place labels on all chemicals in accordance with the Hazard Communication Plan.
- Never eat, drink, or use tobacco products, or apply cosmetics in the lab.
- Handle chemicals in accordance with the Material Safety Data Sheet (MSDS) and all safety procedures.
- Wash hands thoroughly with soap and water whenever leaving a laboratory.
- Get help or use a cart when lifting or moving heavy objects.
- Use a well placed, sturdy stool or ladder for climbing.
- Know the location of exits and be familiar with the use of emergency equipment.

Classroom Safety Responsibilities

In compliance with the Occupational Safety and Health Act of 1970 and to provide for the health, safety and security of students and employees, New River has established the following responsibilities:

Building Manager

Ensure that an effective safety program is in place and supported by all personnel.

Coordinate and implement safety plan.

Survey all areas for compliance with the safety plan.

Monitor the procurement, use, and disposal of all chemicals at the New River.

Create a chemical inventory and manage the collection of Material Safety Data Sheets (MSDS) for these chemicals in accordance with the Hazard Communication Plan.

In all instances the building manager will complete an incident report with the Campus Dean (use for reporting purposes).

FIRE

Fire Procedures

- Remain calm.
- Immediately leave your area, closing all the doors behind you.
- If an audible alarm has not been automatically activated, immediately call 911 from another location and follow local procedures. Report the exact location (hallway, room) of the fire and all pertinent information about the fire emergency.
- Be prepared: Know in advance the nearest exit to your work location and the route you will follow to reach that exit in the event of an emergency. Also establish an alternate route to be used in the event your first route is blocked or unsafe to use. [Remember, if you encounter heavy smoke, often the exit signs above the door may be obscured.] If you know in advance how many doors you will have to pass, you can then crawl or crouch low with your head below the smoke (watching the base of the wall) and count the doors you pass so you will know when you reach the exit door.]
- Keep talking to a minimum to reduce confusion and make it easier to hear instructions.
- If your clothing catches fire – STOP. . .DROP. . .ROLL.
- Notify the Campus Dean; complete the incident report.

Fire Drills

Unannounced fire drills may be conducted at least once every six months for each working shift in the building. All occupants of the building will participate in the fire drills.

Alternate routes should be used to condition the emergency organization and building occupants to various situations that might occur during an actual emergency. The drills should familiarize the occupants with all the available exit routes.

Shortly after the fire drills, the building manager will hold meetings with other personnel and staff to determine the effectiveness of the drills, and to assure that appropriate procedures are being followed.

The Building Manager will keep a written record of all drills for a period of three years; these records should be readily available for inspection.

Observers from the fire and police departments, Public Safety Office, and other agencies may be invited to observe and comment on fire drills.

REMEMBER:

**SAFETY OF LIFE IS PARAMOUNT; UNLIKE POSSESSIONS AND BUILDINGS,
LIVES CANNOT BE REPLACED**

NATURAL DISASTERS

General

Whenever a major storm or other natural disaster threatens, keep your radio or television set on to stay abreast of developments. Don't tie up the telephone lines simply to get information.

Stay away from disaster areas.

Follow the advice and instructions broadcast over the radio Emergency Warning System, if possible.

If evacuation is required, proceed to the assembly area designated by your building manager and remain there until further instructions are given.

TORNADO

Difference between Tornado Watch and Tornado Warning

The National Weather Service will issue a tornado **watch** if there is the possibility of tornadoes forming in the area.

A tornado **warning** is an alert by the National Weather Service confirming a tornado sighting and location. The Weather Service will announce the approximate time of detection and direction of movement.

Actions to Take During a Tornado Warning:

In the event of a tornado warning alert or actual tornado, students, faculty, and staff should do the following to minimize loss of life, injury and disruption of scheduled activities:

- If you are indoors and if time allows, move to the lowest floor possible. Move into an inside wall away from windows. Everyone must remain inside the building for maximum protection. If time allows, close all doors to rooms. Assume a fetal position to protect your head and eyes.
- If you are outside and hear a tornado warning or see a tornado, try to reach a building immediately. If you cannot reach a building, then you should lie flat in the nearest depression such as a ditch, curb or ravine away from power lines, buildings and trees.
- If you are driving, do not remain in the vehicle. Get out of your vehicle and follow the instructions above. Do not attempt to outrun a tornado.

After a Tornado Passes:

- Check for injuries. Do not move a seriously injured person unless he or she is in immediate danger of further injuries. If you need emergency assistance, call 911.
- Be aware of any structural damage around you, and if necessary and safe to do so, carefully leave the building per the General Building Evacuation guidelines.
- Always check for the following hazards:
 - Fire or fire hazards.

- Damaged electrical wiring.
- Downed or damaged utility lines. Stay away from downed lines, even if power appears to be off.
- Fallen objects in closets and cabinets. Displaced objects may fall when you open the door.
- Telephone. Make sure each phone is on its receiver. Telephones off the hook can tie up the telephone network.
- Clean up potentially harmful materials and/or medicines that may have spilled per the Hazardous Communication Plan. If you are instructed to go to a shelter, take blankets, a flashlight, clothing and snack items with you, if possible.

Tornado and Civil Defense Designated Shelter Plan

- A diagram of designated shelter areas for all building occupants is located on the Floor Evacuation Plan at each end of the central hallway for the building. The Campus Dean and Building Manager have a copy, and copies may be made for occupants, if desired.
- Complete an incident report.

EARTHQUAKE

General: Know the safest places in your office or work area. These areas should be away from heavy furniture, appliances, fireplaces and large panes of glass (windows, mirrors, etc).

The Dangers:

- Falling objects (pictures, things in cupboards and on shelves, ceiling tiles and fixtures, furniture, file cabinets and bookshelves).
- Swinging doors and broken windows.
- Inoperable lights, telephones, elevators, heat and air conditioning.
- Possible fires (from broken natural gas lines, electrical short circuits, or other causes).
- Electrical shock hazards from damaged electrical equipment.
- Severe motion (if you are standing, you may be thrown to the ground).
- Poor visibility due to dust in the air.

Actions to Take During an Earthquake:

- If you are indoors, drop to the floor. Take cover under a sturdy desk, table or other furniture. Hold onto it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move. Stay clear of windows, fireplaces, wood stoves, and heavy furniture or appliances. Stay inside. If you are in a crowded area, take cover and stay where you are; encourage others to do likewise.

- If you are outside, get into the open, away from buildings and power lines. Be watchful for falling glass and building debris.
- If you are driving, stop if it is safe, but stay inside your car. Stay away from bridges, overpasses, and tunnels. Move your car as far out of the normal traffic pattern as possible. If possible, avoid stopping under trees, light posts, power lines or signs.

After an Earthquake:

- Check yourself for injuries.
- Check those near you for injuries.
- Call out, asking if anyone is injured or trapped.
- Begin assembling people in small groups near supporting columns.
- Make a rapid assessment of the damage to determine if evacuation is possible (safer than staying or practical.) Look outside, if possible, to see what ground damage occurred. If some, or all, of the ceiling has collapsed, it may be necessary to climb over it. Watch out for all electrical wires.
- When and only while there is no shaking, have one group at a time carefully exit. When the group reaches the exit, first check that no loose debris is hanging above the exit path. Have members of the group exit one at a time quickly, and get at least as far away from the building as it is tall.
- Do not touch anything that is hanging down or damaged.
- After all people are assembled at an evacuation area, get a count of deceased, trapped, injured, missing, and accounted for.
- Check for injuries. Do not move a seriously injured person unless he or she is in immediate danger of further injuries.
- Be aware of any structural damage around you. If necessary and safe to do so, carefully leave the building per the General Building Evacuation guidelines.
- Always check for the following hazards:
 - Fire or fire hazards.
 - Damaged electrical wiring.
 - Downed or damaged utility lines. Stay away from downed lines, even if power appears to be off.
 - Fallen objects in closets and cabinets. Displaced objects may fall when you open the door.
- Telephone. Make sure each phone is on its receiver. Telephones off the hook can tie up the telephone network.

- Clean up potentially harmful materials and/or medicines that may have spilled per the Hazardous Communication Plan.
- Complete an incident report.
- Expect aftershocks. Most of these are smaller than the main earthquake. Some may be large enough to do additional damage to weakened structures.
- If you are instructed to go to a shelter, take blankets, a flashlight, clothing and snack items with you, if possible.

EXCESSIVE SNOW/FLOOD

In the event we experience a natural disaster such as blizzards or severe flooding that could potentially jeopardize the operation of the college community, the following procedures exist. Any school closing will be conveyed to pre-established radio and television stations through our Public Relations Department.

OTHER KINDS OF POTENTIAL CRISES

BOMB THREATS

If you receive a bomb threat by phone

First and foremost, **TAKE IT SERIOUSLY**. Do the following:

- Remain calm.
- Do not transfer the call.
- Ask the caller the following questions:
 - When is the bomb going to explode?
 - Where is it right now?
 - What type of bomb is it?
 - What does it look like?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why?
- Note the sex, ethnic background, and age of caller, if possible. Take note of the caller's voice and any background noises.
- **Use the "Bomb Threat Report" (see page 21) to record information.**
- **Notify the local police immediately by calling 911.**

- Follow the instructions given by the local police.
- Do not touch suspicious objects.
- Do not create a panic.
- Notify the Campus Dean and building manager.
- Complete an incident report.

What happens after you report the threat

Based on the information you provide, the local police will determine whether the threat is general (bomb could be anywhere on campus) or specific (bomb is planted in a specific building/location). The Campus Dean will evacuate the building. Police or fire officials will allow a return to the facilities.

If a **general threat** is received, the following actions will be taken by the individuals and in the order indicated.

Individual(s) Responsible	Action
<u>Campus Dean</u>	Notifies 911. Makes decision to evacuate. Notifies President. Once notified by the local police that all facilities have been cleared, approves resumption of normal activities on campus. Directs buildings be opened; informs the building manager that occupants may return to building.
Building Manager	Activates all fire alarms and assists in evacuation of all students, staff, and faculty to pre-designated assembly areas. NOTE: If a suspicious object is found, the local police will go directly to the scene. If the local police determine that the object could be a bomb, the police will then follow procedures to dispose of the bomb.

If a **specific threat** is received, the same actions as above will be taken, but only for the specific building or facility identified in the bomb threat.

NOTE: The Campus Dean or his designee will, on his/her own, order immediate evacuation of the buildings.

Written Bomb Threat

As soon as possible after receiving a bomb threat by note or letter, report it to the local police. If you dial 911, tell the operator you have received a bomb threat, provide all available information, and stay on the line until released by the operator.

NOTE: Do not handle the message any more than absolutely necessary so as not to destroy fingerprints or other identifying marks.

Suspicious envelope or parcel received by mail.

If you have reason to be suspicious of an envelope or parcel, notify your building manager and the local police immediately.

Under no circumstances attempt to open or inspect a questionable item. (See letter bomb detection guidelines below.)

Letter Bomb Detection Guidelines

Be suspicious about materials delivered by mail if you see any of the following:

Address

No return address.

Incorrect title.

Poorly typed or handwritten.

Thickness. (Be suspicious of medium-sized envelopes that are the thickness of a small book and fairly rigid. Be suspicious of large, bulky envelopes that are an inch or more thick.)

Rigidity. Be wary of envelopes or packages that are abnormally rigid-particularly along the center length.

Envelopes

Oil stains (“sweating” of plastic explosives).

Appear to have been opened and re-glued, or is taped, or otherwise tampered with.

Strange odor.

Wires or strings sticking out or attached.

Feeling of springiness in the sides, bottom, or top.

Packages

Excessive use of tape, cord, or both.

Not packaged or wrapped in a professional manner.

Excessive postage or unusual class of mail.

Writing

Marked “personal,” “confidential,” or “private”.

Marked “air mail”, “registered”, “certified”, or “special delivery”.

Contains misspelled words.

If you encounter a suspicious item, immediately set it down, move to a safe area, and notify the local police.



Campus _____

Building _____

Bomb Threat Report

Use the following checklist to record information:

Time: _____ Date: _____

Number at which the call is received: _____

Background information on caller:

Sex _____ Race: _____ Approximate Age: _____

Caller's Voice:

Other

Calm
 Excited
 Soft
 Slow
 Laughing
 Shrill
 Disguised
 Familiar
 Deep

Slurred
 Raspy
 Nasal
 Rapid
 Cracked
 Angry
 Loud
 Crying

Accent
 Stutter
 Lisp
 Clearing throat
 Deep breathing

If voice is familiar, who did it sound like? _____

Background Sounds:

Static
 Clear
 Street noise
 Music
 Motor

Animal noise
 Voices
 PA System
 House noise
 Booth

Local
 Long distance
 Office Machines
 Factory Noise
 Other

Threat Language:

Foul
 Well spoken (educated)
 Irrational

Coherent
 Taped
 Message

Person receiving call: _____

Person completing this form: _____

CIVIL DISTURBANCE OR DEMONSTRATIONS

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstrations:

- INTERFERENCE with the normal operations of the college.
- PREVENTION of access to office, or other college facilities.
- THREAT of physical harm to persons or damage to college facilities.

If any of these conditions exist, local police should be notified. The Campus Dean will be responsible for contacting and informing the President and Public Information Officer. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

Peaceful, Non-Obstructive Demonstrations

Generally, demonstrations of this kind should not be interrupted. Demonstrators should not be obstructed or provoked, and efforts should be made to conduct college business as normally as possible.

If the demonstrators are asked to leave but refuse to leave by regular facility closing time:

- Arrangements will be made by the Campus Dean to monitor the situation during non-business hours, or a determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

Nonviolent, Disruptive Demonstrations

In the event that a demonstration blocks access to college facilities or interferes with the operation of the college:

- Demonstrators will be asked to terminate the disruptive activity by the Campus Dean or his designate.
- The Campus Dean will consider having a photographer available.
- Student leaders will be asked by the Campus Dean to go to the area and persuade the demonstrators to desist.
- The Campus Dean or his designate will go to the area and ask the demonstrators to leave or discontinue the disruptive activities.

If the demonstrators persist in the disruptive activity they will be advised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension, expulsion, or possible intervention by civil authorities. (See attachment A)

Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.

Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.

After consultation with the President and the Campus Dean, the need for an injunction and intervention of civil authorities will be determined.

If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of local police, the remaining demonstrators will be warned of the intention to arrest. (See Attachment B)

Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, call 911. The President and the Campus Dean should be notified immediately.

During Business Hours

If advisable, the Campus Dean will alert the President who will then call a photographer to report to an advantageous location for photographing the demonstrators.

The President, in consultation with the Campus Dean and the Safety/Loss Control Officer, will determine the possible need for an injunction.

After Business Hours

The Campus Dean should be immediately notified of the disturbance.

The Campus Dean will investigate the disruption, and report and notify the local police.

The Campus Dean will:

- Report the circumstances to the President.
- Notify the Assistant to the President/Public Information Officer.
- Arrange for a photographer.
- Complete an incident report with the Campus Dean.

NOTE: The Campus Dean reserves the right to call for assistance without counsel from others if it is deemed to be of paramount importance to the safety of persons involved.

ATTACHMENT A

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION

(Identify Self)

“This assembly and the conduct of each participant is seriously disruption the operations of the College and is in clear violation of the rules of the College. You have previously been called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievance in the manner appropriate to the College. In no event will the Administrator of this College accede to demands backed by force. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes I will, under the authority of the Board of Governors, take whatever measures are necessary to restore order – including calling for campus security. Any person who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension.”

ATTACHMENT B

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF CAMPUS SECURITY

(Identify Self)

“You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failures to do so. Since you have chosen to remain in violation of the rules and regulations of the College, each of you is hereby suspended, subject to later review. Local law enforcement will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.

HOSTAGE SITUATION

In the event that you are taken hostage:

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions and be alert. The captor is emotionally imbalanced. Don't make mistakes which could compromise your physical safety.
- Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as best as you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. Be patient, wait, and attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, says so. The captors, in all probability do not want to harm persons held by them. Such direct action further implicates the captor or additional offenses.
- Complete an incident report with the Campus Dean.

EXPLOSION

In the event a mishap occurs such as an explosion, the following actions should be taken:

- Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.
- After the effects of the explosion have subsided, call 911.
- If necessary, activate the building alarm.
- When the building evacuation alarm is sounded, walk quickly to the nearest marked exit and ask others to do the same.
- Assist those individuals with disabilities when exiting the building.
- Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- If requested, assist EMS as necessary.
- Notify the Campus Dean.
- Complete an incident report.

A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality.

If a psychological crisis occurs:

- Never try to handle a situation you feel is dangerous on your own.
- Notify immediate supervisor.
- Call 911.
- Notify the Campus Dean.
- Complete an incident report with the Campus Dean.

VIOLENT ACTS IN THE WORKPLACE

Policies

New River is committed to providing a safe environment for all students, employees, and visitors. This concern is the basis of the following policies:

All New River students and employees, with the exception of law enforcement personnel, are strictly prohibited from possessing deadly weapons while occupying any facility or vehicle owned, leased, or rented by New River. Deadly weapons include firearms, explosive or incendiary material, or any other device or substance which in the manner used or intended to be used is reasonably capable of producing death or serious bodily injury. Any violation of this directive will be subject to immediate disciplinary action which may include expulsion, suspension, or dismissal.

Any employee or student who communicates a threat of bodily harm to another New River employee, student, or visitor will be subject to immediate disciplinary action which may include expulsion, suspension, or dismissal. Any known threat of this nature will be reported immediately to the local law enforcement authorities if danger is imminent. The local police will immediately conduct an investigation of the threat.

If you are threatened verbally:

- Remain calm.
- Report the threat as soon as possible to your supervisor, department head, or division chair.
- Notify the Campus Dean.
- Complete an incident report with the Campus Dean.
- If you feel you are or others are in immediate danger, call 911.

If you are threatened with a deadly weapon: Call immediately for local police for assistance.

HAZARDOUS MATERIALS

Hazard Communication Program

New River established this Hazard Communications Program pursuant to **Occupational Safety and Health Administration (OSHA)** regulations (29 CFR 1910.1200) in order that all chemicals used on campus and all potential hazards are evaluated and the information concerning these hazards conveyed to employees and students. The Hazard Communication Program involves labels, **material safety data sheets (MSDS)**, employee training and use of **personal protective equipment (PPE)**, employee access to written records, and a written hazard communication plan.

The hazard communication regulations apply to any hazardous chemical that is known to be present in the workplace in such a manner that employees and/or students may be exposed under normal conditions of use, or in a foreseeable emergency. The definition of "hazardous chemical" under the standard is extremely broad, and includes any chemical that is a physical hazard or a health hazard. The OSHA standard sets out a procedure for hazard determination, and any substance determined to be hazardous under this procedure is subject to the program.

Hazard Communication Responsibilities

The Building Manager is responsible for:

Creating and maintaining at New River a current MSDS for every chemical on campus and coordinating the annual updates.

Ensuring that all chemicals are properly labeled, and that these labels are not removed or defaced.

Informing employees and/or students of any tasks in their work area which involve the presence of hazardous chemicals, as well as the location and availability of the written hazard communication program, the inventory, and the MSDS.

Obtaining an MSDS from the vendor for each chemical; placing a copy of the MSDS in an easily accessible location near the chemical; ensuring that if a chemical is being used, a copy of the MSDS is nearby.

Training employees and/or students about specific hazards relating to the work or instruction area or practices therein.

Maintaining a copy of all training records.

Determining the required PPE for the procedures and materials in use in their area.

Ensuring that the proper PPE is available, and that employees and/or students are trained in its use.

Supplying the local fire department with a copy of the chemical inventory.

Serving as an informative resource to the community and local fire department on chemicals at the College.

Conducting inspections to ensure compliance with the Hazard Communication Program.

Assisting supervisors when the need arises.

Evaluating this program and updating it as needed.

Not accepting any chemical without a copy of the MSDS.

Developing safe procedures for work or instruction areas, as well as written procedures for emergencies and evacuation, and training employees and/or students in those procedures.

Instructing all outside contractors to contact New River for specific information about hazardous chemicals within the College that may pose a risk to contract employees.

Requiring all contractors to provide information concerning hazardous chemicals brought into New River to be used in contracted work before that work begins.

Informing employees and/or students about proper performance of non-routine tasks. (See below.)

Employees and students are responsible for:

Planning and conducting each operation according to the Hazard Communication Program.

Maintaining their work areas in good order.

Using the required PPE (personal protective equipment) and taking proper care of relevant equipment.

Reporting immediately any exposures, injuries or problems to the supervisor or instructor.

Reviewing the MSDS prior to using a substance for the first time, and reviewing it periodically thereafter.

Hazardous Chemicals Inventory

The building manager is required to maintain a list of all chemicals known to be present in each work area. The inventory must identify each chemical by the primary name on the label, average quantity on hand, and the location of the chemical. The inventory must be kept in the work area in a suitable format, on a log sheet, or in a computer. The inventory must be available during the work period. The inventory, along with any changes, additions or deletions, must be relayed to the building manager.

Labeling and Storage Requirements

The building manager must ensure that all hazardous chemicals in his/her area of responsibility are properly labeled. Labels should list the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or the responsibility party. Portable containers of working solutions must be labeled appropriately unless they are intended for immediate (during a day's work-shift or class period) use by the employee or student who prepares it. The contents of all vessels containing chemicals or products such as cleaning solutions must be identified by name on the container.

Chemicals stored in bulk quantities, pipelines, and storage tanks are required to be adequately labeled. Storage tanks or drums can be labeled collectively rather than labeling individual containers if they are not removed from the labeled area and if the hazards are the same. It is the responsibility of the supervisor or instructor ordering and using these bulk chemicals to ensure adequate labeling.

Material Safety Data Sheets (MSDS)

MSDS are an integral part of the safety of the New River community. MSDS provides employees, students and local citizens with specific information on the chemicals used by New River. It is the policy of New River that a copy of each MSDS for each chemical used by the college remains on file with the building manager and Campus Dean. It is the obligation of the building manager to assure that all procedures for handling and storing of chemicals are in compliance with federal, state, and local regulations. DO NOT receive or emit any new chemicals until the building manager has obtained a copy of the MSDS (this includes any samples). Inform each employee as to the location of the list and the MSDS sheets. This information must be readily available to all who may come in contact with the chemical.

Updating

Upon arrival of a previously non-listed chemical, the vendor will present an MSDS. This MSDS should be filed with the building manager before the chemical is used. Upon arrival of a previously listed chemical, the vendor may present an updated MSDS. This MSDS should be filed with the building manager as soon as possible. The building manager will update his or her MSDS collection immediately upon arrival of a new MSDS. The MSDS collection will be also be updated annually to ensure an accurate MSDS file. All MSDS of chemicals that are not in use or storage at the time of the annual update will be placed in a binder containing old MSDS and will be kept on file for thirty (30) years.

Non-Routine Tasks

Employees must be informed of what, if any, hazardous material they may encounter while performing a job or task that they do not normally perform. It is the responsibility of the building manager to provide appropriate information and appropriate protective measures required to safely perform the task.

Employee Training and Information

Employees and/or students must receive hazard communication training when working in a new area whenever a new material or procedure is introduced into the workplace, or whenever the building manager feels that refresher training is in order. This training must include:

Physical and health hazards of chemicals in the work or instruction area.

Methods and observation techniques used to detect the presence or release of a hazardous chemical.

How to lessen or prevent exposure to these hazardous chemicals through usage of controls, work practices and PPE.

How to use MSDS information.

How to read and understand labels

The proper use of any required PPE.

All training shall be documented by recording the training session subject(s), date, and attendees. The building manager will maintain a copy of these records.

Information about New River's Hazard Communication Program will be disseminated to all new employees. All new employees must be trained by their supervisor concerning hazardous chemicals in the workplace at the time of initial assignment and whenever a new hazard is introduced into the work area.

Hazard Indicators

- Eye irritation
- An odor of gas, sewer, electrical, or other.
- A haze in the air.
- Visible dust clouds.
- A vibration.
- A crack developing in a structural wall, floor, or ceiling.
- An unusually hot spot in a wall, floor, or ceiling.
- Hissing or grating sounds that cannot be explained.
- Any suspected pop or bang sound that cannot be explained.
- Any suspected water leak.
- Dirt or grit continually or regularly falling from the ceiling.
- Sudden headaches or fainting of occupants.
- Itchiness, rashes, choking, eye tearing, or runny noses of occupants.

NOTE: Such symptoms may not appear suddenly. They may occur gradually over hours or days or weeks, depending on the size and type of material. Not all of the occupants may acquire symptoms.

Inspecting for Hazards

Using the Hazards Inspection Form (Appendix 2), the building manager will inspect the buildings a minimum of once a year. Any required corrections will be made by building custodial staff immediately; items the building staff cannot correct will be brought to the attention of the President for correction as soon as possible.

In case of a spill or leak of hazardous materials:

- Immediately evacuate the area as follows:

- If the agent is migratory, clear and secure the entire building. If necessary, call 911. (Notify Building Manager and Campus Dean)
- If the agent is radiant, move occupants out of range and prohibit proximity.
- If the agent is stationary, prohibit contact.
- If ordered to evacuate, go to your designated refuge area as directed by the building manager.
- Call the building manager and provide the following information:
 - Any pertinent information about the hazardous emergency or any injuries resulting from the spill or leak.
- Complete an incident report with the Campus Dean.

NOTE: Hazard materials are not used or stored at New River in sufficient amounts to constitute a hazardous area; what few materials are used are in containment areas and in small amounts. All flammable materials are stored in flame-resistant storage cupboards. Material Safety Data Sheets (MSDS) of all chemicals used by New River are in the office of the building manager.

**NEVER ATTEMPT TO CLEAN UP A HAZARDOUS SPILL UNLESS
YOU HAVE THE PROPER TRAINING AND PROTECTIVE CLOTHING**

BIOTERRORISM ISSUES

In light of the September 11, 2001 attacks on America, security on many fronts has increased. It is certainly not expected that a terrorist attack would take place on the New River campuses; however, given events that have occurred across the nation since 09.11, we should at least think critically about the issue. There are a host of sources available on terrorist attacks, bioterrorist agents, etc., therefore, we don't expect to provide you with "headline" news about the topic. However, we do want to make available basic information and sound procedures that you should take into consideration whether you are at work or at home. If you feel there is a present and imminent concern, notify the dean on your campus who will initiate the appropriate contacts with county health department officials.

HOW TO HANDLE ANTHRAX AND OTHER BIOLOGICAL AGENT THREATS

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes, some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

DO NOT PANIC!

1. Anthrax organisms can cause infection on the skin, in the gastrointestinal system, or in the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.
2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

SUSPICIOUS UNOPENED LETTER OR PACKAGE MARKED WITH THREATENING MESSAGE SUCH AS "ANTHRAX"

1. Do not shake or empty the contents of any suspicious envelope or package.
2. PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have a container, COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
4. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
5. WASH your hands with soap and water to prevent spreading any powder to your face.
6. What to do next
 - If you are at HOME, then report the incident to local police.
 - If you are at WORK, then report the incident to local police, and notify your building security official or an available supervisor.

7. LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

ENVELOPE WITH POWDER AND POWDER SPILLS OUT ONTO SURFACE

1. DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover!
2. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
3. Wash you hands with soap and water to prevent spreading any powder to your face.
4. What to do next
 - If you are at HOME, report the incident to local police.
 - If you are at WORK, notify your immediate supervisor and report the incident to local police.
5. REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
6. SHOWER with soap and water as soon as possible. *Do Not Use Bleach Or Other Disinfectant On Your Skin.*
7. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up and to law enforcement officials for further investigation.

QUESTIONS OF ROOM CONTAMINATION BY AEROSOLIZATION

For example: Small device triggered, warning that air handling system is contaminated, or warning that a biological agent was released in a public space.

1. Turn off local fans or ventilation units in the area.
2. LEAVE area immediately.
3. CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
4. What to do next
 - If you are at HOME, then dial "911" to report the incident to local police and the local FBI field office.
 - If you are at WORK, then dial "911" to report the incident to local police and the local FBI field office, and notify your building security official or an available supervisor.
5. SHUT down the air handling system in the building, if possible.
6. If possible, list all people who were in the room or area. Give the list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS.

Some characteristics of suspicious packages and letters include the following . . .

- *Excessive postage*
- *Handwritten or poorly typed addresses*
- *Incorrect titles*
- *Title, but no name*
- *Misspelling of common words*
- *Oily stains, discolorations or odor*
- *No return address*
- *Excessive weight*
- *Lopsided or uneven envelope*
- *Protruding wires or aluminum foil*
- *Excessive security material such as masking tape, string, etc.*
- *Visual distractions*
- *Ticking sound*
- *Marked with restrictive endorsements, such as "Personal" or "Confidential"*
- *Shows a city or state in the postmark that does not match the return address*

INFORMATION FOR THE PUBLIC BIOTERRORISM PREPAREDNESS

WHAT IS BIOTERRORISM?

Bioterrorism is the use or threatened use of bacteria, viruses, or toxins as weapons.

HOW LIKELY IS A BIOTERRORISM ATTACK?

Several small successful and unsuccessful attacks have occurred in the US and elsewhere over the last 20 years. Although governments have increased their surveillance and monitoring of suspected terrorists, bioterrorism events are very difficult to predict. Many experts believe that the risk for bioterrorism is low, but that if it does occur, it will have serious consequences. Because the consequences of an attack could be devastating, and because attacks are unpredictable, the best plan is to be prepared for such an event.

WHAT CAN I DO FOR MYSELF

The most important things you can do are:

1. Remain calm.
2. Contact law enforcement officials if you see any suspicious activity.
3. Contact your physician if you have questions about your health.
4. Take care of yourself and maintain a healthy immune system.
5. Seek the services of a mental health professional if you are feeling extremely stressed or depressed.
6. Do not take unnecessary precautions – such as seeking antibiotics and vaccines – that may do more harm than good.

WHAT CAN I DO TO PROTECT MYSELF AND MY FAMILY

Although there is little an individual can do, there is a great deal we can do as a country. While national, state and local planning efforts need to be coordinated, no community should wait for someone else to begin the process. Much of a community's ability to rapidly detect and respond to a bioterrorist threat centers on the strength of its public health and medical systems as well as on its local disaster response planning. Your support of efforts to strengthen the local health department and medical institutions/organizations in your community is critical. In addition, you can express your concern to local leaders, encouraging enhanced preparedness planning, both locally and statewide. Such efforts will certainly help us prepare for the bioterrorist event we hope will never come. In addition, these efforts will strengthen our public health and medical system's ability to address far more common threats to your health – threats like food-borne disease outbreaks, a particularly severe influenza season, a natural disaster, etc.



APPENDIX I

EMERGENCY TELEPHONE NUMBERS

Raleigh County Campus
Carolyn Sizemore – Campus Dean

Raleigh Co. Campus	(304)-255-5812
Mercer Co. Campus	(304)-425-5858
	(304)-425-0860
Greenbrier Valley Campus	(304)-647-6560
Nicholas County Campus	(304)-872-1237

New River Crisis Command Center

President	(304)-890-4476(Home)
.....	(304)-646-4023(Cell)
Raleigh County Campus Dean	(304)-872-1237
.....	(304)619-9819(Cell)

Local Law Enforcement

Police/Fire/Ambulance Dispatcher Emergency	9-911
Local Police Department	(304)-256-1700
County Sheriff's Department	(304)-255-9300
WV State Police –Local Detachment	(304)-256-6700
Ambulance Service (Jan Care)	(304)-255-1588
(General Ambulance)	(304)-252-5800

Health Care Providers and Agencies

County Health Department	(304)-252-8531
Beckley Appalachian Regional Hospital	(304)-255-3000
Raleigh General Hospital	(304)-256-4100
WV Department of Health & Human Resources	(304)-252-8531
Poison Control Center	(800)-222-1222



APPENDIX I

EMERGENCY TELEPHONE NUMBERS

Mercer County Campus
James "Bo" Hylton – Campus Dean

Raleigh Co. Campus	(304)-255-5812
Mercer Co. Campus	(304)-425-5858
	(304)-425-0860
Greenbrier Valley Campus	(304)-647-6560
Nicholas County Campus	(304)-872-1237

New River Crisis Command Center

President	(304)-252-2061(Home)
.....	(304)-646-4023(Cell)
Mercer County Campus Dean	(304)-422-5858
.....	(229)-726-0834(Cell)

Local Law Enforcement

Police/Fire/Ambulance Dispatcher Emergency	9-911
Local Police Department	(304)-327-6101
County Sheriff's Department	(304)-487-8364
WV State Police –Local Detachment	(304)-425-2101
Ambulance Service (Bluefield Rescue & Ambulance)	(304)-327-7171

Health Care Providers and Agencies

County Health Department	(304)-324-8309
Bluefield Regional Medical Center	(304)-327-1100
WV Department of Health & Human Resources	(304)-325-9500
.....	(304)-425-8738
Poison Control Center	(800)-222-1222



APPENDIX I

EMERGENCY TELEPHONE NUMBERS

Greenbrier Valley Campus
Roger Griffith – Campus Dean

Raleigh Co. Campus	(304)-255-5812
Mercer Co. Campus	(304)-425-5858
	(304)-425-0860
Greenbrier Valley Campus	(304)-647-6560
Nicholas County Campus	(304)-872-1237

New River Crisis Command Center

President	(304)-252-2061(Home)
.....	(304)-646-4023(Cell)
Greenbrier Valley Campus Dean	(304)-425-5858
.....	(304)/726-0834(Cell)

Local Law Enforcement

Police/Fire/Ambulance Dispatcher Emergency	9-911
Local Police Department	(304)-645-1626
County Sheriff's Department	(304)-647-6634
WV State Police –Local Detachment	(304)-647-7600
Ambulance Service (Jan Care)	(304)-645-2252

Health Care Providers and Agencies

County Health Department	(304)-645-1787
Greenbrier Valley Medical Center	(304)-647-5114
WV Department of Health & Human Resources	(304)-647-7416
Poison Control Center	(800)-222-1222



APPENDIX I

EMERGENCY TELEPHONE NUMBERS

Nicholas County Campus
Fred Culler – Campus Dean

Raleigh Co. Campus	(304)-255-5812
Mercer Co. Campus	(304)-425-5858
	(304)-425-0860
Greenbrier Valley Campus	(304)-647-6560
Nicholas County Campus	(304)-872-1237

New River Crisis Command Center

President	(304)-252-2061(Home)
.....	(304)-646-4023(Cell)
Nicholas County Campus Dean.....	(304)-872-1237
.....	(724)953-4108(Cell)

Local Law Enforcement

Police/Fire/Ambulance Dispatcher Emergency	9-911
Local Police Department	(304)-872-1211
County Sheriff's Department	(304)-872-7880
WV State Police –Local Detachment	(304)-872-0800
Ambulance Service (Jan Care)	(304)-872-5252

Health Care Providers and Agencies

County Health Department	(304)-872-5329
Summersville Memorial Hospital	(304)-872-2891
WV Department of Health & Human Resources	(304)-872-0803
Poison Control Center	(800)-222-1222



APPENDIX II

Fire Drill Report Form

To: Director of Campus Operations

1. Name of Facility	2. Building Use <input type="checkbox"/> Administration <input type="checkbox"/> Maintenance <input type="checkbox"/> Classroom <input type="checkbox"/> Supply <input type="checkbox"/> Laboratory <input type="checkbox"/> Library <input type="checkbox"/> Other
3. Date of Drill:	4. Alarm Sounded: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
5. Time for Complete Evacuation: <input type="checkbox"/> Minutes <input type="checkbox"/> Seconds	6. All Occupants Evacuated: <input type="checkbox"/> Yes <input type="checkbox"/> No (If "No" state reason)
7. All occupants Accounted For: <input type="checkbox"/> Yes <input type="checkbox"/> No	8. Temperature and Weather Conditions
9. Type of Drill: Announced <input type="checkbox"/> Unannounced <input type="checkbox"/> Other <input type="checkbox"/>	10. All Regular Exits, Doors and Fire Escapes Used <input type="checkbox"/> Yes <input type="checkbox"/> No If no, state reason
11. Type of Signal Used _____	12. Condition of signal _____
13. General Attitude and Conduct of Evacuees <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> Other	14. Condition of Exits, Doors and Fire Escapes <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
15. Name and Title of Person Responsible for Building:	
16. Comments and Recommendations:	
17 Date:	Name and Title of Person Preparing Report:



**NEW RIVER COMMUNITY AND TECHNICAL COLLEGE
INJURY/ILLNESS STUDENT REPORT FORM**

Campus Location:

- Bluefield* *Beckley* *Greenbrier* *Nicholas* *PHEC*

Use this form to report an injury or illness. Please complete the form and submit it to the Office of Human Resources at Bluefield State College within 24 hours of the injury or illness. Please type or print clearly.

Name		
Student ID #		
Social Security Number		
Address		
Home Telephone		
Alternate Telephone #:		
Date of injury illness. Please enter clearly the date. <u>Example:</u> May 23, 2007		
Time of injury/illness. Enter clearly the time. <u>Example:</u> 10:00a.m.		
Time student began class on the day of injury/illness. Enter in same form as time above.		
Did injury/illness occur on college property?		
Physical location where the injury/illness occurred. (building, room parking lot, etc.)		
Did student lose any time from school?	Yes	No
Did student receive medical attention?	Yes	No

Describe type of treatment received below.			
Name of physician or hospital providing medical attention.			
Did injury/illness involve time away from school beyond the date of injury/onset of illness?			
Describe the exact body part(s) affected and the type of injury/illness sustained to each below.			
Has student sustained injury/illness previously effecting same body parts?			
Describe how the injury occurred or illness contracted.			
Enter names and telephone numbers of any witness(es) to injury/illness.			
Name		Phone	
Name		Phone	
Name		Phone	
Campus Dean Name			
Telephone Number			
E-mail			
Is there any reason to question this injury/illness?	Yes	No	
If answer is yes to the above questions, do not enter comments. Campus Dean will be contacted if information is needed.			
Signature		Date	
Supervisor's Signature		Date	

**DISTRIBUTION: Original – Office of Human Resources, Copy – Employee
Copy – Campus Dean, Copy – Safety/Loss Committee Secretary**



**NEW RIVER
WORKPLACE INJURY/ILLNESS REPORT FORM**

Campus Location:

- Bluefield* *Beckley* *Greenbrier* *Nicholas* *PHEC*

Use this form to report an injury or illness. Please complete the form and submit it to the Office of Human Resources at Bluefield State College within 24 hours of the injury or illness. Please type or print clearly.

Injured Employee's Name		
Social Security Number		
Job Title		
Department/College/etc.		
Employee Date of Original Hire		
Date Employee Began Job Title Above		
Employee's Home Address		
Employee's Status	Regular	Temporary
	Full-time	Part-time
Date of injury/illness. Please enter clearly the date.		
Time of injury/illness. Please enter clearly the time.		
Time employee began work on the day of injury/illness, entered in same form as time above.		
Did injury/illness occur on College property?		
Physical location where the injury/illness occurred.		
Did employee lose any time from work?		Yes No
Did employee receive medical attention?		Yes No
Describe type of treatment received below.		
Name of physician or hospital providing medical attention		

Did injury/illness involve time away from work beyond the date of injury/onset of illness?	Yes	No
Describe the exact body(s) affected and the type of injury/illness sustained to each below.		
Has employee sustained previous injury/incurred previous illness affecting same body parts?	Yes	No
Describe how the injury occurred/illness contracted.		
Enter names and telephone numbers of any witness/witnesses to injury/illness.		
Name		Phone
Name		Phone
Name		Phone
Supervisor's Name		
Supervisor's Phone		
Supervisor's E-mail		
Does supervisor have any reason to question this injury?	Yes	No
If yes to above question, do not enter comments. Supervisor will be contacted if information is needed.		
Supervisor's Signature		Date
Employee's Signature		Date

**Distribution: Original – Office of Human Resources; Copy – Employee;
Copy – Campus Dean; Copy – Safety/ Loss Committee Secretary**