**Emergency Plan Template**

**1. Department Name:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Designated emergency office phone: This phone number must be added to the supervisor’s profile in the Portal. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**All staff must be informed that this is the emergency phone line and should always be answered ASAP. (Unless you are hiding from an active shooter).**

**3. Locations of keys:**

*Types of keys needed to access every room including electronic keys.*

*Who has the keys? Does the Evening Administrator and/or the custodians have keys? If not, how will they gain access?*

(At Mission, the custodians and Evening Administrator all have 4 important keys.  (listed)  They all have hex keys.

Evening Administrator also has these 4 keys and a Primus GGM. If these keys open your doors, it is important to list Custodians and Evening Administrator as additional people to contact to gain access)

**4. Where to meet fire department:**

If it is safe, meet the fire department at: (Fill in here)

*If the primary location is affected by the hazard, make another selection and tell 9-1-1 where you will meet the fire department to give them access.*

**5. Training Requirements**Statement about h*ow you will enable staff, faculty, etc to take needed training? Release Time?, Flex time, etc? How often will they get refresher training?*

**6. Names and roles of staff and faculty** *(i.e. Sweepers, Parking Lot Group Supervisor, Student Supervisor, Staff Supervisor, CERT, Ham Radio, other:*

Role specific training requirements:

* *Building Sweepers take Building Sweeper Training 1 hour per year.*
* *Parking Lot Group Supervisors take their training 1 hour per year.*
* *CERT take 2 hours of refresher training per semester*

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| **Name** | **Role** | **Training Required** |
| Dept. Head, or designee | Make assignments to staff Building Sweeper and Parking Lot Group Supervisor positions each semester | N/A |
| Faculty | Show the Campus Safety Video to all classes at the beginning of each semester and complete the Classroom Safety Checklist ([www.wvm.edu/emergency](http://www.wvm.edu/emergency), Emergency Guidelines | N/A |
| Department Chairs | Have 24/7 contact phone numbers for full time and associate faculty and lab techs for emergency phone tree communication. Update each semester | N/A |
| All staff, faculty, lab techs | *1. Take Active Shooter training. The video is online and you can download the handouts and watch the Campus Safety video.*  *2. Participate in p*eriodic emergency drills, as scheduled.  3. Review Dept Emergency plan and Emergency Guidelines | Active Shooter 30 min each semester  Campus safety video 5 min each semester  Plan review 2 hours each semester |
| *Person’s name* | *Person’s Role* | *Required training* |
| *Person’s name* | *Person’s Role* | *Required training* |
| *Person’s name* | *Person’s Role* | *Required training* |
| *Person’s name* | *Person’s Role* | *Required training* |
| *Person’s name* | *Person’s Role* | *Required training* |

**7. Responsibilities of Staff, Faculty and Building Sweepers during specific events:**

*Download and review published Emergency Guidelines to make sure the procedures are appropriate for your area. List specific additions/changes below. Recommended list at the end of this template.*

If a topic does not apply for your area, just state DNA

**Active Shooter / Lockdown**

* + *Refer to Decision Tree and Active Shooter Emergency Guidelines AND*

Discuss with staff/faculty each semester.

* For your own area:
  + What do you need to do to prepare to run, hide or fight if a lock down message is received? Which doors to lock, what blinds to pull?
  + What are your options for escaping?
  + What are your options for fighting/gaining a tactical advantage?
  + Notifications needed?

**Bomb Threat**

* + *Refer to Bomb Threat Emergency Guidelines AND*
  + *List anything above and beyond Emergency Guidelines*

**Building Closure – any issues?**

* *Who determines a building closure?*
* Post “Building Closed” signs on doors. Ensure that College Administration or Police has posted the information on Social Media.

**Building Evacuation**

* + *Refer to Evacuation Emergency Guideline & Sweeper Checklists AND*
  + *List anything above and beyond Emergency Guidelines*
  + Who brings out Trauma Bag? 2 Way Radio, etc?

*Special procedures when evacuating?*

* + *(Vital records? Emerg. Shutdown Equipment?*
  + *People with Disabilities? Medications?, etc)*
  + Notifications needed?

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| --- | --- |
| **Name** | **Role** List of Safety Team Building Sweepers for the semester and what areas they will cover, what activities they will perform (Evac-u-Chair, Trauma Bag, etc.) |
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**Fire**

* *Refer to Fire Emergency Guideline AND*
  + *List anything above and beyond Emergency Guidelines*
  + Notifications needed?

**Medical**

* *Refer to Medical Emergency Guidelines AND*
  + *List anything above and beyond Emergency Guidelines*
  + Notifications needed?

**Loss of Water**

* + *List any issues that affected you related to loss of water*

**Power Outage – any issues?**

* + What must staff, faculty, sweepers do?
  + Can you continue services in the building
  + Notifications needed?
  + *Will any supplies/equipment/food be damaged during an extended power outage?*
  + If it is dark outside, send students who are waiting for rides to the Campus Center.
  + *Is there a contingency to reduce damage?*

**Shelter in Place – Gas Leak**

* *Refer to ShelterVsLockdown Emergency Guidelines AND*
  + *List anything above and beyond Emergency Guidelines*
  + Notifications needed?

**Shelter in Place – due to hazardous material**

* *Refer to ShelterVsLockdown Emergency Guidelines AND*
  + *List anything above and beyond Emergency Guidelines*
* Turn off HVAC – *WHO WOULD DO THIS?*
* Seal off cracks/vents – *WHO WOULD DO THIS?*
  + Notifications needed?

**Shelter in Place – Police Activity**

* *Refer to ShelterVsLockdown Emergency Guidelines AND*
  + *List anything above and beyond Emergency Guidelines*
  + Notifications needed?

**Workplace Violence**

* *Refer to Violence Prevention Actions Emergency Guidelines AND*
  + *List anything above and beyond Emergency Guidelines*
  + Do you have a Code word to signal a possible problem?
  + Do you have an agreement with another person you can call to signal that you need help?
  + Notifications needed? VP of Student Services

**8. Basic procedures for alerting students** (LIST ALL METHODS IN PRIORITY ORDER such as:)

* *Fire alarm sounds – do you have P.A. with fire alarm?*
* *Sweepers go door to door*
* *Yell out instructions as you rapidly leave the building*

**9. Concentrations of People / Time of Day:** *What days and times have the most students? Are there hours when building is not occupied?*

**10. Possible Exterior Building Hazards** *such as nearby construction, overhangs, wires, electric panels, hazardous materials, etc. that could be a problem during evacuation or search operations.*

**11. Possible Interior Building Hazards** *such as hazardous materials, electrical panels, janitor closets, chemicals, etc. that could be a problem during evacuation or search operations.*

**12. Resources (list all) / Locations**

* Location of emergency supplies (include **who maintains** and maintenance process)
* Location(s) of potential resources (ie. water, tents, portable tables, chairs, first aid kits, snacks – anything that you think could be valuable in an earthquake or other emergency)

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| **Resource** | **Location** | **Maintenance** |
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13. Plan prepared / reviewed by *Name(s) and Phone Number(s):*

14. Attachments

* Floorplan
* Print Emergency Guidelines (see below)
* Emergency call list for the building

Recommended List of Emergency Guidelines (Print current copies from website [www.wvm.edu/emergency](http://www.wvm.edu/emergency) side bar “Emergency Guidelines”

|  |  |
| --- | --- |
| Active Shooter | Evac FAQ Quake |
| Active Shooter Decision Tree | Fire Safety |
| Alerts and Updates | Guidelines Poster |
| Bomb Threat | Lockdown FAQ |
| Bomb Threat Checklist | Medical Emergencies |
| Classroom Safety Checklist | Phone Numbers |
| Disability Prep | Shelter vs Lockdown |
| Earthquake | Telephone Tips |
| Evacuation | Violence Prevention Actions |
| Evac FAQ | WVM Alert FAQ (above Emergency Guidelines in Emerg. Info Section) |

15. Footer – Updated date