



West Virginia University

WVU Youth Program Emergency Preparedness Plan

Youth Program Title:

WVU Department of Control/Management:

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Youth Program Information

Program Name: _____

Program Director: _____

Program Director Contact Information: _____

Primary Program Location (including address): _____

Secondary Program Locations (including addresses): _____

WVU On Campus Emergency Reporting information:

In the event of any Emergency on Campus, call UPD, through WVU's Communication Center (UComm) 304-293-3136 or 304-293-COPS (2677), or call 911, and report that your emergency is on WVU Campus.

**If your calling from a campus phone (293 exchange), you first may need to dial '9' (for an outside line).*

To report a Fire, request EMS, report criminal activity or an immediate threat/violence, call UPD; UComm: 304-293-3136, or 304-293-COPS, or call 911

- Before calling for Emergency Assistance, or to report an incident, ensure you are in a safe place!
- Be prepared to stay on the line with the dispatcher and give further information.
- Provide the exact location of the problem, and exactly where you are.
- Provide a thorough description of the incident, to ensure that proper resources are dispatched.

To request Building Emergency Maintenance: call UComm 304-293-HELP (4357)

**for routine maintenance/repairs, see your Building Supervisor, they can request repairs.*

Emergency Reporting when 'off Campus', Out of response range of University Police: CALL 911:

About Emergency Planning

This document is intended as a template to guide emergency planning and response by youth programs at West Virginia University. Included you will find considerations and recommended actions to take to prepare for and respond to potential emergencies, as well as space to document your program-specific plans. For assistance in preparing your Emergency Plan, call WVU UPD/OEM at UCOMM, 304-293-3136, ask for the Emergency Planning Assistance.

You may also wish to access our Emergency Planning Self-Assessment tool.

Your response plans should answer these questions¹:

- Who can direct your response (e.g., an evacuation)?
- When and how will parents/guardians be notified of the emergency?
- Who will decide what to tell your youth participants and when?
- How will you signal an emergency -- and the type of emergency -- to those in your program or facility?
- How will everyone in the facility be accounted for after an evacuation?
- What will be taken during evacuation?
- To where will children, staff, and others be evacuated?
- How will children and staff be transported?
- What coordinating actions with University or community public safety and/or emergency management officials are necessary?
- Who is responsible for each action documented in your plan?

We recommend emergency planning be conducted as a team, so as many staff as possible feel invested in preparing for -- and equipped to respond during -- an emergency. Plans should be reviewed, evaluated, and amended on a periodic basis. You may also include youth participants in planning and preparation:

- WVU UPD/Office of Emergency Management (we run training, develop and facilitate exercises)
- Additional helpful information in being prepared for emergencies can be found at:
 - [Child Safety Before, During & After a Disaster](#) (Red Cross)
 - [Ready Kids](#): includes age-specific tips, including [preparedness games](#)
 - [Youth Roles \(Youth.gov\)](#)
 - Ready Wrigley [checklists](#) and [books](#) (CDC)

As a University community, we are fortunate to have expert assistance available to us through the following resources:

- **WVU Office of Emergency Management / WVU Police**
<https://police.wvu.edu/home> | 304-293-3136
- **WVU Office of Environmental Health & Safety**
<https://www.ehs.wvu.edu/> | 304-293-3792

WVU Regional Campuses information:

- **WVU Potomac State** (Keyser, WV)
<https://studentexperience.potomacstatecollege.edu/university-police> | 304-788-6931
- **WVU Institute of Technology Emergency and Campus Safety** (Beckley, WV)
<https://police.wvutech.edu/> | 304-293-2677

¹ Adapted from FEMA. (2016). IS-0366.a Planning for the Needs of Children in Disasters. Available from <https://emilms.fema.gov/IS0366a/lesson8/PNCD01summary.htm>.

Medical Emergency

In the case of an urgent medical emergency: (compare to WVU Emergency Action Guide, 'flipchart')

- Remain calm and call 911
- Provide location (address, building name and room number, if applicable), nature of injury or illness, current condition of the participant and any other requested information
- Remain on the phone until directed to hang up
- Do not move the participant unless they are in immediate danger
- Stay with the participant and have another person go outside to meet the emergency responders
- Inform the emergency responders of any additional medical information listed on the participant's medication treatment authorization form (if applicable)
- Contact the participant's parent/guardian to inform them of the incident
- In the case that the participant is taken to the hospital, stay with them until their parent/guardian arrives or they are released. Bring the medication treatment authorization form to the hospital with you (if applicable).

In the case of a non-emergency medical incident:

- Staff should possess the knowledge and tools to provide basic first aid to participants or know where the nearest first-aid certified individual is and be able to contact them.

Documentation procedures should be in place to document injuries, both emergency and non-emergency.

Location of, on site, Emergency First Aid Kit / Stop the Bleed Kit / AED:

My Youth Program Medical Emergency Plan: *to be completed during consultation with WVU OEM

Fire/Evacuation

In the case of a fire: (compare to WVU Emergency Action Guide, 'flipchart')

- Manually activate the fire alarm
- Walking quickly with youth participants, leave the building immediately using the closest emergency exit, do not use elevators
- Help people who need assistance if possible, including young children and those with disabilities
- Close doors and windows behind you, but do not lock them
- Move to a safe location away from buildings and/or to your building's/program's designated meeting site
- Call UCOMM or 911 as soon as you are in a place of safety. Notify dispatcher of the location, nature, and size of the fire and if you think anyone may still be in the building
- Account for all, and report same to arriving first responders (primarily if someone is missing)
- Call the Program Director to inform them of the incident
- Take attendance each time you arrive at a new location
- Re-enter the building only when instructed by fire personnel (if on Campus, seek out UPD, for guidance)

In the case of a non-fire evacuation:

- Walk quickly with youth participants and leave the building via the designated exit, do not use elevators
- Help people who need assistance, including young children and those with disabilities
- Assemble at designated meeting site
- Take attendance each time you arrive at a new location
- Wait for instructions from UPD (if on campus), or other first responders if off campus

Prior to the start of youth program, the program director should review evacuation procedures and determine the nearest exits, best routes, and assembly sites. They should also ensure that exits, routes, and assembly points are manageable for youth. Program directors should train staff on procedures, and plan a fire/evacuation drill. A fire/evacuation drill should be held with each group of participants during the first 24 hours of a new session. All doorways and paths of egress, such as staircases, should be kept clear of any obstructions.

All youth programs should be included in their sponsoring unit's Fire Safety and Evacuation Plan.

My Youth Program Fire/Evacuation Plan (including exits and primary/secondary assembly areas): *to be completed during consultation with WVU OEM

Earthquake

If you are indoors:

- Drop to the ground, cover your head and neck with your arms, take cover under a sturdy object, and hold on until shaking stops
- If a sturdy object is not available, move to an inside corner of the room, away from windows
- Stay away from glass, outside walls or anything that could fall
- Stay inside, do not exit during or immediately after, and wait for the all clear to evacuate before leaving your safe place
- For those in wheelchairs: Make sure your wheels are locked. Remain seated until the shaking stops. Protect your head and neck with your arms or whatever is available and maintain your position with head and neck covered until shaking stops

If you are outdoors:

- Stay outdoors
- Move to an open area away from trees, buildings, utility poles and lines, or signs
- If you are near a tall building, get inside the building's lobby to protect yourself from falling bricks, glass or other debris
- If you are near the waterfront, move to higher ground

After an earthquake:

- Be prepared for aftershocks
- Check yourself and participants for injuries and provide first aid if needed. Do not move seriously injured persons unless they are in immediate danger
- Check around you for dangerous conditions, such as fires, downed power lines and structure damage.
- Evaluate for yourself, or wait for instructions from your Building Coordinator or Program Director, to determine if evacuation is necessary.
- If you are in an area that may experience tsunamis, go inland or to higher ground immediately after the shaking stops.
- If possible, do not use the phone for local calls, except emergencies, during the first 15-30 minutes after the earthquake. Overloading the phone system may delay the delivery of emergency assistance.

Prior to the start of youth program, the program director should review earthquake procedures, train staff on procedures, and plan an earthquake drill. An earthquake drill should be held with each group of participants during the first 24 hours of a new session.

NOTE: WV is NOT within an earthquake zone, however, it can occur.

My Youth Program Earthquake Plan: *to be completed during consultation with WVU OEM

Active Shooter

****This action guidance will be taught by WVU OEM/UPD***

Active shooter situations require everyone to take immediate action. The quicker Law Enforcement is notified, the quicker they can respond. Active shooter response strategies vary, effected by your environment and situation. Every incident varies - be flexible in determining which strategy works best in your specific situation. Consider and prioritize the physical and emotional safety of the youth in your care at all times.

- Assess the situation and consider your options:
 - Initiate an immediate 'Lock Out' (if the threat is NOT in your building), 'Lock Down' (if the threat IS in your building).
 - Leave the scene - If safe to do so, perhaps exiting the building with youth participants, moving quickly and leaving belongings behind, is a better choice. Alert authorities as soon as possible. Go to a safe place and find cover if possible. Take attendance when you arrive at a secure location.
 - Find a place to hide - Lock the door and lock and cover windows to the room you are in. Turn out the lights and silence electronic devices. Make the room look as though it is empty. Instruct youth participants to remain calm and quiet. Take attendance of participants if possible.
 - As a last resort, distract and disable the shooter.
- When safe to do so, call UCOMM (when on campus), or 911. Provide as much info as possible, including the location and number of shooters, description of the shooter(s), weapons used, and any known injuries.

After the violence has stopped, how will you know it is safe?

- Monitor WVU Information sources (website, social media, follow WVU Alert's as they are sent out), or local radio/media.
- You can call UCOMM (when on Campus), or 911, to confirm that police are present outside your door/location

Prior to the start of youth program, the program director should develop/review active shooter procedures with WVU OEM/UPD staff, schedule training with your staff on procedures, and plan an active shooter exercise. WVU OEM/UPD staff oversee all active shooter development, training and exercises associated with WVU.

An active shooter response discussion/training should be held with each group of participants during the first 24 hours of a new session.

My Youth Program Active Shooter Plan: **to be completed during consultation with WVU OEM*

Threats of Violence

Bomb Threat

If you receive a bomb threat over the phone, stay calm, obtain as much information as possible from the caller and report the threat immediately to UCOMM (when on campus), or 911. Be sure to note:

- Precise time of the call
- Caller's exact words and language (well spoken, taped, irrational, foul, incoherent, etc.)
- Noticeable characteristics of the caller (gender, age, calm/angry, excited/slow, etc.)
- Information regarding the device and possible location
- Background sounds (machine, voices, street noises, music, etc.)

Ask the person questions, such as:

- Where is the bomb located?
- When will the bomb explode?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?

Threatening Phone Call / Email / Text Message

Threats are often received by telephone and all calls must be taken seriously. If you receive a threatening phone call:

- Get a coworker to call 911 while you are on the line.
- Keep the caller on the line by asking questions.
- Permit the caller to say as much as possible without interruption. Take notes on everything said and on your observations about background noise, voice characteristics, etc.
- Notify the program director, or other program administrators as directed.

Suspicious Mail/Package

Mail and packages can be used to deliver potentially hazardous materials. Before opening, take care to examine the item for anything unusual. If a package raises concern:

- Handle with care
- Do not open, smell, touch, or taste any contents of the package
- Leave the area, isolate it by shutting doors behind you, as you leave
- Do not use your cell phone within 300 feet
- Treat it as dangerous and call 911

My Youth Program Threats of Violence Plan: *to be completed during consultation with WVU OEM

Facility Emergencies

Utility Failure

Utility failures include power outages, gas leaks/unusual odors, or broken/malfunctioning life-safety equipment. In the event of a power outage, many campus facilities are equipped with emergency generators to power critical operations and emergency lighting to aid in the safe evacuation.

In the case of a utility failure:

- Always report utility failures to the appropriate authorities for your location.
- If the utility emergency poses a public safety threat or emergency, contact UCOMM, or 911, and be prepared to provide failure type and location.
- Officials (WVU FM and/or First Responders) may evacuate a building due to utility failures.
- If not on University property, be aware of the procedures for that facility in case of a utility emergency.
- In the case of a power outage, be prepared:
 - Keep a flashlight with spare batteries immediately accessible
 - Know how to locate the closest exit
- In the event of a large-scale power outage:
 - Remain calm
 - Do not light candles or any other types of flames for lighting
 - Unplug computers and turn off light switches

Hazardous Materials Storage and Spills

There are chemicals and other hazardous materials stored and used on campus. The materials should be stored in locked areas that youth participants will not be able to access during their visit to the campus. WVU Department of Environmental Health and Safety provides oversight for hazardous chemicals, training for storage, and responds to spills on Campus.

In the rare case of a hazardous materials spill during your program:

- Do not attempt to clean unless properly trained in managing chemical spills.
- Secure the area, call 911 and provide information on location and type of release or spill.
- Report the incident to **UPD/UCOMM 304-293-3136** (UCOMM will notify WVU EH&S)
- Evacuate all personnel and participants from the immediate work and/or laboratory area; if the release or spill has the potential to impact a larger area, activate the building's fire alarm and follow evacuation procedures.

My Youth Program Facility Emergencies Plan: *to be completed during consultation with WVU OEM

Reunification

In the wake of an emergency or disaster, reunifying youth with their parents/guardians is a top priority. These considerations² can help you create a reunification plan to be shared with staff and parents.

- 1) The WVU Office of Emergency Management will assist you in designating a specific location for Mass Assembly, Relocation, and Reunification (connecting parents with their children after an emergency).
 - WVU OEM follows the National Standard Program, developed by the 'I Love You Guys' foundation.
 - The program provides protocols, signage, training, and exercises...for staff, children, responders, and parents.
 - WVU PD / OEM has certified instructors to help in establishing your Youth Program's response.

- 2) Communication with parents and guardians about information on emergency response and reunification
 - Communicate to parents in orientation/handbook about reunification location and procedures
 - How they can keep informed (through email/social media/etc.) in on going day-to-day activities, while their child is at the program
 - How they should expect to hear of any emergencies, relocation, or reunification (for early release)
 - Procedure for releasing child to parent/guardian and necessary documentation to facilitate release
 - Expectations for experience at assembly points (e.g., traffic congestion, delays in reunification as staff follow procedures to ensure youth safety, etc.)
 - Communicate to parents in orientation/handbook about the main methods you will use for communication after an event
 - Collect multiple modes of contact information from parents (phone numbers, email addresses, additional emergency contacts)
 - Use more than one mode of communication to parents
 - Text, phone call or email to parents
 - Message left on a designated voicemail
 - Notification on program website (e.g., banner at top of page) and/or social media pages, as applicable
 - Consider sending periodic updates to reassure parents of the well-being of their children during the post-emergency reunification process. Even if there is no news it can be helpful to communicate and let parents know that things are status quo.
 - Who and how should parents communicate to program staff or other emergency responders? Parents should not call WVU PD, as this interferes with dispatch. Parents should only call 911 to report emergencies, not to request information.

- 3) Assign staff roles to support the reunification process in your emergency planning, and train staff accordingly.

My Reunification Plan: *to be completed during consultation with WVU OEM (see next page)

² The 'I Love You Guys' foundation, and National Protocol/Standards for K12 children, staff, responders, and parents during emergencies and Reunification.

Additional Resources



West Virginia University developed WVU Alert to disseminate official information via email, text messages, telephones, website banners and other means to keep the campus community informed during emergencies and situations that might disrupt normal operations. WVU faculty, staff and students at Morgantown, Potomac State and Beckley Tech and WVU Medicine can subscribe to WVU Alert.



In an emergency, non-emergency but urgent need, or crime situation that requires police, firefighter, and/or ambulance assistance, calling WVU's Police Communication Center (UCOMM) should be your first response, when on campus. West Virginia University Police Department (UPD) has primary policing responsibility over the grounds of West Virginia University. If you are off WVU property, call 911 first. If you call from a campus phone, 3-3136 (or 3-COPS), if calling from an outside phone (cell), call 304-293-3136 (or, 304-293-COPS). The UPD Non-Emergency line can be reached at 304-293-6873. More information at <https://police.wvu.edu/>



WVU Environmental Health & Safety provides information to help departments prepare for anticipated building emergencies that include fire equipment/fire alarm systems, hazardous material storage and spills, and air quality issues. They focus on life safety and compliance with the fire code and worker safety rules. Resources for all of the above, including evacuation plans and fire safety plans, can be found at <https://www.ehs.wvu.edu/>



Ready is a national public service campaign designed to educate and empower people to prepare for, respond to, and mitigate emergencies, including natural and man-made disasters. For more information on emergency management, visit www.ready.gov. For a youth-specific focus, visit <https://www.ready.gov/kids>.