



Emergency Information Desk Reference

Blacksburg Campus

Office of Emergency Management

*248 Burruss Hall
MC 0195*

*Blacksburg, VA 24061
Phone: (540)231-2438
Fax: (540)231-1401
www.emergency.vt.edu*

Virginia Tech Police Department

*Sterrett Facilities Complex
MC 0523*

*Blacksburg, VA 24061
Phone: (540)231-6411
Fax: (540)231-2803
www.police.vt.edu*



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Emergency Numbers

- Virginia Tech Police Department **9-1-1**; (Non-Emergency (540)231-6411)
- Virginia Tech Rescue Squad **9-1-1**; (Non-Emergency (540)231-7138)
- Blacksburg Police Department **9-1-1**; (Non-Emergency (540)961-1150)
- Virginia Tech Office of Emergency Management, (540) 231-2438
- Virginia Tech Environmental Health & Safety Services –(540)231-3600
- Virginia Tech Facilities – (540)231-4300
- Montgomery Regional Hospital – (540)951-1111
- Carilion New River Valley Medical Center – (540)731-2000

Be Calm – Be Prepared – Be Safe!

When dialing 9-1-1 from your cell phone your call will go to another area law enforcement agency. When this occurs tell the dispatcher that you are on the Virginia Tech Campus and ask to be transferred to the Virginia Tech Police Department. Also, program the Virginia Tech Police Department number (540) 231-6411 into your cellular phone. All campus telephones and call boxes will connect you directly to the Virginia Tech Police Department Dispatch Center.

Dialing 9-1-1

Police – Fire – Medical Dial 9-1-1

Reporting an Emergency

- When you dial 9-1-1 to report an emergency, give the following information:
 1. Nature of emergency (describe clearly and accurately).
 2. Number of injured people, and known injuries
 3. Exact address or building, floor, and area or department.
 4. Your full name and telephone number from which you are calling.
 5. **Do not hang up** as additional information may be needed.
- Designate/Ask someone to meet emergency personnel outside of the building
- **When dialing 9-1-1 from your cell phone your call will go to another area law enforcement agency. When this occurs tell the dispatcher that you are on the Virginia Tech Campus and ask to be transferred to the Virginia Tech Police Department. Also, program the Virginia Tech Police Department number (540) 231-6411 into your cellular phone. All campus telephones and call boxes will connect you directly to the Virginia Tech Police Department Dispatch Center.**

Emergency Phones

There are 62 Blue Lighted phones located throughout the Blacksburg campus and parking lots. These phones provide immediate access to the campus emergency operator; follow directions on phone. A map showing the locations of emergency phones is available on the VT Police Web site at: <http://www.police.vt.edu/VTPDnew/callboxmap.htm>

Police Department

The Virginia Tech Police Department is located on Southgate Drive behind Lane Stadium, in the Sterrett Facilities Complex. <http://www.police.vt.edu>

Non-Emergency campus phone number (540)231-6411

There is a satellite office located in the War Memorial Gym with hours of 9:00a.m.-4:00p.m., phone (540)231-2268.

Introduction

Emergencies, accidents and injuries can occur at any time and without warning. Virginia Tech has established procedures for you to follow so that the effects of such situations can be minimized.

This guide will acquaint you with basic safety procedures. Please read it thoroughly BEFORE an emergency occurs, and become familiar with your department's Emergency Action Plan and procedures. This will enhance your ability of protecting yourself and others in an emergency situation.

How to Prepare

What can I do to be better prepared?

- Read the following carefully and keep a copy handy.
- Review your departmental Emergency Action Plan
- Cooperate with all practice drills and training programs.
- Know your building's floor plan. Know where the stairs and fire extinguishers are located. Know the locations of alternate exits from your area and become familiar with exits in buildings you routinely visit on campus.
- If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door; in heavy smoke, exit signs may not be visible. Even in heavy smoke, you can count the number of doors you pass, so you will know when you reach the exit door.
- Be prepared for up to 72-hours in case of a serious emergency. Keep on hand such personal items as:
 - Medications (must be properly safeguarded)
 - Flashlight and batteries
 - Books, pack of cards, etc.
 - Some food items such as nutrition bars
 - Water in bottles or other containers
 - Sweater, comfortable shoes
 - Take advantage of training programs such as:
 - CPR (Adult) - offered by Virginia Tech Rescue Squad and the American Red Cross
 - EMT – Basic Class – Virginia Tech Rescue Squad
 - Emergency Planning and Preparedness for departmental emergency coordinators and departmental response teams - offered by Environmental Health & Safety Services

- Emergency Procedures for Assembly Occupancies for crowd managers and event staff – offered by Environmental Health and Safety Services
 - Services offered by the Virginia Tech Police Department – contact Virginia Tech Police Department
 - Fire Extinguisher Use – offered by Environmental Health & Safety Services
 - Fire Prevention Plans – offered by Environmental Health & Safety Services
 - First Aid (adult) – offered Virginia Tech Rescue Squad and the American Red Cross
 - Radiation Safety – offered by Environmental Health & Safety Services
 - Crime Prevention – offered by Virginia Tech Police Department
 - Rape Aggression Defense Course – offered by Virginia Tech Police Department
 - Alcohol/Drugs – offered by Virginia Tech Police Department
 - Student’s Police Academy – offered by Virginia Tech Police Department
 - Safety and Health Training – a variety of courses – offered by Environmental Health & Safety Services
- Workplace Violence, information provided by Human Resources <http://www.hr.vt.edu/employeescorner/workplaceviolence/> or thru the Virginia Tech Police Department – (540)231-6411
 - Prepare yourself and your family at home so they will know what to do, where to go, and how to cope in an emergency situation. For further information visit: <http://www.readyvirginia.gov>

Training Contacts:

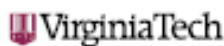
Environmental Health & Safety Services, (540) 231- 8759
<http://www.ehss.vt.edu/training/>

Virginia Tech Rescue Squad, (540) 231-7138
http://www.rescue.vt.edu/community_outreach.php

Virginia Tech Police Department, (540) 231-6411
<http://www.police.vt.edu/VTPDnew/emergencytraining.htm>
<http://www.police.vt.edu/VTPDnew/COU.htm>

IN CASE OF

EMERGENCY



REMAIN CALM AND FOLLOW THESE INSTRUCTIONS



FIRE

- * Activate the nearest fire alarm and call 9-1-1 if possible. If there are no fire alarms, knock on doors and yell "fire" as you exit the building.
- * Evacuate the building.
- * Do not use elevators!
- * Close doors as you leave.
- * Feel closed doors with the back of your hand. Do not open if doors are hot.
- * Move well away from the building when evacuating.



SUSPICIOUS PERSON/OBJECT

- | | |
|--|-----------------------------------|
| SUSPICIOUS PERSON | SUSPICIOUS PACKAGE |
| * Do not physically confront the person. | * Do not touch or disturb object. |
| * Do not let anyone into a locked building/office. | * Call 9-1-1. |
| * Do not block the person's access to an exit. | * Notify your supervisor. |
| * Call 9-1-1. Provide as much information as possible about the person and his or her direction of travel. | * Be prepared to evacuate. |



BOMB THREAT/EXPLOSION

- * Notify Virginia Tech Police Department at 9-1-1.
- * As you evacuate, look around for anything suspicious.



HAZARDOUS MATERIALS

- * If an emergency develops or if anyone is in danger, call 9-1-1.
- * Move away from the site of the hazard to a safe location.
- * Follow the instructions of emergency personnel.
- * Alert others to stay clear of the area.
- * Notify emergency personnel if you have been exposed to the hazard or have information about the release.



POWER FAILURE

- * Remain calm; provide assistance to others if necessary.
- * Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- * Turn off and unplug computers and other voltage-sensitive equipment.
- * For localized outages, contact Facilities at 231-4300.
- * For information about a prolonged outage, check www.vt.edu or call 231-6668.



CAMPUS WARNING SIRENS

- * Seek shelter: get inside.
- * Shut all doors and windows.
- * Stay away from exterior windows.
- * Seek information: call 231-6668 or point your Web browser to www.vt.edu.

Medical Emergencies

In the event of a serious illness or injury, immediately dial **9-1-1**. Provide the following information to the dispatcher: Gender, Approximate age, Nature of injury or illness, any pertinent medical history (if known), and exact location of the victim Give appropriate first aid **if appropriately trained** until Emergency Medical Service (EMS) personnel arrive; have someone escort EMS personnel to the scene if possible.

Do not move the victim until EMS arrives.

- For more information on what to do during a medical emergency go to the Virginia Tech Rescue Squad web-site.
 - http://www.rescue.vt.edu/health_resources.php
 - Additional information is available thru Virginia Tech Environmental Health & Safety Services.

Public Access Automatic External Defibrillators (AED) are located around the Blacksburg campus in a variety of locations.

Building	Location within facility
Burruss Hall	2nd Floor East of Auditorium
West End Market	Outside Mgr Office South End of Bldg
Squires Student Center	1st floor outside information desk
Squires Student Center	2nd Floor on pillar next to stairwell
Owens Dining Hall	North End of dish wash station on pillar
Career Services Bldg	Main lobby near elevator
Library	Between elevators 1st floor
General Burke Johnson	Next to Burger King
D2 Dining Center	near West checkout/dish wash station
Cassell Coliseum	Concourse near First Aid Room
Wallace Hall	1st floor atrium
War Memorial Gym	Equipment room
War Memorial Gym	floating
McComas Hall	Check-in desk
McComas Hall	floating

Recreation sports, Athletics and Facilities also have AED's in non fixed locations.

Weather Emergencies

Weather emergencies can pose serious threats to university personnel. When severe weather occurs, the administration will determine whether university offices will be closed. Check Virginia Tech's web page, call the weatherline (231-6668), or listen to local TV and radio news broadcasts for this information.

Follow these recommendations if **severe thunderstorms, threatening weather or tornadoes** occur during the workday:

- If weather conditions appear threatening, listen for an ALERT WARNING through commercial radio, weather radio or local television and the university sirens.
- If you are outside, move indoors as soon as possible.
- Move to an interior hallway or basement if time allows, or take shelter under a desk or heavy table and cover your head.
- Avoid upper floors, large glassed areas and windows.
- Stay out of parking areas, gymnasiums, and auditoriums.
- Stay away from electrical service panels and appliances, including computers.
- Use telephones for emergency calls only.
- During the fall and spring, severe weather emergencies, such as tornados, occur more frequently. Listening to a small, battery-operated radio is a good way to stay informed of such conditions.
- Stay calm and alert.

After a severe storm:

- Stay away from downed power lines. Do not handle live electrical equipment in wet areas. Leave an area immediately if you smell gas or vapors from chemicals.
- Help injured persons if you can do so without putting yourself at risk of injury. Provide first aid if you are trained. Report injuries by calling **9-1-1**. Do not move seriously injured persons unless they are in immediate danger.
- Report damage on campus to Facilities (540) 231-4300 and to Risk Management (540) 231-7439. Use extreme caution when entering buildings. Watch for gas leaks, electrical system damage, and sewer and water line damage. Stay out of damaged buildings and return to your building only when authorities say it is safe.

Explosion

An explosion is caused by a rapid expansion of gas from chemical reactions of incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire heat or smoke, falling glass or debris, or building damage.

If an Explosion occurs:

- **Dial 9-1-1**
- Get out of the building as quickly and calmly as possible.
- **If your building has a fire alarm system, activate as you exit; otherwise, follow the procedures outlined in your department's Emergency Action Plan.**
- If you are outside, stay outside. Move quickly to an open area away from buildings, trees, power lines and roadways. If your department has a designated assembly area, move to that location if it is safe to do so.
- If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.
- If there is a fire, stay low to the floor and exit the building as quickly as possible.
- If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
- Assist others in exiting the building and move to designated evacuation areas. Keep streets and walkways clear for emergency vehicles and crews. Use handrails in stairwells; stay to the right.
- Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.
- **DO NOT USE ELEVATORS**
- Wait for and follow instructions from emergency personnel.

Evacuation

Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

DURING EVACUATION: If time and conditions permit, secure your workplace, and take with you important personal items such as car keys, purse, medication, glasses.

- Follow instructions from emergency personnel.
- Check doors for heat before opening. (Do not open door if hot.)
- WALK — DO NOT RUN. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Assist people with disabilities.
- Move to your assembly point unless otherwise instructed.
- Move quickly away from the building.
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency vehicles.
- If you have relocated away from the building, DO NOT RETURN until notified that it is safe to do so.

Evacuation of Disabled Persons

Persons with mobility limitations:

Students should contact; Services for Students with Disabilities at (540)231-3788(V) or (540)231-1740 (TTY) employees and faculty should contact Human Resources at (540)231-9331(V) or (540)231-7227 (TTY).

If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
- Lifting may be dangerous to you or them.
- In a life-threatening emergency, it may be necessary to remove an individual from the wheelchair. Lifting a person with minimal ability to move may be dangerous.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences. Those with electrical respirators should get priority assistance.

Always consult with the person in the chair regarding how best to assist.

Visually Impaired Persons:

Most visually impaired persons will be familiar with their immediate work area. In an emergency situation, describe the nature of the emergency and offer to act as a “sighted guide” – offer your elbow and escort him/her to a safe place. As you walk, describe where you are and advise of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.

Hearing Impaired Persons:

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

- Write a note describing the emergency and nearest evacuation route. (“Fire. Go out rear door to the right and down, NOW!”)
- Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.

Fire Safety

Prepare in advance:

Know the locations of alternate exits from your area. If your work station is located within an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door – in heavy smoke, exit signs may not be visible. Even in heavy smoke, you can count the number of doors you pass, so you will know when you reach the exit door.

Fire on your floor:

- If your building has a fire alarm system, activate as you exit, follow the procedures outlined in your department's Emergency Action Plan.
- Move quickly to an open area away from buildings, trees, power lines and roadways. If your department has a designated assembly area, move that location if it is safe to do so.
- Call **9-1-1** and report the location of the fire
- Use fire extinguisher on small (wastebasket-size) fires **ONLY** if it is safe to do so.

FIRE EXTINGUISHER INSTRUCTIONS

P PULL safety pin from handle.
A AIM (nozzle, cone, horn) at base of the fire.
S SQUEEZE the trigger handle.
S SWEEP from side to side (watch for re-flash).

- For larger fires, **GET OUT**; close doors as you leave to confine fire as much as possible.
- If clothing catches fire, **STOP...DROP...ROLL**.
- Follow directions of emergency personnel, if present.

When a fire alarm is activated on your floor:

- Proceed to the nearest exit.
- Feel door, top and bottom, for heat (using the back of your hand). Do not open the door if it is hot. If the door is not hot, open slowly. Stand behind the door and to one side; be prepared to close it quickly if fire is present.
- Exit the building in a calm manner using the stairs – **NEVER** use elevators. Close stairwell door behind you.
- Stay low when moving through smoke; walk down to the ground floor and exit.

- After you have left the building go to your department's designated assembly area and remain there. If there is no designated assembly point, maintain a safe distance from the building to allow ample room for emergency personnel and equipment to access the building.
- Do not return to the area until instructed to do so by emergency personnel.

If trapped in a room:

- Retreat. Close as many doors as possible between you and the fire.
- Seal Cracks around the door to prevent smoke from entering. Call 9-1-1 or (540) 231-6411 report your location
- Be prepared to signal from window but DO NOT BREAK THE GLASS unless absolutely necessary (outside smoke may be drawn in).
- Open the window a few inches for fresh air and hang a brightly colored cloth or bed sheet out the window to alert the Fire Department to your location. If you have a flashlight, use it to signal at night.

If caught in smoke:

Drop to hands and knees and crawl or crouch low with head 30 to 36" above floor, watching the base of the wall as you go. Hold your breath as much as possible; breathe shallowly through nose using your blouse or shirt as filter.

If forced to advance through flames:

Hold your breath. Move quickly, covering head and hair. Keep head down and close eyes as often as possible.

Hazardous Materials Emergency

- Minor spills of hazardous chemicals that pose little or no threat to the safety and health of personnel can be cleaned by competent departmental personnel by following the warnings and cautions on the container's label or the material safety data sheet (MSDS). If you need assistance with clean-up of a minor spill, contact Environmental Health & Safety Services by calling (540) 231-3600 or Virginia Tech police (540) 231-6411.
- A Hazardous Materials Emergency exists when cleanup of a spill of a hazardous material is beyond the level of knowledge, training or ability of the staff in the immediate spill area or the spill creates a situation that is immediately dangerous to the life and health of persons in the spill area or facility. Under these conditions:
 - Alert people in the immediate area of the spill and evacuate the room.
 - Confine the hazard by closing doors as you leave the room.
 - Use eyewash or safety showers as needed to rinse spilled chemicals off people.
 - Evacuate any nearby rooms that may be affected. If the hazard will affect the entire building, evacuate the entire building.
 - Notify Virginia Tech Police Department of the chemical, location and size of the spill by calling 9-1-1. Always call from a safe location.
 - Report the following information
 - Name and telephone number of the caller.
 - Location of the spill, name and quantity of the chemical.
 - Extent of injuries, if any.
 - Environmental concerns, such as the location of storm drains and streams.
- **Call 9-1-1**

Procedures for laboratory personnel to handle chemical, biological or radiological spills are provided in laboratory safety plans. Trained laboratory personnel are authorized to determine appropriate emergency responses for their areas.

CHEMICAL AND SOLVENT SPILLS

- If immediate hazard exists or medical assistance is required, **call 9-1-1**.
- For small spills / those not involving immediate danger to life or property:
 - Confine the spill.
 - Evacuate and secure the immediate area; limit access to authorized personnel.
 - Notify area supervisor.

Any spill that could POTENTIALLY cause injury to a person or property must be reported to Environmental Health and Safety Services.

TOXIC FUMES RELEASE

- If you smell gas or other toxic fumes or experience irritation, coughing, burning eyes, and/or difficulty breathing, evacuate the area immediately.
- If you smell gas in a dark room, do not turn on lights; this action could ignite gas. Do not touch, activate, or de-activate any power switches, fire alarms, lights, etc.
- Evacuate immediately and notify Public Safety. Do not re-enter the area until advised to do so by emergency personnel.
- **Call 9-1-1**

RADIOACTIVE LEAK / SPILL

In the event of a radioactive spill / leak

- Limit the spread of the spill
- Notify others in the area that a spill has occurred. There is no need to evacuate the area.
- Call the Radiation Safety Officer in Environmental Health and Safety Services.

If skin contamination has occurred

- Go to the nearest sink and wash the affected area with tepid water.
- Call the Radiation Safety Officer in Environmental Health and Safety Services.

BIOLOGICAL RELEASE / SPILL

In the event of a biological release / spill

- Decontaminate the spill with appropriate disinfectant and personal protection.
- For a large spill or release of highly infectious materials, notify everyone in the area, secure the area, then call Environmental Health and Safety Services immediately.

If a blood borne pathogen exposure or needlestick injury has occurred

- Go to the nearest sink and wash affected area with warm water and soap.

Call Environmental Health and Safety Services and seek medical attention immediately.

Power Outage

- Notify FACILITIES at (540) 231-4300 during regular business hours (between 8 a.m. and 5:00 p.m.). After hours, notify the Virginia Tech Police Department at (540) 231-6411 Remain Calm
- Wait a few minutes for emergency power to come on to provide emergency lighting.
- Take actions to preserve human and animal safety and health. Take actions to preserve research.
- Keep essential research refrigerators and freezers closed throughout the outage to help keep them cold.
- If evacuation of the building is required, assist any disabled persons and exit by stairway. DO NOT USE ELEVATORS.
- Laboratory personnel should secure experiments or activities that may present a danger when electrical power is off or when it is unexpectedly restored. Notify the lab supervisor immediately. If conditions are hazardous, notify Environmental Health and Safety Services at (540) 231-3600 or (after hours notify Virginia Tech Police Department **9-1-1** or (540) 231-6411) If a laboratory fume hood is non-operational, cap all open containers and close the sash.
- Unplug all nonessential electrical equipment, televisions, computers, and audio-visuals; turn off light switches unless **needed**. When power returns, a surge may blow out light bulbs and other equipment if left on.
- Contact FACILITIES for information regarding scope and expected duration of outage.

If people are trapped in an elevator:

- Tell passengers to remain calm and that you will get help.
- Call VT Police Department at **9-1-1** or (540)231-6411.
- Talk to passengers until emergency personnel arrive.

Physical Threat or Assault / Workplace Violence

If you are witness to violent acts or behavior, immediately move away from the incident, and then dial **9-1-1** to summon VT Police. If you hear about an incident on campus, please stay away from that area.

Workplace Violence

We cannot predict the origin of the next threat; assailants in incidents across the nation have been students, employees, and visitors. In many cases there were no obvious specific targets and the victims were unaware that they were a target until attacked. Being aware of your surroundings, taking common sense precautions, and heeding any warning information can help protect you and other members of the community.

Violent incidents such as an act of terrorism, an active shooter(s), assaults, or other forms of workplace violence can occur on or proximate to the University with little or no warning. If you are witness to violent acts or behavior, immediately move away from the incident, and then dial 9-1-1 to summon VT Police. If you hear about an incident on campus, please stay away from that area.

If one or more of the following situations or activities is present in your workplace, then there is a potential higher risk of violence:

- Working alone at night and during early morning hours.
- Exchange of money.
- Availability of valued items such as money and jewelry.
- Availability of prescription drugs.
- Working with patients, clients, customers or students known or suspected to have a history of violence.
- Employees or former employees with a history of assaults or who exhibit belligerent, intimidating or threatening behavior.
- Employees who have been the object of belligerent, intimidating or threatening behavior from family members or significant others.

If workplace violence occurs:

- Report the incident to the police as soon as you can if they haven't already been contacted.
- Secure the area where the disturbance occurred. The area may be considered to be a crime scene, so leave everything untouched until the police arrive.
- Call for medical assistance if necessary. **Call 9-1-1**
- If business must continue, shift personnel as needed to cover essential work functions.
- Be supportive. The victim(s), witnesses and other employees may need access to critical incident debriefing or counseling. Contact Human Resources for guidance or assistance as needed.

Every campus office or department should perform an initial assessment to identify its particular workplace security issues. If that assessment determines university employees are at significant risk, the responsible manager or supervisor should contact the VT Police Department for additional information and training.

Additional information on recognizing the warning signs of potentially violent individuals and personal conduct to minimize risk can be downloaded from the VT Human Resources workplace violence web page at:

<http://www.hr.vt.edu/employeescorner/workplaceviolence/>

Suspicious Person

If you witness a person acting in an odd or unusual manner or if a person or situation makes you feel uneasy, trust your instincts and report it.

- Do not physically confront the person
- Do not let anyone into a locked building/office
- Do not block the person's access to an exit
- Call 9-1-1. Provide as much information as possible about the person and his or her direction of travel.

Threat Assessment Team

The Virginia General Assembly recently passed a law requiring all public colleges and universities to have a threat assessment team. Virginia Tech has had a threat assessment team in place since December 2007.

The mission of the Threat Assessment Team is to determine if an individual poses a threat to self, others, or the Virginia Tech community and intervene to avert the threat and respond to the situation. This team responds to behaviors exhibited by students, employees, visitors, and non-affiliated persons prior to a critical incident in an attempt to prevent a targeted act of violence so that the Virginia Tech Campus remains a safe and secure working and learning environment.

If you have concerns about someone's behavior, please contact one of the following offices to share your information:

Dean of Students Office – (540)231-3787
Cook Counseling Center – (540)231-6557
Women's Center – (540)231-7806
VT Police – (540) 231-6411

Active Shooter or Assailant

An active shooter is considered to be a suspect or assailant whose activity is immediately causing serious injury or death. The incident can involve a single shooter or multiple shooters. It can be a close encounter or from a distance. It can be targeted at a student, faculty/staff or random victims. It might involve just one room or multiple locations. No two situations are alike. Shooting can occur anytime, anyplace, to anyone.

What to Do:

Try to remain calm as your actions will influence others. Have a survival mindset because the consequences are potentially catastrophic. You need to take immediate responsibility for your personal safety and security.

Immediate Actions

- Run away from the threat if you can, as fast as you can.
- If you cannot flee, lock and barricade doors. If no lock, barricade door with furniture.
- Take adequate cover/protection behind solid objects away from the door as much as possible, i.e. concrete walls, thick desks, filing cabinets, etc.
- If the assailant enters your room and leaves, lock or barricade the door behind them.
- If safe to do so, allow others to seek refuge with you.

Protective Actions

- Close blinds.
- Turn off lights.
- Cover windows.
- Turn off computer monitors, radios,
- Silence cell phones (after calling police department at 911).
- Place signs, if safe to do so, in exterior windows to identify your location and the location of those injured.

Unsecured Areas

- If you find yourself in an open area, immediately seek protection.
- Put a barrier between you and the assailant.
- Consider trying to escape, if you know the location of the assailant and there appears to be an escape route immediately available.
- If in doubt, find the safest area available and secure it the best way that you can.
- If the shooter confronts you and you cannot flee, you can hide; you may choose to play dead, if other victims are around you. Your last option may be to fight back. This is dangerous, but depending on your situation, this could be your last option.

Reporting the Incident, CALL 9-1-1

- When calling 911 you may hear multiple rings, stay on the line until it is answered, do not hang up.
- Be prepared to provide as much information as possible including:
 - What is happening
 - Location, including building name and room number.
 - Number of people at location and if there are any injured
 - Name and other information requested.
- You will be asked questions about the incident, try to note as much as possible including:
 - Specific location and direction of the assailant
 - Number of assailants
 - Gender, race and age of the assailant
 - Language or commands used
 - Physical features, i.e., height, weight, facial hair, clothing color and style, glasses
 - Type of weapon, i.e., handgun, rifle, explosives
 - Description of any backpack or bag
 - Do you recognize the assailant? Do you know their name?
 - What exactly did you hear, explosions, gunshots, etc.

Un-Securing the Area

- The assailant may not stop until his objectives have been met or until engaged or neutralized by law enforcement.
- Always consider the risk exposure by opening the door for any reason.
- Attempts to rescue people only should be made if it can be done without further endangering either yourself or the persons inside of the secured area.
- Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area.
- If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.

Law Enforcement Response

- Virginia Tech Police will immediately respond to the area, assisted by other local law enforcement agencies, if necessary. Remember Help is on the way.
- It is important for you to:
 - Remain inside the secure area.
 - Law enforcement will locate, contain, and stop the assailant.
 - The safest place for you to be is in a secure room.
 - The assailant may not flee when law enforcement enters the building, but instead may target arriving officers.

- Injured Persons. Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure.
 - You may need to explain this to others to calm them.
 - Once the threat is neutralized, Police and Emergency Medical Services will begin treatment and evacuation.
- Evacuation. Responding officer will establish safe corridors for persons to evacuate.
 - This may be time consuming.
 - Remain in secure areas until instructed otherwise.
 - You may be instructed to keep your hands on your head.
 - You may be searched.
 - You may be escorted out of the building by law enforcement personnel, simply follow their directions.
 - After evacuation you may be taken to a triage or holding area for medical care, interviewing, counseling, etc.
 - Once you have been evacuated you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

DRAFT

Bomb Threat

Bomb threats are usually received by telephone, sometimes by note or letter. Most bomb threats are made by callers who want simply to create an atmosphere of anxiety and panic – but all calls must be taken seriously. If you receive a threat of any kind, **immediately call 9-1-1**. If possible, get a coworker to do this while you continue talking with the caller:

- Permit the caller to say as much as possible without interruption. Then,
- Ask a lot of questions:
 - Where is the bomb?
 - When is the bomb going to go off?
 - What kind of bomb is it?
 - What does the bomb look like?
 - What will cause the bomb to go off?
- Take notes on everything said and on your observations about background noise, voice characteristics, caller's emotional state, etc. Use the ***Bomb Threat Check List*** below. Write down the callers exact words.

Also record the following information:

- Exact time the call is received.
- Information about caller including:
 - Sex - Age – Accent
 - Education - Location of caller - Background noises
 - Caller's attitude - Speech impediments or traits
- Public Safety will advise you if evacuation is necessary. Follow instructions given by Public Safety.

If there has been a threat, and you see a package or foreign object, **DO NOT TOUCH IT**. **Immediately call 9-1-1** to report any unusual objects or items.

Bomb threats are assumed to be real and considered a threat to the university and its operations. If an explosion occurs at any time, immediately report the explosion by dialing **9-1-1**.

Bomb Threat Check List

Remain Calm and try to hold the caller on the phone as long as possible

Date: _____ Time Call Received: _____ am/pm Time Terminated: _____ am/pm

Number where call was received: _____ Who Received the Call: _____

Exact Wording of the Threat:

Gender of Caller: Male \ Female Age of Caller: _____ Race: _____

Is the voice familiar, who does it sound like? _____

When possible ask caller the following questions:

When is the bomb going to explode?	Where is the bomb right now?	What does it look like?
What kind of bomb is it?	What will cause it to explode?	Is there a special way to identify the bomb?
Did you place the bomb?	Why?	What is your address?
What is your Name?	Other:	

Caller's Voice: (Circle how the caller sounds)

Calm	Angry	Excited	Slow	Soft	Loud	Laughter	Crying
Normal	Distinct	Slurred	Nasal	Stutter	Lisp	Fast	Familiar
Ragged/Raspy	Clearing throat	Deep Breathing	Cracked Voice	Disguised	Accent	Deep	Other

Threat Language: (Circle type of language used)

Well Spoken	Foul Language	Irrational	Taped Message	Incoherent	Message Read by threat Maker
Remarks:					

Background Sounds: (Circle sounds that you hear)

Street Noise	Animal Noises	Clear	Voices	Music	House Noises	Motor	Office Machinery
Factory Machinery	Static: PA System Local			Other: _____			

Written Threat

If a written threat of an explosive device or other danger is received, contact the police department immediately by calling (540)231-6411 (for Blacksburg campus) or **9-1-1**. The threat should never be ignored. Save all materials, including any envelope or container. Once the message is recognized as a threat, unnecessary handling should be avoided. Every effort must be made to preserve evidence, such as fingerprints, handwriting or typewriting, paper, and postal marks, which are essential to tracing the threat and identifying the author.

Suspicious Package Procedure

If you receive or observe a suspicious letter or package that is unexpected or unknown having the following characteristics:

- Excessive postage.
- Misspellings of common words.
- Excessive weight.
- Rigid envelope.
- Foreign mail, airmail or special delivery.
- Hand written or poorly typed address.
- Restrictive markings such as confidential, personal, etc.
- Excessive securing - material such as masking tape, string, etc.
- Incorrect titles.
- Oily stains or discoloration.
- Visual distractions.
- Lopsided or uneven.
- Titles but no names.
- No return address.
- Protruding wires or tinfoil.

From a safe location notify the police department immediately by calling **9-1-1**. Or (540)231-6411 (for Blacksburg campus)

- Move people away from the package.
- DO NOT move or open the package.
- DO NOT investigate too closely.
- DO NOT cover, insulate or place the package into a cabinet or drawer.

Campus Warning Siren

The system will sound like an ultra-loud, deeper-sounding police or rescue-squad siren, followed by an audible announcement. It can be heard across campus as well as in sections of the Town of Blacksburg adjacent to the university. The siren tones are not intended to penetrate into building interiors. Tests of the Campus Warning Siren are conducted each semester and are publicized through regular news outlets on campus at least one week in advance of the test.

In a real emergency, if you hear campus sirens, remember to "**Shelter, Shut, Stay and Seek.**"

- Seek **Shelter** immediately.
- **Shut** all doors and windows.
- **Stay** away from exterior windows.
- **Seek** more information

More information can be found at:

- Virginia Tech home page <http://www.vt.edu>
- Information sent using campus-wide e-mail.
- Information sent using [VT Alerts](#).
- Information broadcast on WVTF-FM 89.1 and other public media outlets.
- Information record on the university hotline (540)231-6668.

Emergency Notification

The university will use a variety of means to notify the university community of an emergency or serious weather condition including email to your university account, classroom signs and VT Alerts.

VT Alerts uses several channels to reach students, faculty, and staff including:

- Text messages (SMS) to mobile devices
- Calls to home, office, or mobile phone numbers
- E-mails to non-Virginia Tech addresses

During an urgent situation, the VT Alerts system will begin cycling through the points of contact listed for your account to deliver the alert, starting with the first available. When you receive the message, it is *very important* that you confirm receipt when prompted. Your confirmation improves the efficiency and speed of the system

VT Alerts requires subscription. Please ensure at least once each year that your contact information is correct via the website: <http://www.alerts.vt.edu>

Most importantly, during an emergency, **Share the information with others.**