

QUICK REFERENCE EMERGENCY GUIDE





BLUEFIELD STATE COLLEGE QUICK REFERENCE EMERGENCY GUIDE

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This quick reference guide provides a course of action to be utilized in emergency situations. It does not replace the Crisis Response Manual. Bluefield State College employees are asked to become familiar with this quick reference guide and keep it easily accessible.

EMERGENCY CONTACT NUMBERS

1. **BSC OFFICE OF PUBLIC SAFETY**
 - a. 4180 OR 4181 FROM COLLEGE LANDLINE
 - b. (304) 327-4180 FROM ALL OTHER PHONES
2. **BLUEFIELD FIRE**
 - a. 8-911 FROM COLLEGE LANDLINE
 - b. 911 FROM ALL OTHER PHONES
3. **BLUEFIELD POLICE**
 - a. 8-911 FROM COLLEGE LANDLINE
 - b. 911 FROM ALL OTHER PHONES
4. **POISON CONTROL**
 - a. 1-800-222-1222
5. **BLUEFIELD RESCUE SQUAD**
 - a. (304) 327-7171



Building Evacuation

When an emergency alarm sounds or an announcement to evacuate the building is made, evacuation should begin immediately in a calm, orderly fashion by following the established guidelines for building evacuation. If others do not respond to the alarm/notification, inform them of the need to evacuate and then proceed to leave the building.

- **Use the fire escape route posted in the room/building you are located in**
- **Use the stairs to evacuate the building**
- **DO NOT USE THE ELEVATOR**
- **Move a safe distance away from the building and out of the way of emergency personnel**
- **Stay upwind from smoke or chemical clouds**
- **Stay with classmates, colleagues, etc. so that a head count may be taken**
- **Follow directions of onsite emergency services personnel. Do not re-enter the building unless advised it is safe to do so by the Fire Department or BSC Office of Public Safety or other emergency services personnel**
- **Do not attempt to gather personal possessions during an evacuation**
- **Make sure a head count is conducted for all BSC personnel and student body in attendance for the day**
- **Notify emergency personnel of the location of any person(s) that may have refused to leave or that may need assistance**

Fire and/or Smoke

If you see fire or smoke, activate the nearest pull station and evacuate the building immediately. Pull stations are generally located near stairwells and exits. Report all fire and/or smoke conditions to the BSC Office of Public Safety at (304) 327-4180 and the Bluefield Fire Department at 911.

Calmly state:

- **Nature and location of fire and/or smoke**
- **Name and position with the College**

In the case of a small fire, you may use the nearest fire extinguisher. Remember the following anagram:

P: Pull the pin

A: Aim the hose at the fire's base

S: Squeeze the lever (not too fast)

S: Sweep the fire extinguisher from side to side

If you have any doubts as to whether or not you are able to contain the fire, do not attempt to do so.

Remember to:

- **Use the proper type of extinguisher**
- **Fight the fire with an exit to your back**
- **Evacuate immediately following the fire escape route posted in the room you are located in**
- **Building monitors will also have information and will assist with the building evacuation**

Chemical Spill and/or Release

Immediately report all spills to the BSC Office of Public Safety at (304) 327-4180. Be prepared to provide the following information:

- **Chemical name**
- **Quantity of chemical spilled/released**
- **Exact location of the spill/release**

When a chemical spill occurs:

- **DO NOT come into contact with the substance or inhale area**
- **Secure and evacuate the immediate area**
- **If you experience eye irritation, burning lungs, or other symptoms of chemical exposure, sound the building fire alarm to notify others to evacuate the building per the route listed in the room/building you are located in**
- **If someone has been splashed with the chemical, immediately flush the contaminated area with water and seek medical assistance if needed**
- **The BSC Office of Public Safety, in conjunction with the Bluefield Fire Dept. and the Haz-Mat team will manage the incident and notify off-campus response units if needed**
- **Building evacuees should remain at a safe distance, up wind from the spill/release, until the authority having jurisdiction declares the building safe to re-enter**

Explosive Device or Bomb Threat

When an item is suspected to be a bomb or explosive device:

- **Do not use radio communications or cell phones in the vicinity to avoid possible detonation**
- **Do not in any way touch any item or device that is suspected to be a bomb or explosive**
- **When at a safe distance, immediately notify the BSC Office of Public Safety at (304) 327-4180 with a description and location of suspected device**
- **Notify your supervisor or nearest college authority (Deans, Directors, etc.). Follow the instructions of your supervisor or other emergency services authority who will initiate the Building Evacuation Plan**
- **Follow the evacuation plan posted in the building/room you are located in**
- **Follow all directions given by emergency services personnel**
- **Do not re-enter the building unless advised it is safe to do so by the Fire Department, the BSC Office of Public Safety, or other law enforcement agency**

If you receive a call stating a possible bomb threat, remain calm and try to obtain as much information as possible. Copies of the Bomb Threat Report Form are included in this emergency quick reference guide and must be completed by the person receiving the call.

Bomb Threat Report Form

Today's date: ____/____/____

Your name: _____

Information on Call

Date of call: ____/____/____ Time of call: ____:____ AM PM

Duration of call: _____ Phone number called: (____)____-____

Phone number for follow up: (____)____-____

Questions for Caller (Try to ask these questions and document responses)

When will the bomb explode?	What kind of bomb is it?	What will cause the bomb to explode?
Where is the bomb located?	What does the bomb look like?	Did you place the bomb?
Why did you place the bomb?	Where are you now?	What is your name?
Document exact wording of threat?		

Information on Caller

Caller: Male Female Unknown Approximate age of caller: ____

Does voice sound familiar Yes No If yes, who does it sound like: _____

Description of Caller

Voice	Speech	Language	Behavior	Background Noise
<input type="checkbox"/> Clean/Clear	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Educated	<input type="checkbox"/> Agitated	<input type="checkbox"/> Quiet
<input type="checkbox"/> Distorted	<input type="checkbox"/> Distinct	<input type="checkbox"/> Foul	<input type="checkbox"/> Angry	<input type="checkbox"/> Restaurant
<input type="checkbox"/> Hoarse	<input type="checkbox"/> Fast	<input type="checkbox"/> Foreign	<input type="checkbox"/> Blaming	<input type="checkbox"/> Static
<input type="checkbox"/> Loud	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Irrational	<input type="checkbox"/> Calm	<input type="checkbox"/> Street Noise
<input type="checkbox"/> Muffled	<input type="checkbox"/> Lisp	<input type="checkbox"/> Slang	<input type="checkbox"/> Crying	<input type="checkbox"/> Talking
<input type="checkbox"/> Nasal	<input type="checkbox"/> Slow	<input type="checkbox"/> Recorded	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Bar
<input type="checkbox"/> Low Pitch	<input type="checkbox"/> Slurred		<input type="checkbox"/> Laughing	<input type="checkbox"/> Television
<input type="checkbox"/> Med. Pitch	<input type="checkbox"/> Stutter		<input type="checkbox"/> Nervous	<input type="checkbox"/> Train
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Accented			<input type="checkbox"/> Traffic
<input type="checkbox"/> Pleasant	Describe: _____			<input type="checkbox"/> Typing
<input type="checkbox"/> Raspy				<input type="checkbox"/> Water
<input type="checkbox"/> Soft				
<input type="checkbox"/> Other				

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Power/Utility Loss

In the event of a power loss or utility failure, notify the BSC Physical Plant Office during normal work hours, Monday – Friday, 7:00 a.m. – 3:30 p.m. at (304) 327-4195 and the BSC Office of Public Safety during normal work hours, Monday – Friday, 7:00 a.m. – 10:00 p.m. at (304) 327-4180.

- **If needed, move to areas of the building with emergency lighting**
- **It may be necessary to evacuate the building**
 - **If so, do this according to the plan located in the room/building you are in and per the Emergency Management Plan**
 - **Exit using the stairwell**
- **If smoke/fire alarm sounds, immediately exit the building**

Violent Incidents/Active Shooter

Violent incidents, including but not limited to: acts of terrorism, an active shooter, assaults, or other incidents can occur on the college ground or close proximity with little to no warning. Call the BSC Office of Public Safety IMMEDIATELY at (304) 327-4180 or 911 and give all the information you have available in a calm manner about the situation.

Immediate Action

Violent incidents can occur with little or no warning on the campus of Bluefield State College or in close proximity. These incidents are unpredictable and evolve quickly. Contact emergency services by dialing 911 or 304-327-4180.

RUN	HIDE	FIGHT	911
<p>When an active shooter is in your vicinity.</p> <ul style="list-style-type: none"> -If there is an escape path, attempt to evacuate. -Evacuate whether others agree or not. -Leave your belongings behind. -Help others escape if possible. -Prevent others from entering the area. -Call 911 when you are safe. 	<p>If Evacuation is not possible, find a place to hide.</p> <ul style="list-style-type: none"> -Lock and/or blockade the door. -Silence your cell phone. -Hide behind large objects. -Remain very quiet. 	<p>As a last resort, and only if your life is in danger.</p> <ul style="list-style-type: none"> -Attempt to incapacitate the shooter. -Act with physical aggression. -Improvise weapons. -Commit to your actions. 	<p>When Law Enforcement Arrives.</p> <ul style="list-style-type: none"> -Remain calm and follow instructions. -Keep your hands visible at all times. -Avoid pointing or yelling. -Know that help for the injured is on its way.

Weather Emergencies

Weather can come in many forms and be severe and unpredictable. In some cases evacuation may be necessary. Please do this in a quick and calm manner and in accordance with the Crisis Response Manual and the fire escape route posted in the room/building you are located in.

In some cases it is necessary to stay indoors. If this is necessary, please do the following:

- **Seek shelter in a secure area of the building on a lower level**
- **Stay away from windows and doors. Use the interior hallways that are away from windows**
- **Notify the BSC Office of Public Safety of your location so that once the weather emergency has ended assistance can be provided**
- **If you are unable to seek shelter inside:**
 - **Lay in a ditch or low-lying area or crouch near a strong building**
 - **Be aware of potential for flooding**
 - **Use your arms to protect your head and neck in the “drop and tuck” position**
 - **Use your jacket, cap, backpack, or any similar item(s) to protect your face and eyes**