



**ADVANCED  
TECHNOLOGY CENTER  
INCIDENT SPECIFIC PROCEDURES  
AND  
FUNCTIONAL PROTOCOLS**

## EMERGENCY CONTACTS

<b>Police/Fire/Rescue:</b>	911
<b>Front Desk:</b>	304-367-4920
<b>For non-emergency calls use the following:</b>	
Marion County Central Communications	304-367-0915
Marion County Sheriff	304-367-5300
Fairmont Police	304-366-4200
Fairmont Fire	304-363-7620

### **ATC Safety Committee:**

Hollie McDaniel-Brown	116M	304-367-4876
Jillian Sole	Front Desk	304-534-7889
Amanda Hawkinberry	200F	304-367-4882
Lynn Ebbert	200I	304-534-7888
Kimberly Cale	203	304-534-7887
Cyndee Sensibaugh	201D	304-367-4933
Blaine McVicker	200O	304-367-4294

Contact Blaine McVicker, ATC Facilities Manager, at (304) 367-4294 to report any unsafe conditions on the ATC Campus.

*If unable to reach Blaine McVicker, please contact Craig Crimm, Campus Safety Manager at (304) 367-4290 to report any unsafe conditions or to follow-up on any incident.*

## **ADVANCED TECHNOLOGY CENTER (ATC) EMERGENCY INFORMATION**

### **Fire alarms are located:**

#### Upper Level (2<sup>nd</sup> Floor):

- Front Entrance
- Entrance to all stairwells
- Middle of upper hallway
- Back Entrance/Exit
- Testing Center Exit
- Classroom Bay Exits
  - 216A
  - 220

#### Lower Level (1<sup>st</sup> Floor):

- Entrance to all stairwells
- All exits
- Classroom 106
- Canteen (Room 100)

### **Fire extinguishers are located:**

#### Upper Level (2<sup>nd</sup> Floor):

- Entrance to Stairway 2
- Middle of upper hallway
- Back Entrance/Exit hallway
- Room 207

#### Lower Level (1<sup>st</sup> Floor):

- Entrance to all stairwells
- Middle of lower hallway
- Exits outside classrooms
  - 111
  - 118
- Classroom 107

***-Fire Blanket located in MLT Lab Room 103D***

**Eye Wash and Shower Stations:**

Upper Level:

- 216A
- 216B
- 220

Lower Level:

- 103D
  
- **Natural Gas Shut-off Panel outside of Lower Level Room 118**

**Defibrillator (AED) is located:**

- next to front desk on upper level
- next to the restrooms on lower level

**Evac-Chairs are located on upper level in each main stairwell.**

**Evacuation meeting place:**

- Blue Emergency Call Box in front of ATC Building
- Blue Emergency Call Box in Lower Parking Lot below ATC Building

**AND**

Familiarize yourself with the locations of emergency exits and emergency equipment located in your work area.

## **ADVANCED TECHNOLOGY CENTER (ATC)**

### **INCIDENT SPECIFIC PROCEDURES and FUNCTIONAL PROTOCOLS**

#### **MEDICAL EMERGENCY**

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person's life or long-term health.

#### **CALL 911**

- Notify the front desk in person or by calling 304-367-4920.
- Reassure the patient that help is on the way.
- Stay calm.
- Provide first aid to the best of your ability (if trained).
- Use universal precautions to prevent your exposure to bodily fluids.
- Refrain from moving the patient unless it is absolutely necessary for safety reasons.
- If you determine that the patient has no pulse and is not breathing, begin cardiopulmonary resuscitation (CPR), but only if you have been trained in this life saving technique.
- Make the patient as comfortable as possible.
- If possible, identify any medication the patient is prescribed.
- If not able to assist medically, keep clear of the area for emergency personnel.

## **MENTAL HEALTH EMERGENCY**

A mental health emergency is a situation in which an individual is experiencing mental, emotional and/or psychological disturbances and stress that may result in a threat or harm to her/himself and/or others.

In the event of a mental health emergency, constituting an immediate threat to self or others:

**Call 911**

**Notify the front desk immediately in person or by calling 304-367-4920.**

In non-emergency situations, refer students to the Counseling Center; refer faculty and staff to Human Resources.

### **Turley Student Services Center**

**Suite:** 316

**Phone:** (304) 333-3661

**TTY:** (304) 367-4906

[access@pierpont.edu](mailto:access@pierpont.edu)(link sends e-mail)

### **Suzan Walsh Clemens, PhD**

Licensed Psychologist

304-367-4073

[Suzan.Clemens@Pierpont.edu](mailto:Suzan.Clemens@Pierpont.edu)

Office Hours: Monday – Friday 8:00am – 4:00pm

Watch for changes in behavior:

- significant changes in academic or work performance;
- changes in hygiene, speech, attentiveness or social interaction;
- changes in eating or sleeping patterns;
- excessive drinking or drug use;

- severe loss of emotional control;
- high levels of irritability;
- impaired speech or garbled/disjointed thoughts;
- excessively morbid, violent or depressing themes in written assignments;
- expression of suicidal or violent thoughts.

Express your concerns directly to the individual.

Make referral in the presence of the individual and offer to accompany him or her.

Concerns for an individual's emotional well-being should be reported to the Threat Assessment Team at (304) 367-4157 regardless of whether or not the individual wishes to seek services.

Report any violence or threat of violence to the front desk immediately and follow instructions for handling menacing behavior.

## **MENACING BEHAVIOR**

Menacing behavior is expressing or showing an intention to inflict injury or damage upon someone or something.

Notify the front desk immediately, providing the location and all possible details by calling 304-367-4320.

- De-escalate the situation if possible; if not possible, get to a safe place.
- Do not provoke or become involved in the disruptive behavior.
- Do not argue, yell or joke with the individual.
- Limit eye contact with the individual.
- Stay out of arm's reach of the individual.
- Do not touch the person.
- If the disturbance is outside, stay away from doors and windows. Remain inside.



## **SHOOTING INCIDENT (Evacuate and/or Lockdown)**

This type of incident is unpredictable, and your immediate response depends on the situation you encounter.

If it is possible to do so SAFELY, exit the building immediately, moving away from the immediate path of danger, and take the following steps:

### **Call 911.**

- Evacuate to a safe area away from the danger and take protective cover; notify anyone you may encounter.
- Keep hands visible at all times.
- If not safe to evacuate, go to the nearest room.
- Close and lock the door.
- Turn off the lights.
- Stay away from doors and windows.
- Keep quiet.
- Stay there until assistance arrives.

If unable to evacuate or seek a secured location, fight with everything you have in order to save your life.

Individuals not in harm's way are to take protective cover, staying away from windows and doors until notified otherwise.

## **EXPLOSIONS (Evacuate)**

### **Call 911**

**DO NOT use cell phone, electronic devices or any electrical device that could spark further explosions.**

- Remain calm.
- Immediately seek cover in safe place or evacuate if safe to do so.
- Do not use elevators in case of fire.
- If able to get outside, move to evacuation area.
- Do not return to the area.
- If trapped, signal for help.

When a fire alarm sounds, complete evacuation is **REQUIRED**. Close doors and windows as you leave if feasible. Take attendance sheet. Walk, do not run, to the nearest stairway exit and proceed to ground level.

The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops. Notify police and/or firefighters on the scene if you suspect someone may be trapped inside the building.

## **FIRE (Evacuate)**

**Call 911** to report the location and size of fire. Always call from a safe location.

- Alert people in the immediate area of the fire and evacuate.
- Confine the fire by closing doors as you leave.
- Activate a fire alarm by pulling on an alarm box on your way out of the building.
- Evacuate the building. Do not use elevators unless directed to do so by authorized emergency personnel.
- **Do not re-enter the building until authorized emergency personnel give the “all clear” signal.**
- If you notice smoke or fire in your path, use alternative exit routes.
- If heat or flames block your exit routes, stay in the room with the door closed. Consider ways to signal for help, including calling 911, or signaling from window if possible.
- If possible call 911 to advise authorities you are trapped in the building.
- Report all fires, even those which have been extinguished, to the front desk, 304-367-4920.

If you must use a fire extinguisher, use the **P.A.S.S. Method**:

- Pull the safety pin on the grip handle.
- **Aim** the nozzle at the base of the fire.
- **Squeeze** the handles all the way together.
- **Sweep** the extinguisher from side to side.

Nearest fire extinguisher : located at the nearest exit.

Always familiarize yourself with the locations, types and operation of fire extinguishers in your work area. Note: There are different types of fire extinguishers for use on different types of fires.

## HOW TO SURVIVE A BUILDING FIRE:

Know the building. Take time to familiarize yourself with the layout of the building such as:

Emergency evacuation for your floor  
Locations of all pull stations on your floor  
Locations of all fire extinguishers on your floor

Crawl if there is smoke. Cleaner air will be near the floor.

Go to the nearest exit or stairway. If the nearest exit is blocked by fire, heat, or smoke, go to another exit. **USE AN EXIT STAIRWAY; DO NOT USE ELEVATOR.** If the stairway fire doors are closed, they will keep fire and smoke out and protect you until you are outside. Close doors behind you to confine fire and smoke.

## IF YOU ARE ON FIRE:

Stop, drop, and roll.

Cool down burns. Immediately use cool water on burns. **DO NOT** use ointments, butter, or lard. Seek medical attention immediately.

## FIRE DRILLS:

Periodic unannounced fire drills will be conducted as required by West Virginia State Law. **ANY TIME** a fire alarm sounds, building occupants must vacate in accordance with instructions given by the proper authorities. Failure to vacate may result in citation, fine, or disciplinary action.

## ***STAFF RESPONSIBILITIES***

***No staff member shall silence an alarm until after the proper authorities have secured the building.***

***All staff members will comply with requests from Campus Police and/or other emergency response. No staff member should enter any area that appears unsafe. Staff priority is to evacuate the building and instruct and assist others to do the same.***

***Staff members are required to file an incident report with the proper authorities by 8:00 a.m. the following day.***

### **AFTER A FIRE ALARM:**

**No person shall return to the building until directed to by campus officials or the Fire Department.**

**EXPLOSIVE DEVICE / POTENTIAL EXPLOSIVE DEVICE / BOMB  
THREAT  
(Evacuate)**

**Call 911--DO NOT use cell phone, electronic devices or any electrical device that could spark further explosions.**

Do not operate any light or power switches.

Remain calm.

Write down the caller's exact words and note the time of the call.

Check for caller ID information.

Listen for background noises.

Ask the caller:

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What are your name and address?

If you receive a bomb threat in written form:

**Call 911.**

(DO NOT use radios, pagers or cell phones as they can trigger an explosive device.)

- Do a quick visual inspection of your area.
- Do not touch or move any suspicious objects.
- If you are told to evacuate the area by authorized emergency personnel, take your notes about the call with you.
- Evacuate to the Blue Emergency Call Box in the front parking area of the ATC Building or the Blue Emergency Call Box in the Lower Parking Area below the ATC Building.

## **HAZARDOUS MATERIALS**

Placards or signs are posted outside all rooms containing hazardous materials or equipment.

### **CHEMICAL SPILLS (Evacuate)**

Detailed safety procedures are in place in all campus laboratories where dangerous materials are used and stored. If you encounter a chemical spill and no trained individuals are in the area:

**Call 911.**

- DO NOT walk into or touch any spilled material.
- Avoid inhaling fumes, smoke and vapors, even if no hazardous materials are involved.
- ISOLATE the area by sealing it off or closing doors.
- Notify people in neighboring offices and classrooms.
- Turn off space heaters and extinguish open flames in the area.
- EVACUATE the affected area or building and do not re-enter the area until told to do so by authorized emergency personnel.
- Most chemicals are odorless so remember just because you can't smell it doesn't mean it's not harming you.

### **RADIOACTIVE MATERIALS (Evacuate)**

Minimal radioactive materials are utilized in some campus laboratories. Those that might be encountered are considered low-level sources of radiation and pose minimal threat when properly stored and handled. If you encounter what you believe to be radioactive material:

Call 911.

- DO NOT touch the material.
- ISOLATE the area by sealing it off or closing doors.
- Notify people in neighboring offices and classrooms.



## EVACUATION

Leave your building immediately when an alarm sounds or if you are instructed to do so by the Director or authorized emergency personnel.

### EVACUATION PROCEDURES:

- Remain calm.
- Evacuate in a safe and orderly manner.
- Gather personal belongings (medication, keys, purses, etc.), but only if safe to do so.
- DO NOT use elevators unless authorized emergency personnel tell you to do so.
- Turn off all electronics, including computers.
- Provide assistance for those with disabilities. Refer to the Evacuation Procedures for Persons with Disabilities section of this guide.
- Go to the Blue Emergency Call Box in the front parking area of the ATC Building or the Blue Emergency Call Box in the lower parking area below the ATC Building unless directed to another location by the Director or properly identified emergency personnel.
- Remain with your class/office so a full accounting can be made.
- Notify Director or emergency personnel of any missing or trapped persons.
- Follow all directions from Campus Police or other authorities present.

Evacuation assembly area:

- Blue Emergency Call Box in the front parking area of the ATC Building
- Blue Emergency Call Box in the lower parking area below the ATC Building.

## EVACUATING PERSONS WITH DISABILITIES

Instructors and supervisors should be proactive and be aware of people who will need assistance.

### ASSISTING BLIND/VISUALLY IMPAIRED:

- Clearly announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, and alert him/her to obstacles along the way.
- Keep the person informed of what is happening.

### ASSISTING DEAF/HEARING IMPAIRED:

- Turn lights on and off to gain the person's attention.
- Indicate directions with gestures or a written note.

### ASSISTING MOBILITY IMPAIRED/WHEELCHAIR USERS:

- Access Evac-chair at ends of hallways closest to fire department.
- Seek volunteers to assist students/personnel with physical disabilities to the nearest enclosed stairway or designated areas for rescue assistance. (Elevators should not be used to move people with disabilities.)
- One individual should remain with the person(s) if it can be done without unreasonable personal risk.
- Evacuate the person with disabilities.
- Others should advise emergency personnel of the location to ensure that the evacuation can be completed.
- If an imminent danger situation exists and the person requests assistance in evacuation before emergency personnel can arrive, assist in finding volunteers to evacuate the person per his/her instructions.

**IF YOU ARE PHYSICALLY CHALLENGED (EVEN TEMPORARILY)  
OR VISUALLY IMPAIRED:**

- If you are physically challenged, you should:
- Be educated about fire safety.
- Plan ahead for emergency situations.
- Be aware of your capabilities and limitations.
- Notify proper authorities of your conditions so aid may be given in case of a fire.

In case of a fire, look for places of refuge, like stair enclosures or behind fire doors. **ELEVATORS WILL NOT OPERATE WHEN THE ALARM SOUNDS AND ARE NOT SAFE TO USE DURING FIRES.** It may be better to stay in your room.

Visually impaired should take the hand of another person to assist with exiting the building.

Persons confined to wheelchairs or crutches should not attempt to evacuate the building using these devices unless they have ramped or level access to a designated exit. If access to one of these exits is unavailable, proceed to the nearest fire exit and wait for emergency personnel assistance.

If you are required to leave the building immediately, but are unable to (because of physical disability, injury or obstruction):

- Remain calm.
- Go to the nearest area of safe refuge.
- Notify 911.
- Signal out the window to emergency responders if possible.

**STAFF RESPONSIBILITIES:**

*No staff member shall silence an alarm until after the proper authorities have secured the building.*

*All staff members will comply with requests from Director and/or other emergency response. No staff member should enter any area that appears unsafe. Staff priority is to evacuate the building and instruct and assist others to do the same.*

*Staff members are required to file an incident with the proper authorities by 8:00 a.m. the following day.*

## **SUSPICIOUS MAIL / PACKAGES (Evacuate)**

DO NOT use a cell phone as it can trigger an explosive device.

- If you are holding the object, gently set the item down on a solid surface or on the floor.
- If there is powder or liquid, try to set item down in a container, for example a trash can or bucket.
- If you are not holding it, move away from and do not touch the object.
- Leave the immediate area.
- Call 911 from a landline or emergency call box.
- Evacuate others from the immediate area.
- Follow police instructions.

## **UTILITIES / POWER OUTAGE**

In the event of a major utility failure, contact Blaine McVicker at 304-367-4294. At all other times, or if unable to reach Blaine McVicker, contact Campus Police at (304) 367-4357.

- Remain calm; move cautiously to a lighted area.
- Turn off and unplug computers and other voltage-sensitive equipment.
- Provide assistance to others if necessary.

## **ELECTRICAL OUTAGE**

- Evacuate the building if the fire alarm sounds or upon notification by authorized emergency personnel.
- In laboratory rooms, fume hoods do not operate during power outages and most laboratories should not be used until the ventilation is properly restored.

## **GAS LEAK/UNUSUAL ODORS (Evacuate)**

- Cease all operations immediately.
- DO NOT use cell phones or other electronic equipment.
- Do not switch lights on or off.
- Evacuate as soon as possible.
- Call 911.

## **FLOODING/PLUMBING FAILURE**

- Cease using all electrical equipment.
- Avoid contact with the water.
- Evacuate the building.

## **WEATHER EMERGENCIES (Shelter in Place)**

**WATCH:** Conditions are favorable for the development of severe weather. Everyone should closely monitor the weather station radio or computer as the situation progresses.

**WARNING:** Severe weather has actually been observed, and there is an imminent threat. Listen closely to instructions provided by weather radios/emergency officials.

## **THUNDERSTORMS**

- Frequently have high winds, cloud to ground lightening, heavy rain, and can produce tornados.
- **STAY AWAY** from windows and draw shades or blinds to reduce injury from flying glass.
- Minimize use of electric appliances.

## **SNOW**

Monitor media announcements.

For official information and full details check the web site [www.fairmontstate.edu](http://www.fairmontstate.edu). or [www.pierpont.edu](http://www.pierpont.edu).

When public schools close in Doddridge, Preston, Barbour, Taylor, Randolph, Calhoun, Gilmer and Upshur counties, off-campus courses for Pierpont in that particular county are canceled. There will be no media announcement.

Pierpont classes offered in Monongalia, Lewis and Braxton can operate if public schools are closed in those counties, so they will follow the same closings/delay schedule as main campus.

The Robert C. Byrd National Aerospace Education Center, Gaston Caperton Center in Harrison County, and Advanced Technology Center also follow the same closings/delay schedule as main campus.

In the event of a 2 hour delay, classes scheduled before 10:00 a.m. will be canceled. All classes starting at 10:00 a.m. or later will operate on their normal schedule. Staff members are to report as close to their normal start

times as possible.

**USE GOOD JUDGEMENT WHEN DECIDING IF YOU CAN ARRIVE ON CAMPUS SAFELY.**

### **TORNADOS (Shelter in Place)**

Alert system will be activated when there is a TORNADO WARNING, and you should **SEEK SHELTER IMMEDIATELY** in designated shelter locations.

Stay away from windows and doors to prevent injury from glass or other flying objects.

**DO NOT** go outdoors to see the storm.

If you are in a vehicle, seek shelter in a building, ditch, or other safe place. Automobiles are very dangerous during high winds.

Once the storm has cleared, notify 911 of any damages or injuries.

### **FLOODS:**

Secure vital equipment, records, and chemicals. Shut off all electrical equipment. Secure all laboratory experiments.

Move to **HIGHER, SAFER GROUND.**

**DO NOT** return to your building unless you have been instructed to do so by the Campus Police Department or emergency personnel.

If flood water rises, **DO NOT** attempt to wade or travel through the water. Even small amounts of water can be very dangerous.



## **LOCKDOWN**

A lockdown is ordered any time it is unsafe to leave the building. A lockdown will be ordered by the Campus Police Department or other designated authority. You may be notified of a lockdown by various means including public address systems, paging notification systems, mass e-mails, text messaging, web site, telephone notification or other means available based on circumstances of the incident.

### **DURING LOCKDOWN YOU SHOULD:**

- Remain calm.
- Remain in your assigned area so a full accounting can be made of everyone inside of the building.
- Close and lock doors. Stay away from all windows and doors. Turn off all lights and remain silent.
- DO NOT use cell phones except for emergency notification to 911.
- Move to a location in the room which is not visible to someone looking through the door.
- If gunshots are heard everyone should move to the floor.
- Students and staff in hallways or other open areas must proceed immediately to a classroom or office where they can safely be locked in. If a classroom or office door is locked, proceed to the next closest available room to take cover.
- If you see someone other than emergency personnel attempting to enter the building notify 911 immediately.

**NO ONE SHOULD LEAVE THE SECURED ROOM UNTIL DIRECTED TO DO SO BY THE AUTHORIZED EMERGENCY PERSONNEL.**

If building becomes unsafe, evacuate only if safe to do so.

## **MISSING STUDENT**

To report a missing student:

Notify ATC Front Desk at 304-367-4920.

Provide as much information as possible about student such as:  
clothing, height, weight, hair color, automobile, etc.

## **PERSONAL INJURIES (WORKER'S COMPENSATION)**

- Seek medical attention.
- Contact immediate supervisor.
- Report all injuries immediately (within 24 hours).
- For Faculty and Staff, please complete Occupational Injury/Illness Report and submit to: Jillian Sole, Information Specialist, Front Desk, ATC (304) 534-7889.
- For Students and Visitors, please complete Student-Visitor Injury/Illness Report and submit to: Jillian Sole, Information Specialist, Front Desk, ATC (304) 534-7889.
- Participate in the Return to Work Program (if necessary).
- Contact Craig Crimm, Campus Safety Manager at (304) 367-4290 to report any unsafe conditions or to follow-up on any incident.

## EMERGENCY COMMUNICATIONS

During emergencies, campus crisis communications protocol calls for speedy notification of emergency responders and all members of the campus community. The various communication resources that can be used in a given situation at the Advanced Technology Center (ATC) include:

**BROADCAST VOICEMAIL:** All campus VOIP phones

**EMERGENCY TEXT MESSAGING:** Available by subscription by opting in on web page.

**E-MAIL SYSTEMS:** @students.fairmontstate.edu  
@students.pierpont.edu  
@fairmontstate.edu  
@pierpont.edu

**WEB SITE:** [www.fairmontstate.edu](http://www.fairmontstate.edu) and [www.pierpont.edu](http://www.pierpont.edu)

**WEATHER RADIOS** : Campus Police

**EAS (EMERGENCY ALERT SYSTEM):** The national system which supersedes the Emergency Broadcast System and is jointly administered by the FCC, FEMA, and the National Weather Service and which Broadcasts emergency alerts via radio and television.

**MEDIA:**

**RADIO:**

WMMN (920 AM)  
WTCS (1490 AM)  
WRLF (94.3 FM)  
WKKW (97.9 FM)  
WVAQ (101.9 FM)  
WAJR (1440 AM)  
MORGANTOWN (90.9 FM)  
CLARKSBURG (107.3 FM)  
BUCKHANNON (88.9 FM)

ELKINS (88.5 FM)  
102.7 FM  
92.7 FM  
103.7 FM

TELEVISION:

WBOY Channel 12  
WDTV Channel 5

NEWSPAPER (These newspapers will be notified when the change is known in time to meet printing deadlines.):

TIMES WEST VIRGINIAN  
DOMINION POST  
CLARKSBURG EXPONENT-TELEGRAM