



Lynchburg

In an emergency call:

Campus Phone
5555 or 911

Non-Campus Phone
434.544.5555 or 911

If calling 911 from a non-campus phone, inform the dispatcher your exact location.

August 1, 2017
For more copies call 434.544.8100

Emergency Procedures

This guide is intended for use by faculty and staff members at Lynchburg and has been designed to increase campus preparedness and to be used as a quick reference during emergency conditions on campus.

Employees working at other locations may have slightly different procedures and phone numbers.

Recipients of the guide should become familiar with its contents and any additional specific procedures.

Please dedicate time during faculty and staff meetings to review and discuss emergency procedures relevant to your laboratories or work areas.

Informational blanks have been provided in several sections and should be filled in immediately.

Once the blanks are filled in and procedures reviewed, the guide should be kept in a readily accessible location and posted in each classroom and office.

In instances where emergency procedures for hospitals or for Lynchburg City Emergency Services may differ from those in this guide, such procedures will supersede the instructions.

All members of the Lynchburg community play a critical role during emergency response procedures.

Our students and visitors may not be familiar with the building they are in, the hazards presented in the building, or the procedures that should be followed to ensure their health and safety in the event of an emergency.

They will depend on us for immediate direction and assistance. Please review and become familiar with this guide.

If you have questions regarding the Emergency Procedure Guide or would like more copies, contact Campus Safety and Security **434.544.8100**.

About this Guide

Emergency Resources

Campus Safety & Security (Emergency)	434.544.5555
Available 24/7/365	434.544.8100

Emergency Telephones

LiveSafe	
Escort	434.544.8100
Emergency Assistance	911
(Police, fire, and medical services)	
Police/Fire Non-Emergency	434.847.1602
Physical Plant	434.544.8276
ITR Help Desk	434.544.8350
Weather Hotline	434.544.7669

Health and Mental Health Services

Counseling Services	434.544.8616
Disability Services	434.544.8687
Health Services	434.544.8357

Emergency Information Resources

When calling Emergency Personnel, you should have this information readily available.

Building Name:

Department:

Floor/Room #:

Department/Lab. Safety Coordinator:

Phone #:

Building Emergency Coordinator:

Phone #:

Room #:

Alternate Emergency Coordinator:

Phone#:

Room #:

Resident Assistant:

Phone #:

Room #:

Severe Weather Shelter (for Shelter-in-Place):

Designated Meeting Place (DMP) for Evacuation (inside and outside):

Area of Rescue Assistance (Primary):

Area of Rescue Assistance (Alternative):

Emergency Plan Exists:

Nearest First Aid Kit:

Automated External Defibrillator (AED) Device Locations: Drysdale Student Center 2nd and 3rd floor main hallways, Hall Campus Center (SECURITY), Turner Gym 4th floor, Health Sciences Building (PA) and DPT levels, Claytor Nature Student Center Education Building. Mobile units: LCEMS and Campus Security.

My Building Information

Campus Safety and Security at 434-544-5555

If you discover a utility failure, call the Physical Plant 434.544.8276 during normal business hours Monday - Friday or after hours please contact **Campus Safety and Security**.

Be prepared to provide:

- Building name:
- Floor:
- Room number:
- Nature of problem:
- Person to contact and phone number:

Electrical/Light Failure

If hallway lights are out, locate exit stairs or doors and **evacuate** the building while emergency lights are on. Do not enter the building or use laboratories until power is restored. Emergency lighting should be considered temporary and will not support building operations. If you are in a laboratory equipped with a fume hood and/or biosafety cabinet, close all hoods and biosafety cabinets sashes.

Plumbing/Floor/Water Leak

If you discover leaking water or know the source of a water leak, contact **the Physical Plant 434.544.8276** during normal business hours Monday - Friday or **Campus Safety and Security**.

Do not walk through standing water due to the potential of electrocution.

Natural Gas Leak

If you discover a natural gas leak, leave the area immediately and contact **the Physical Plant 434.544.8276** during normal business hours Monday - Friday or **Campus Safety and Security**.

Network/Telecommunications

If you discover a telecommunications failure with or without electricity on in the building, call the **ITR Help Desk (434.544.8350)** during normal business hours Monday - Friday, after hours call **Campus Safety and Security**.

Utility Failure

Campus Safety and Security at 434-544-5555

If you discover a fire or smoke in a building, activate the nearest fire alarm pull station and proceed to evacuate, following the evacuation procedures in this booklet. Warn others as you exit.

Notify **Campus Safety and Security and 911**. Always call from a safe location.

Do not use elevators unless directed to do so by authorized emergency personnel.

When a fire alarm sounds, Virginia law requires complete evacuation of the building.

Follow the steps on the **Evacuation** page of this booklet, your building's evacuation plan, and the instructions of your resident assistants and building emergency coordinators.

If smoke, heat or flames block your exit routes, stay in the room with the door closed.

If there is a telephone in the room, call **Campus Safety and Security and 911** to alert them of your location.

Report all fires, even those that have been extinguished, to **Campus Safety and Security**. *Never attempt, unless you have been properly trained, to put out a fire yourself until someone has notified the authorities.*

If the fire is small enough to be extinguished by *one fire extinguisher and you have had extinguisher training*, use a portable fire extinguisher to put out the fire. If you have any doubts about the size of the fire or your ability to extinguish it, do not try, Evacuate!

Report potential hazards to **Campus Safety and Security**. This is for non-emergencies only; in the event of an actual emergency, call **911**.

Evacuate to your designated meeting place if:

- The fire alarm has activated
- There is the presence of fire, smoke, or the odor of burning in the building

Fire

Campus Safety and Security at 434-544-5555

Threats targeting individuals or departments can frequently be controlled by screening materials and by following the procedures listed below. Responding public safety agencies have plans in place to deal with these types of threats. Following the procedures below will activate those plans and promote the highest level of safety while minimizing the disruption associated with these incidents.

Mail and package delivery to each department should be screened for suspicious letters and/or packages.

Common features of threat letters/packages are:

- No return address
- Handwritten or poorly typed address
- Misspelling of common words
- Restrictive markings such as “Confidential” or “Personal”
- Unattended packages, mail, bags; seems out of place
- Feel of powdery or foreign substance
- Excessive weight

What to do if you are suspicious of a package:

- Stay calm, do not panic.
- Do not move or handle a suspicious package.
- Evacuate the area and call **Campus Safety and Security** and **911**. Tell them exactly what you have done and any information you have with regard to the threat.
- Do not clean up a suspicious powder.
- Turn off local fans or ventilation units in the area if you suspect that a device has been activated and the fan/ventilation switches are quickly and easily accessible.
- Wash your hands with soap and water.

Public safety responders can evaluate the risk to those in the room at the time of potential exposure as well as any impact on the remainder of the building. Based upon that risk assessment, further emergency measures may be implemented as necessary. If the risk is found to be minimal, other areas of the facility will not be disrupted and any necessary actions to return the area involved to normal activity will begin as soon as possible.

Suspicious Packages

Campus Safety and Security at 434-544-5555

Accidents and Injuries

In an effort to maintain a safe and healthy campus and work environment, illnesses and injuries that occur on campus or during the course of employment at Lynchburg must be reported. It is the intent of Lynchburg to minimize illnesses and injuries by correcting identified causes when appropriate and feasible.

Obtaining Medical Treatment (Students)

Lynchburg Health Services

Location: Terrace level, Hundley Hall

Phone: 434-544-8357

Obtain medical attention from Lynchburg Health Services during normal working hours:

8:30 a.m.–5 p.m., Monday-Friday

Walk-In Hours: 8:30 a.m.-12:30 p.m. and 2-4:30 p.m., Monday-Friday

January Term and Summer Hours: 10 a.m.-2 p.m., Monday-Friday

Closed during scheduled College breaks

Emergencies - 911

If the injury is an emergency, the patient should be taken to the **Lynchburg General (Centra) Emergency Room**. If an ambulance is needed, the patient will be transported to the **Lynchburg General (Centra) Emergency Room**.

Non-Emergency Medical Treatment

Employees who are injured on the job during hours in which **Lynchburg Health Services** is closed (evening between 5:00 p.m.-8:30 a.m., and weekends) have the option of medical treatment depending on the nature of the injury by visiting one of these non-emergency facilities:

Alternate Non-Emergency Medical Treatment Facilities

Central Virginia Family Practice - Immediate Care 2137 Lakeside Drive, Lynchburg, VA **434.845.4175**

Health Works - 1905 Atherholt Road, Lynchburg, VA **434.200.6933**

Physicians Treatment Center - 2832 Candler's Mountain Road, Lynchburg, VA **434.239.3949**

1. **Emergency** – If the injury requires emergency medical treatment the employee must go to **Lynchburg General (Centra) Emergency Room**. **Campus Safety and Security** for LCEMS Dispatch and ambulance assistance. Emergencies include but are not limited to: difficulty breathing, loss of consciousness, chest pains, chemical spill exposures, broken bones, severe cuts.
2. **Immediate Treatment** – If the injury requires immediate medical attention, employees are required to see treatment at **Lynchburg General (Centra) Emergency Room**.
3. **Next Business Day** – If the injury is minor and can be tolerated until the next business day, employees are required to go to **one of the Alternate Non-Emergency Treatment Centers as listed above**.

Employee Work-Related Injuries

Campus Safety and Security at 434-544-5555

Evacuate:

Leave your building immediately when an alarm sounds or if you are instructed to do so by authorized emergency personnel; **this is required by Virginia law**. If there is enough time, safely attempt to secure and safeguard your area.

- Turn off equipment.
- Secure hazardous operations if possible.
- If you are in a laboratory equipped with a fume hood and/or a biosafety cabinet, close hoods and sashes.
- Notify others on your way out.
- Close doors behind the last person out.
- Walk quickly to the nearest safe exit, or follow instructions of authorized personnel.
- Do not use elevators unless authorized emergency personnel direct you to do so.
- Report any missing or trapped persons to authorized emergency personnel including first responders and building emergency coordinators.
- Move away from the building and go to your evacuation meeting site.
- Do not re-enter the building until authorized emergency personnel give the “all clear” signal.

If You Cannot Evacuate (because of disability, injury, or obstruction):

- Go to the area of rescue assistance or the nearest area where there are no hazards. Notify your resident assistant or other individual of your location.
- Notify **Campus Safety and Security and 911**
- Signal out the window to emergency responders if possible.
- Remain calm, responders will arrive.

Persons with Access and/or Mobility Needs:

Persons who may require assistance to evacuate a building must be provided that assistance by those trained to do so, if possible. Persons in wheelchairs should not use the elevator unless instructed to do so by the fire department. These individuals must be protected in a safe place while awaiting rescue by the fire department if they cannot evacuate the building. They should normally be safe in a designated area of rescue assistance or an interior room near the stairwell if an area of rescue assistance is not designated. If an alternate stairway is available it should be used in this event. Persons with access and/or mobility needs as well as those who have been identified (Buddies) to assist them should be familiar with the exit locations.

Notify Responders: The location of all persons who remain in a building should be relayed to resident assistants, building emergency coordinators and responding emergency personnel.

Building Evacuation

Campus Safety and Security at 434-544-5555

- Do not move a seriously injured person unless they are in a life-threatening situation.
 - Know your street address so you can give that to the emergency services:
-
- In the event of a serious injury or illness, immediately call **Campus Safety and Security** and **911**. Give as much information as possible regarding:
 - o Nature of the illness or injury,
 - o Victim's location,
 - o Is victim conscious, breathing, bleeding,
 - o Victim's injuries,
 - o Chemicals or radioactive materials involved.
 - Send someone to the building entrance to meet the ambulance.
 - Only trained personnel should provide first aid or CPR. If first aid or CPR training is desired, contact Campus Safety and Security.
 - Location of nearest Automated External Defibrillator (AED): _____
 - For students injuries that do not require urgent attention, go to Lynchburg Health Services during their normal working hours or call Campus Safety and Security. For employee injuries, see the Employee Work-Related Injuries tab.

If trained personnel are not available in your area or if an ambulance is needed, call:

- **911**
- Campus Safety and Security/LCEMS: **434.544.5555**

Mental Health

If you are concerned about a member of the Lynchburg community, call Counseling Services at **544.8616**. Counseling Services is not a 24-hour facility. Please contact the Emergency Help numbers listed below or **Campus Safety and Security** for 24-hour assistance.

Medical Emergency and Mental Health

Campus Safety and Security at 434-544-5555

All bomb threats are to be taken seriously. **Notify Campus Safety and Security 24/7 and 911 immediately.**

If you receive a bomb threat by phone, remain calm, write down the caller's exact words, and note the time of the call.

Time of Call: _____ Length of Call: _____ Person taking call: _____

Exact wording of the threat: _____

Ask the caller:

When will the bomb explode? How much time remains? _____

Where is the bomb located? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

What building is it in? _____

What floor is it on? _____

Why was it placed there? _____

Did you place the bomb? Why? _____

Who are you? _____

What is your name? _____

Caller: _____ Age _____ Male Female

Background sounds:

- | | | | | |
|------------------------------------|-------------------------------------|---|---|--|
| <input type="checkbox"/> Clear | <input type="checkbox"/> Cell Phone | <input type="checkbox"/> Restaurant | <input type="checkbox"/> Traffic | <input type="checkbox"/> Weather |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Music / TV | <input type="checkbox"/> Animal Noises / Wildlife | <input type="checkbox"/> Conversation / Talking | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Static | | | | |

Caller's Voice:

- | | | | | |
|---|----------------------------------|-----------------------------------|--|------------------------------------|
| <input type="checkbox"/> Accent | <input type="checkbox"/> Angry | <input type="checkbox"/> Calm | <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Coughing |
| <input type="checkbox"/> Cracking voice | <input type="checkbox"/> Crying | <input type="checkbox"/> Deep | <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Excited | <input type="checkbox"/> Laughter | <input type="checkbox"/> Lisp | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Ragged | <input type="checkbox"/> Rapid | <input type="checkbox"/> Raspy | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Stutter | | | |

Threat Language:

- Incoherent Message read Taped Irrational Disguised Well-spoken

If you receive a bomb threat in written form, notify **Campus Safety and Security 24/7 and 911.**

- Do a quick visual inspection of your area. Do not touch or move suspicious objects.
- Do not use two-way radios or cellular phones as they can trigger an explosive device.
- Follow your buildings evacuation procedures.

Bomb Threat

Campus Safety and Security at 434-544-5555

Severe Thunderstorm/Tornado Watch

Severe thunderstorms are possible, continue normal activities and monitor the situation.

Severe Thunderstorm Warning

Severe thunderstorms are occurring.

- Keep people indoors and away from windows until the severe storm passes. If you are outside, seek shelter immediately.
- Report injuries and damages on campus to **Campus Safety and Security** and **911**. Notify your departmental administrative office.

Tornado Warning

An actual tornado has been identified in the area by spotters and/or radar.

- If in the warning area, seek shelter immediately. Stay away from windows and exterior doors. Basement, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.
- The nearest shelter is located: _____
- Do not open windows; this can increase damage to the building.
- Report injuries and damage to **Campus Safety and Security** and **911**. Also notify your departmental administrative office.
- If in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, lying flat in a depression such as a ditch or ravine offers some protection.

In the event of an emergency which urgently threatens the safety of persons outdoors, Lynchburg may sound the sirens (CEAS). The siren tones are designed to be quite loud and distinct, and the sound will carry throughout the campus and should be easily heard by those outdoors on campus.

Thunder and Lighting

If you hear thunder less than 30 seconds after seeing a flash of lightning, seek safe shelter immediately. Suspend activities until the call is given after 30 minutes without thunder and lightning.

Winter Weather

Winter storms (snow, sleet, freezing rain, extreme cold) can quickly affect vehicular and pedestrian travel across campus. Physical Plant will attempt to pre-treat ground surfaces to the best of their ability to remove snow and ice following winter storms.

- Report dangerously slick ground surfaces or blocked building entrances to **Campus Safety and Security**.
- Report frozen/broken water lines to **Campus Safety & Security**.

Weather Sirens CEAS

Weather Closing Information

Weather closing information is available from the sources listed on the Emergency Information Resources page of this booklet, which includes primary information sources such as the Lynchburg Home Page and the Weather Hotline, 434.544.7669.

Weather Emergency

Campus Safety and Security at 434-544-5555

Hazardous Gas Leaks or Release

(e.g. oxygen, flammable, irritant, toxic, cryogenic, etc.)

If a compressed gas cylinder or gas piping is leaking or is suspected of leaking or if there is any other known or suspected gas release, and if a person knowledgeable about the source decides that it is hazardous to them or to other building occupants, the following steps should be taken:

1. Immediately notify building occupants to evacuate the areas using general evacuation procedures.
2. Contact **Campus Safety and Security** and **911** and be prepared to provide the following information:
 - Building name
 - Floor and room number
 - Specific chemical name of involved gas
 - Source of the gas

Unusual or Abnormal Odors

(e.g. natural gas, rotten eggs, sewer smell, etc.)

When reporting an unusual or abnormal odor, be prepared to provide the following information:

- Description of odor (e.g. natural gas odor).
- Time(s) of detection
- Abnormal condition, activities, or materials at the time of detection (e.g. construction activities).

If the source associated with the odor is potentially hazardous to person in the area (e.g. natural gas), contact Lynchburg Emergency Services at **911**. For other common or unknown odors, follow the specific procedures listed below:

Natural gas smells

Immediately leave the area and contact **Campus Safety and Security** and **911**.

Rotten egg or sewer smells – These odors typically occur when a drain trap dries out. If the odor is moderate, run water down nearby sinks and check to see if the odor dissipates. If the odor is strong or persists after refilling drain traps, the employee should contact Campus Safety & Security to report the odor.

Fishy or musty smells – These odors often result from leaks in the HVAC system. The employee should contact Campus Safety and Security to report odor.

Exhaust or diesel smells – These odors typically enter a building through air intakes when motor vehicles or construction equipment are left idling nearby. These odors are normally dependent on the wind direction and typically last for a short duration. If this type of odor persists, the employee should contact **Campus Safety and Security** and **911**.

If the employees have additional concerns or questions about these or any other unknown odors during normal business hours they may contact the **Physical Plant 434.544.8276**.

Odor Complaints and Gas Leaks

Campus Safety and Security at 434-544-5555

E2Campus, Live Safe, Desktop Crawl and Email is a collection of emergency notification systems used by Lynchburg College to inform students, faculty, and staff of any safety issues requiring immediate attention. Individuals need to take steps to verify that their phone, email, and text message (SMS) information for notification is correct. Make a point of checking your selected notification systems on your devices once a semester and update them immediately if any of your contact information has changed.

Important Information

- These sources will only be used for emergency and urgent notifications.
- Registering will not sign you up for anything other than emergency messages
- Your contact information will not be given out.

CEAS OUTDOOR WARNING SYSTEM

In the event of an emergency which urgently threatens the safety of persons outdoors, Lynchburg may sound the (CEAS). The siren tones are designed to be quite loud and distinct, and the sound will carry throughout the campus and should be easily heard by those outdoors on campus.

These siren/public address units are designed to be heard **OUTDOORS ONLY**. While some personnel on campus may be able to hear the sirens indoors, that was not the primary intention. The pre-recorded and live public address announcements that will follow the siren tones are prone to echo among the buildings on campus. How well you will be able to understand the messages will depend on your location. All possible adjustments have been made to the system to improve the intelligibility of the voice messages, and we are aware that in some areas of campus the messages can be very difficult to understand.

Safety in your Classroom, Residence Hall, and Office If you hear the Crisis Emergency Alert Siren, protect yourself!

If the siren is due to severe weather or tornado warning:

- If you are outside, seek cover in the closest building
- Stay in your classroom, room, or office if it is in the interior of the building
 - *OR* Go to an interior hallway of the building
 - *OR* Go to the lowest level possible
 - *OR* In a house or apartment, go to the center of the house or the bathroom
- Stay away from windows, glass doors, and glass walls
- Sit down and stay low
- Monitor the Web and your email for updates and instructions
- Call Campus Safety and Security and 911 *immediately* if you have any information about damage or injuries
- Stay in your area until you receive the “all clear” message from the Crisis Emergency Alert Siren or a message from a Lynchburg official or emergency responder..

If the siren is due to an intruder: (or if an intruder has been observed)

- Go to the closest classroom, room, or office and stay there
- Shut the door and lock it, if possible
 - *AND* If possible, place a desk or chair in front of the door
 - *AND* If possible, wedge a shoe or belt under the door to prevent it from opening
- Turn off the lights
- Keep yourself and others in the room as quiet as possible
 - *AND* Switch cell phones to vibrate
 - *AND* Mute all computers, projectors, CD players, and other machines
- Stay away from windows, glass doors, and glass walls
- Monitor the Web and your email for updates and instructions
- One person call Campus Safety and Security and 911 if you have any information about the intruder or injuries
- Stay in your area until you receive the “all clear” message from the Crisis Emergency Alert Siren or a Lynchburg official or emergency responder.

Emergency Notification System

Campus Safety and Security at 434-544-5555

During a major earthquake, you may experience a shaking that starts out to be gentle and within seconds or two grows violent and knocks you off your feet. You may be jarred first by a violent jolt-as though the building was hit by a truck. A second or two later you'll feel the shaking and, as in the first example, you will find it very difficult (if not impossible) to move from one room to another.

DURING THE EARTHQUAKE

If you are indoors:	If you are outside:
<ul style="list-style-type: none">• Drop to the floor under a sturdy desk or table, Cover your head and face with your arms, and Hold onto something sturdy.• If suitable furniture is not nearby, sit on the floor against an interior wall and cover your head and face with your arms.• Say clear from windows, bookcases, shelves, mirrors or other loose furniture.• Do not use elevators!• If possible, extinguish any open flames or sources of ignition immediately.	<ul style="list-style-type: none">• Get into an open area away from trees, buildings, walls and power lines.• If driving, pull over to the side of the road, stop, and stay inside the vehicle until the shaking is over.• Avoid overpasses, bridges, and powerlines.• If the earthquake has been severe, do not attempt to cross damaged bridges, overpasses, or damaged sections of road.

AFTER THE EARTHQUAKE

1. Check for injuries starting with yourself. Do not move seriously injured individuals unless they are in immediate danger. Help people who are trapped by furniture or other items that do not require tools to move. Rescue and emergency medical crews may not be readily available.
2. Keep phone lines open. Do not use except for genuine emergency calls, such as a serious injury, fire, or gas leak.
3. If you suspect or know that someone is trapped in the building call **Campus Safety and Security** and **911**.
4. Check for gas and water leaks, broken electrical wiring, and broken sewage line in your area. Check building for cracks and damage. If there is a gas leak, extinguish all source of ignition and do not turn on or off any electrical switches in the area. Call **Campus Safety and Security** for assistance immediately. If there is damage, report it to **Campus Safety and Security** and **911**.
5. Attempt to block off damaged areas to keep people away from the hazard until additional help can arrive.
6. Do not touch downed power lines or damaged building equipment.
7. Check for hazardous material spills and releases. If any are discovered, follow the procedures in this guide.
8. If the building is damaged, evacuate and attempt to secure the building against entry. Notify **Campus Safety and Security** and **911** of the damage and evacuation. Do not re-enter damaged buildings.
9. If you have to evacuate, post a message in clear view stating where you can be found. List reunion points so that others looking for you later can find you. If you have a college radio or cellular phone, take them with you along with chargers if available. This may be your only method of communication for several hours.
10. Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles.
11. Be prepared for aftershocks. Aftershocks are usually smaller than the quake but may be large enough to do additional damage to structures weakened during the main shock.

Earthquake

Criminal Activity

Call **Campus Safety and Security** and 911 if you feel threatened or observe a crime in progress. **Do not approach or attempt to apprehend person(s) involved.**

Report information, including:

- Direction of travel when last seen
- Location
- Physical and clothing description
- Vehicle description, license plate number
- Weapons or tools involved
- What the person is doing

If you believe you are safe, stay on the phone with the dispatcher until instructed otherwise.

Active Shooter – The following recommendations are all options to be considered and should not be thought to be sequential. Select the best course of action according to the situation in which you find yourself.

Run

- If a safe path is available, run
- Always try and escape or evacuate even if others insist on staying
- Encourage others to leave with you, but don't let their indecision slow down your escape
- Try to prevent others from entering the danger zone
- Keep your hands visible for law enforcement
- Call **Campus Safety and Security** and **911** to report the incident and description/location of shooter(s)

Hide

- If you can't escape, find a place to safely hide and be silent
- Turn out lights, close window blinds/curtains, lock doors if possible and silence your cell phone
- Barricade doors and windows if able to with furniture and other objects
- Stay low to the ground but don't sit down-be prepared to move
- Be prepared to fight by developing a plan if the shooter should enter your area
- Gather items to use for self-defense
- Identify other methods of evacuating should the opportunity to escape occur (other doors, stairwells or windows)
- Render first aid to the injured if safely able to do so
- If unable to evacuate, remain in place until the "All Clear" is released through Campus Safety and Security, University Administrator or by law enforcement in the area.
- If safe to do so, call **Campus Safety and Security** and **911** and report your location. If shooter is in the area and able to be heard, call and keep the line open for dispatcher to listen.

Fight

- As a last resort, act with aggression and use improvised weapons to distract and or/disarm the shooter
- Throw objects at the shooter's head-aim for their eyes
- Work together as a team if others are present
- Upon use of distraction device, immediately attempt to escape or take down the shooter
- Commit to action as your life is at risk
- Remove the weapon from the shooter's reach and safely hide it-do not handle it as law enforcement may perceive you to be the threat
- If taking down the shooter, immobilize all limbs (arms legs, head) until law enforcement arrives

Under all circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of law enforcement officers you may encounter. Notify authorities of the location of the wounded people as soon as possible. Do not try to drive off campus until advised it is safe to do so by law enforcement or campus administrators.

Criminal Activity / Active Shooter

For all chemical spills, follow steps 1 through 3 of E.S.C.A.P.E.

1. **Exit the area** – Immediately after a hazardous chemical is spilled you must exit the area. If the spill occurred in a laboratory and access to the fume hood is not blocked by the spill and/or hazardous vapors are not present in the area then raise the sash on the fume hood and increase the airflow.
2. **Shut the doors** and secure the area – Shut the doors to the area where the spill is located and secure the area if possible. Most laboratories are under pressure which will pull air from the hallway into the lab, keeping potentially hazardous vapors from spreading into other areas.
3. **Call Campus Safety and Security or 911** from a safe location and give the following information:
 - Building name
 - Room number
 - Type of incident
 - Name of chemical spilled or description of odor if unsure of chemical
 - Estimate the volume of chemical spilled
4. **Assess the situation** – Determine if the spill is Immediately Dangerous to Life or Health (IDLH). IDLH incidents are those that pose a significant and immediate threat to building occupants due to extreme toxicity, imminent explosion, or other life threatening scenario. These types of incidents are rare. If the spill does not pose a threat to the building occupants then remain outside the entrance of the laboratory until the spill response team arrives. If you determine that the situation is Immediately Dangerous to Life and Health, then proceed to the next step.
5. **Pull the fire alarm** – After determining that the spill poses an immediate danger to the building occupants, pull the fire alarm. Activating the fire alarm will evacuate the building occupants and will also notify Campus Safety & Security.
6. **Exit the building** – Once the fire alarm has been activated, exit the building. Remain at a safe distance from the main entrance of the building. Give your information to the emergency response teams that will be arriving.

Chemical Contamination

Remove any contaminated clothing immediately and flush all areas of bodily contact with copious amounts of water. This should take place while someone else makes the appropriate phone calls and is in a safe location.

Ensure that medical assistance is obtained for those injured or exposed (safety shower, medical attention, etc.). Continue to rinse body contact areas with copious amounts of water for at least 15 minutes unless directed otherwise by appropriate emergency medical personnel. (Physician, nurse, paramedic or emergency medical technician).

Visit Lynchburg College Health Services or Lynchburg General Hospital (Centra) Emergency Room for medical care and evaluation. If possible, take applicable Material Safety Data Sheets (MSDS) with you.

Biological Spills

If the biological spill poses an inhalation hazard, do not attempt to handle the spill. Emergency responders will assume responsibility for the situation. If the microorganism does not pose an inhalation threat and you are qualified and comfortable cleaning up the spill, proceed to the next step. If you are unclear if the spill represents an inhalation hazard, always treat it as it is an inhalation hazard.

Cover the area of the spill with absorbent pads or towels, and carefully pour disinfectant around the spill. Because the volume of the spill will dilute the disinfectant, a concentrated disinfectant should be used. Allow at least 20-minute contact time.

Note: Pick up any visible sharp objects with tongs and discard in a sharps container (Never use your hands to pick up sharp items).

All spills of biological materials, regardless of biosafety level, shall be reported to **Campus Safety and Security**. You may also need to complete an Incident Report if you were exposed. Extremely large spills should be initially reported to Emergency Assistance at **911**.

Hazardous Materials – Spills

Campus Safety and Security at 434-544-5555

Shelter-in-Place (or Area of Rescue Assistance) refers to a designated area of safety when it is not safe to go outside, such as a small, interior room if possible, with no or few windows, where refuge is taken. If you are told to shelter-in-place, follow the instructions provided. Different situations can require different locations, detailed below.

Why You Might Need to Shelter-in-Place:

The air outside may become dangerously contaminated biologically, radiologically, or chemically—either intentionally or accidentally, due to severe weather such as thunderstorm or tornado; or if there is an active shooter, making it unsafe to be exposed to potentially dangerous conditions. Should this occur, information will be provided by college authorities through **Campus Safety and Security**. The important thing is for you to follow instructions of law enforcement officers and or Lynchburg authorities and know what to do so if they advise you to shelter-in-place.

In any emergency, local authorities may not immediately be able to provide information on what is happening and what you should do. However, you should monitor television or radio news reports for information or official instructions as they become available. If you're specifically told to evacuate or seek medical treatment, do so immediately.

Campus specific information will be broadcast over the Emergency Notification platforms. Refer to the section on Emergency Notification System for further information.

Shelter-in-place for Contamination:

- Stop classes or work, or close business operations.
- Share the notification with others in the building if possible, but do not leave the area where you were instructed to shelter-in-place.
- Close all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Gather essential disaster supplies if possible.
- Select interior room(s) above ground floor with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary.
- It is ideal to have a hard-wired telephone in the room(s) you select. Keep the phone available if you need to report a life-threatening condition.
- Bring everyone into the room(s) and shut the door(s).
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. College and local officials may call for evacuation in specific areas.

Seek Safe Shelter for Severe Weather:

- Stop classes or work, or close business operations.
- Share information with others in the building if possible, but do not leave the area where you were instructed to shelter-in-place.
- Close all windows, exterior doors, and any other openings to the outside.
- If you are in a laboratory equipped with a fume hood and/or a biosafety cabinet, close hoods and sashes.
- Secure chemical and biological materials.
- Gather essential disaster supplies if possible.
- Select interior room(s) below or at ground level. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary.
- It is ideal to have a hard-wired telephone in the room(s) you select. Keep the phone available if you need to report a life-threatening condition.
- Bring everyone into the room(s) and shut the door(s).
- Keep listening to the radio or television until you are given the ALL CLEAR or you are told to evacuate.

Shelter-in-Place for an Active Shooter:

Follow the procedure on the Criminal Activity/Active Shooter

Shelter-in-Place

Emergencies can occur at any time, without warning. Time and again history has shown that a well thought-out, coordinated response helps prevent personal injury and property damage, and reduces the resulting confusion. Careful planning, with an emphasis on safety, can help departments on the Lynchburg campus handle crises and emergencies with appropriate responses, and save lives. There is no guarantee that a perfect response to emergencies is practical or possible. Therefore, a plan should be considered a guide for building occupants to familiarize themselves with basic emergency planning, response, and evacuation.

General Procedures for Emergency Planning

- Have a building-specific emergency plan that covers all emergencies. Keep a copy of your emergency action plan in a convenient location where employees can get to it,
- Once you have reviewed your emergency action plan with your employees and everyone has had the proper training, it is a good idea to hold practice drills as often as necessary to keep employees prepared.
- Appoint someone to a position of authority, a department safety coordinator, who will take charge during emergencies. It is critical that employees know who the coordinator is and understand that person has the authority to make decisions during emergencies.
- Building emergency coordinators, resident assistants, and buddies are identified as outlined in the Building Emergency Evacuation Action Plan.

Employees Should Know

- Where campus emergency phone numbers are posted
- The location of a fire alarm manual pull station
- The location of two portable fire extinguishers
- Area where emergency supplies may be located
- To leave or seek shelter when an alarm sounds
- At least two evacuation routes (remember that an elevator is never a way out during a fire)
- To stay outside during evacuation, until instructed to do otherwise by law enforcement officers and or Lynchburg Fire Department officials and Lynchburg authorities.
- The two nearest areas of rescue assistance
- Emergency shutdown procedures (if any)
- The two nearest severe weather shelters
- Lab personnel should know the location of the nearest emergency eyewash and shower station

Supplies and Equipment

Departments will need basic emergency supplies and equipment to be as self-sufficient as possible after an emergency. Department emergency kits will vary in size and composition, but when appropriate, all departments should have the following essentials in an accessible location:

- First aid supplies, with training
- Flashlights/batteries, approved power strips, and extension cords
- Portable AM/FM radios/batteries
- NOAA All-Hazards Weather Radio
- Employee rosters
- This booklet

Every manager should encourage employees to keep a personal emergency kit in their living space or work area. Further information is available at the source listed below.

Further Information / Preparedness at Home

The Department of Homeland Security has a wealth of preparedness information online at www.ready.gov