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If you have questions or concerns on any of the content presented in this booklet, please contact the Virginia Tech Office of Emergency Management or the Virginia Tech Police Department.

OEM Director’s Office
Burruss Hall
Blacksburg, VA 24061

540-231-2438
www.emergency.vt.edu

Office of Emergency Management
Public Safety Building
Blacksburg, VA 24061

Police Department
Public Safety Building
Blacksburg, VA 24061

540-231-6411
www.police.vt.edu

VTPD Communications Center
Sterrett Facilities Complex
Blacksburg, VA 24061
### Immediate Emergency Response

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Fairfax County Police Department</td>
<td>911</td>
</tr>
<tr>
<td>Fairfax County Fire and Rescue Department</td>
<td>911</td>
</tr>
<tr>
<td>City of Falls Church Police Department</td>
<td>911</td>
</tr>
<tr>
<td>City of Falls Church Fire Department</td>
<td>911</td>
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### Non-Emergency Response

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Fairfax County Police Department</td>
<td>703-691-2131</td>
</tr>
<tr>
<td>Fairfax County Fire and Rescue Department</td>
<td>703-246-2126</td>
</tr>
<tr>
<td>INOVA Fairfax Hospital</td>
<td>703-776-4001</td>
</tr>
<tr>
<td>Arlington County Police Department</td>
<td>703-558-2222</td>
</tr>
<tr>
<td>Arlington County Fire Department</td>
<td>703-228-3362</td>
</tr>
<tr>
<td>City of Falls Church Police Department</td>
<td>703-241-5053</td>
</tr>
<tr>
<td>City of Falls Church Fire and Rescue Department</td>
<td>703-532-2672</td>
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Northern Virginia Center Facilities: 703-538-8440
Monday - Friday 8:00AM - 10:00PM

### Virginia Tech Main Campus Numbers

<table>
<thead>
<tr>
<th>Department</th>
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<tbody>
<tr>
<td>Virginia Tech Police Department</td>
<td>540-231-6411</td>
</tr>
<tr>
<td>Virginia Tech Office of Emergency Management</td>
<td>540-231-2438</td>
</tr>
<tr>
<td>Virginia Tech Environmental Health and Safety</td>
<td>540-231-3600</td>
</tr>
<tr>
<td>Virginia Tech Facilities Services</td>
<td>540-231-4300</td>
</tr>
<tr>
<td>Virginia Tech Operator</td>
<td>540-231-6000</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Blacksburg Police Department</td>
<td>540-961-1150</td>
</tr>
</tbody>
</table>
Dialing 911 for Police, Fire, or Medical Responders
When dialing 911 from your landline phone, cell phone, or TTY phone, your call will automatically go to McConnell Public Safety and Transportation Operations Center (MPSTOC) and answered by the Fairfax County Department of Public Safety Communications staff (911 center). When the call is answered, tell the dispatcher that you are located at the Northern Virginia Center campus of Virginia Tech, located at 7054 Haycock Road, Falls Church, Virginia 22310, across from the West Falls Church Metro station. Provide your room number or your location inside or outside the building.

Reporting an Incident to Emergency Personnel
Dial 911 from your cell phone or campus phone when you need Police, Fire, or Emergency Medical Services. Remain calm – your actions influence others.

- Tell the dispatcher you are at the Northern Virginia Center and give the exact address or building.
- Your full name and the telephone number from which you are calling, in case you are disconnected.
- The nature of the emergency (describe clearly and accurately).
- Remain calm and do not hang up as additional information may be needed. If possible, have someone else or yourself meet emergency personnel outside of the building.

Afterwards and when time permits, report the incident to the NVC Facilities Manager and to the Associate Dean and Director with a written incident report giving the details of the emergency. Send the report to Room 406 at the Northern Virginia Center, or email it to the attention of the Facilities manager at facilities@vt.edu, of fax to 703-538-8305. Report and submit as complete and accurate as possible description of the emergency incident to include:

- **What**: The nature and details of emergency (personal injury, property damage).
- **When**: Date and time emergency occurred or was discovered and when phoned in.
- **Where**: Location in the building or outside the building (room, area).
- **Who**: Witnesses (if any), names and contact information.
- **Your contact information** (name, phone, room, and affiliation with VT).
- **Signature and date**.

Emergency Response Agencies
The Fairfax County Police and Fire and Rescue Departments are located at 4100 Chain Bridge Road, Fairfax, VA 22030. The Emergency number is 911. The non-emergency number is 703-691-2131. This will be the primary response agency for the NVC.

The City of Falls Church Police Department is located at 300 Park Avenue, Falls Church, VA 22043. The Emergency number is 911. The Emergency Police number (not rescue) is 703-241-5050. The non-emergency police number is 703-241-5053.
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. BECOME FAMILIAR WITH YOUR FACILITY’S EMERGENCY ACTION PLAN (EAP) AND PROCEDURES. THIS WILL ENHANCE YOUR ABILITY TO PROTECT YOURSELF AND OTHERS.

How to Prepare at Work
What can I do to be better prepared at work?
» Review your departmental Emergency Action Plan (EAP) for the NVC.
» Make an emergency kit catered to your work environment.
» Participate in emergency preparedness exercises and training programs.
» Know your building’s floor plan — especially the locations of the stairwells, fire extinguishers, manual pull stations, Automatic External Defibrillators (AEDs), and alternate exits. Also be familiar with buildings that you visit often.
» 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.
» Signup for Fairfax Alerts to get alerts sent to your phone, pager, wireless devices, or e-mail accounts. www.fairfaxcounty.gov/alerts/

How to Prepare at Home
What can I do to be better prepared at home?
» Know how to escape from your home, regularly check smoke detectors, and have fire extinguishers.
» Make an emergency kit that will last up to 72 hours.
» Prepare yourself and your family at home so they will know what to do, where to go, and how to cope in an emergency. For further information, visit www.readyvirginia.gov and www.emergency.vt.edu.
Automobile Preparedness
What can I do to be better prepared while driving?
» Build a Car Emergency Preparedness Kit and store it in your vehicle.
» Secure valuables and always lock your car doors.
» Keep a spare key in a secure location and remember where it is.

Emergency Preparedness Kits
Everyone should have some basic supplies (a kit) on hand, ready to sustain them in an emergency. Prepare a large, fully stocked kit for home and smaller portable kits for your workplace, your car, and other places where you ordinarily spend time. For more information on emergency preparedness kits, visit: www.emergency.vt.edu/ready/get-a-kit.html.

A basic kit usually consists of the following:
» Non-perishable and high-energy food items.
» Water in bottles or other sealed containers.
» Medications (must be properly safeguarded), first aid kit, and sunscreen.
» Warm clothes (like sweaters and coats) and comfortable shoes and socks.
» Flashlight and batteries.
» Battery-operated radio and batteries.
» Cash, about $20.
» Extra charger for your current cell phone.
» Books, pack of cards, etc.
» Also include enough food and water for your pets.

Contents can be kept in a backpack, plastic storage box, or a five gallon pail. Check your kits at least once every six months to assure that everything is in good order.

Contact Cards and I.C.E. (In Case of Emergency) Information
Complete a contact card to carry in a wallet, purse, or backpack. Be sure that the card addresses:
» Your name.
» Special health, diet, and medical needs. Include known allergies and current medications.
» An emergency contact (a friend or relative, ideally one nearby and one a safe distance away) to notify and relay emergency news about you. Be sure that these people know that you’ve listed them as emergency contacts.

Post emergency contact numbers by the phone in your room. Store your emergency contacts’ phone numbers in your cell phone under “I.C.E.” (In Case of Emergency). If you have children, also include the contact information for your child care provider with your emergency contacts. Special I.C.E. phone applications also exist. If you are unconscious or unable to call, responders may look for this information on your cell phone.
Annual Emergency Drills
NVC conducts several annual emergency drills to practice emergency preparedness skills. Participation in drills is encouraged by all.

<table>
<thead>
<tr>
<th>Time of year</th>
<th>Skill practiced</th>
<th>Drill name</th>
</tr>
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<tbody>
<tr>
<td>Spring (March)</td>
<td>Shelter-In-Place, tornado safety</td>
<td>March Statewide Tornado Drill</td>
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<tr>
<td>Fall (September)</td>
<td>Evacuation/fire safety</td>
<td>Fire Drill</td>
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<tr>
<td>Fall (November)</td>
<td>Shelter-In-Place</td>
<td>NCR Fall Shelter Drill</td>
</tr>
<tr>
<td>Fall</td>
<td>Shelter-In-Place, earthquake safety</td>
<td>Stop/Drop/Hold On Drill</td>
</tr>
</tbody>
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Training Programs
If there is interest in the following training opportunities (Blacksburg campus) let the NVC Facilities Manager know (facilities@vt.edu; 703-538-8316) for consideration to be taught at the NVC.

The Virginia Tech Police Department offers the following training programs at no cost:
   » Crime Prevention
   » Rape Aggression Defense Course
   » Alcohol/Drugs Awareness
   » Student’s Police Academy
   » Workplace Violence

The Virginia Tech Rescue Squad — in conjunction with the American Red Cross — offers the following training programs:
   » CPR and Automated External Defibrillator Training
   » First Aid
   » Emergency Medical Technician (basic class only)

Environmental Health and Safety at Virginia Tech offers the following training programs:
   » Occupational Health and Safety
   » Radiation Safety
   » Emergency Procedures for Assembly Occupancies
   » Fire Safety Education, Extinguisher Training, and Fire Drills

The Office of Emergency Management offers the following training programs:
   » Campus Community Emergency Response Teams (C-CERT)
   » Incident Command System training (ICS)
   » Emergency Planning and Preparedness

For a list of the most up-to-date training opportunities and resources, please visit the Virginia Tech Office of Emergency Management’s website at www.emergency.vt.edu.

Additional Resources
   » Virginia Tech Office of Emergency Management
     www.emergency.vt.edu
     540-231-2438

   » Environmental Health and Safety
     www.ehss.vt.edu
     540-231-3600

   » Virginia Tech Human Resources
     www.hr.vt.edu
     540-231-9331
NVC Campus Alert System
The Northern Virginia Center does not have a siren to alert people to move to shelter rooms (in the case of tornado or other incident requiring sheltering-in-place). Each department emergency coordinator and emergency responder will advise building occupants room-by-room, notifying occupants to take action. In the case of a fire, the fire alarm in the building will sound and the fire walls at the middle stairwell and landing on the 1st, 2nd, and 3rd floors will drop.

Sheltering drills on premises and fire drill evacuations will be tested annually or more frequently as necessary.

Virginia Tech employees should be sure they are receiving notices and security alerts via the Northern Virginia Center and National Capital Region listservs: nvc@listserv.vt.edu and vt-ncr@listserv.vt.edu. To subscribe to any general list, start your email program. Address a new message to listserv@listserv.vt.edu. In the body of the message, type: subscribe [list name] [first name] [last name]. Replace [list name] with the name of the list to which you want to subscribe. Replace [first name] and [last name] with your first and last name. Send the email message.

Graduate School Administration will use a variety of means to notify the university community of an emergency or serious weather condition, including email to the NVC community via e-mail to the nvc@listserv.vt.edu and to the NVC student listserv, web page notices, building signs, media updates, and inclement weather phone recordings, classroom signs, and VT web page updates (if necessary). Inclement weather coming after the building is open will be monitored, and updates on the building status will be made by 2:30 p.m. Early morning decisions on closing the Center due to inclement weather will be made and posted by 6:30 a.m.

Fairfax Alerts
Fairfax Alerts will deliver important emergency alerts, notifications and updates during a major crisis or emergency in addition to weather alerts. Messages will be delivered to any e-mail account, cell phone, text pagers, satellite phones or wireless PDAs that are registered with them. Fairfax Alerts is used in conjunction with other public notification methods as well as the Fairfax County Government Emergency Information line at 703-817-7771, TTY 711. Register for alerts at www.fairfaxcounty.gov/alerts.

VT Phone Alerts
VT Phone Alerts is a subscriber-only feature of VT Alerts that allows faculty and staff to receive urgent Blacksburg campus emergency notifications via e-mail or phone(s). VT Alerts requires subscription. To sign up and download VT Alerts, go to www.alerts.vt.edu. Please ensure at least once each year that your contact information is correct via the website: www.alerts.vt.edu. Most importantly, during ANY emergency, Share the information with others. You may be advised to either:

» Secure-in-Place, place a locked door or other barricade between you and the associated violence or danger.

» Shelter-in-Place, move inside, to a building space that protects you from the risk, DO NOT LOCK DOORS so others are able to enter.
In the Event of a Serious Illness or Injury, Call 911

Provide the following information to the dispatcher:

» Exact location of the victim.
» Call back information (your name and phone number) in case you are disconnected.
» Sex and approximate age of victim.
» Nature of injury or illness.
» Pertinent medical history, if known.

What to do Until Help Arrives

If a serious injury or illness occurs on the NVC campus, immediately call for first responders by dialing 911. Try to have someone escort EMS personnel to the scene if possible.

» REMAIN CALM.
» Keep victim still and comfortable. DO NOT move the victim unless he/she is in immediate danger.
» Ask the victim, “Are you okay?” and “What is wrong?” Does the victim respond?
» Check breathing and check for a pulse. If there is no pulse and you have been trained, perform CPR or use an AED.
» Control serious bleeding by applying direct pressure to the wound.
» In case of a minor injury or illness, provide First Aid care. Note the location of the First Aid kits and the names of First Aid/CPR trained personnel in your area. Individuals in each department or building are encouraged to obtain training in First Aid/CPR/AED.
Public Access Automatic External Defibrillators (AEDs)
Public Access Automatic External Defibrillators (AEDs) are located across the Blacksburg campus and satellite facilities in a variety of buildings. Each lobby of the four floors of the VT Northern Virginia Center has an AED (located across from elevators). Use the Philips HeartStart® diagram above to familiarize yourself with using the AEDs located on campus. If you have any questions regarding the use of an AED system, their location, or their maintenance, please contact the Virginia Tech Rescue Squad.

First Aid Kits
Keep a well maintained First Aid Kit at your desk, in your car, and at home. Each kit should contain the following items at the very least:

» Adhesive bandages and roller bandages (ACE)
» 4” x 4” gauze pads
» 1” cloth tape
» Alcohol swabs
» Eye wash
» Hot/cold pack
» Medical shears & tweezers
» CPR mask & nitrile gloves
» Oral glucose (tube)
» Aspirin/Tylenol/Ibuprofen
» Antacid and Pink Bismuth

Additional Resources
» Virginia Tech Rescue Squad 540-231-7138
  www.rescue.vt.edu

» Virginia Tech Police Department 540-231-6411
  www.police.vt.edu

» Schiffert Health Center 540-231-6444
  www.healthcenter.vt.edu
WHEN IT IS NECESSARY TO SECURE-IN-PLACE, YOU WILL BE THE SAFEST BY PLACING A LOCKED DOOR OR OTHER BARRICADE BETWEEN YOU AND THE ASSOCIATED VIOLENCE OR DANGER.

How Do I Secure-in-Place?

» REMAIN CALM!
» If you are outside during a secure-in-place emergency you should seek cover in the nearest unlocked building.
» If the buildings in the immediate area have exterior doors that have been locked, continue to move away from the danger, seek cover, move to another building, or leave campus if it is safe to do so.
» Once inside, find an interior room and lock or barricade the doors.
» To minimize vulnerability, turn off lights, silence phones, draw blinds, and move away from windows.
» Await further instruction from VT Alerts and emergency personnel.
» DO NOT leave until an “All Clear” is received.

What If Someone Wants to Enter a Secure Area?
If there is any doubt about the safety of the individuals inside the room or building, the area needs to remain secure. Allowing someone to enter a secure location may endanger you and others.
USE GOOD JUDGMENT.

If there are individuals outside the secured door who wish to get in, several factors should be considered to determine if it is safe:
» Can you see the area outside the door to determine that someone is not lying in wait? Is it a trap?
» If a physical description of the subject was given in the secure-in-place alert, consider similarities such as age, race, clothing description, height, weight, sex, and hair and eye color.

If the decision is made to let a person in, consider the following:
» Have the person leave anything he or she is carrying (a backpack, laptop case, package, etc.) on the ground, outside of the secure area.
» Have the subject lift up his or her shirt, coat, and/or jacket until the waistline is visible and rotate 360 degrees to see if he or she is concealing a weapon.
IF YOU ARE WITNESS TO VIOLENT ACTS OR BEHAVIOR, IMMEDIATELY MOVE AWAY FROM THE INCIDENT AND THEN DIAL 911 TO SUMMON THE LOCAL POLICE DEPARTMENT. IF YOU HEAR ABOUT AN INCIDENT ON THE NVC CAMPUS, PLEASE STAY AWAY FROM THAT AREA.

Suspicious Person or People
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 or office.
» DO NOT block the person’s access to an exit.
» CALL 911. Provide as much information as possible about the person and his or her direction of travel. In your description of the person, include age, race, clothing, height, weight, sex, hair and eye color, weapons, and any other descriptors you noticed.
» Call the NVC security guard at 571-220-8314 and report the activity or to have them call 911.

Lock your office or lab when you step out and keep personal items (wallets, purses, cell phones, laptops, etc.) locked away and not in sight. Be aware of others in your area and report unusual activity or behaviors displayed by people you don’t know to the guards and/or facilities staff. Unusual activity might mean anyone who appears out of place, is roaming, or appears to be canvassing areas of the Center. Set Speed Dial on your office and personal phones. We don’t expect conflict to arise in the workplace but when it does, you can be better prepared by having phone contacts nearby, or set into speed dial.

If a suspicious person is standing at your car, or near a parking spot, just keep going. When it appears to be safe, return to your vehicle and look around and inside your vehicle before getting in.

Suspicious Vehicle
Signs of suspicious vehicles include:

» Missing or forged license plates.
» Covered or taped windows.
» Any vehicle that appears overloaded or has any substance leaking from it.
» Any vehicle containing drums, barrels, or other bulk containers.
» Parked illegally, parked at an unusual location, or appears to be abandoned.

If you see a vehicle that appears to be suspicious, immediately CALL 911 or the local police department. Give the dispatcher the following information:

» Tell the dispatcher where you are and give the exact location of the vehicle in question.
» A description of the vehicle, including license plate, vehicle color, vehicle make, model, and any other distinguishing features.
» Your full name and the telephone number from which you are calling, in case you are disconnected.

Do not hang up as additional information may be needed. Follow directions provided by emergency personnel.
Active Shooter or Assailant

Remember, if you are witness to violent acts or behavior, immediately move away from the incident, and then dial 911 to summon the local police department. If you hear about an incident on the NVC campus, please stay away from that area.

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

What to do if There is an Active Shooter or Assailant

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

» If possible, move away from the threat as fast as you can.
» If you cannot flee, lock and barricade doors. NVC offices, class, and lab rooms have either combination lock cylinders or dead bolts. Combination locked doors will lock when closed. Doors with regular locks have deadbolts that when turned, will secure the door. These doors have signage posted to indicated which direction to the turn the “thumb turn” or deadbolt.
» If there are no locks, barricade the door with furniture.
» Take adequate cover/protection behind solid objects that are as far away from the door as possible. Examples are concrete walls, thick desks, and filing cabinets.
» If the assailant enters your room and leaves, lock or barricade the door after he or she has left.
» If it is safe to do so, allow others to seek refuge with you.

Protective Actions

» Close blinds and cover windows, and turn off lights.
» Turn off all computer monitors, radios, and other electronic equipment.
» Silence cell phones, before CALLING 911.
» If it is safe to do so, place signs in exterior windows to identify your location and the location of those that are injured.

If You Are in an Unsecured Area

» 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.
» If you cannot get into the first building you come to, keep moving and try the next building.
**Keeping the Area Secure**
- The assailant may not stop until his or her objectives have been met or until engaged or neutralized by law enforcement.
- Always consider the risk of exposure by opening the door for any reason.
- Attempts to rescue people should only 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 try 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.
- If you hear a fire alarm, stay inside your secure location unless you see or smell smoke.

**Law Enforcement Response**
- The local police department will immediately respond to the area, assisted by other local law enforcement agencies if necessary. The assailant may not flee when law enforcement arrives, but instead may target arriving officers.
- Remember that help is on the way so try to remain calm.
- Law enforcement will locate, contain, and stop the assailant before providing care for victims.
- Remain inside a secure area. The safest place for you to be is in a secure room.

**If There Are Injured Persons Around You**
- Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure. Be prepared to explain this to others.
- Once the threat is neutralized, emergency personnel will begin treatment and evacuation.

**Evacuation**
- Responding officers will establish safe corridors for persons to evacuate. This may be time consuming, so remain calm and be patient.
- You may be searched, instructed to keep your hands on your head, or even placed in handcuffs. Do your best to cooperate.
- You may be escorted out of the building by law enforcement personnel; listen carefully and follow their directions.
- After evacuation, you may be taken to a triage or other holding area for medical care, interviewing, counseling, etc.
- Remain in secure areas until instructed otherwise. Once you have been evacuated, you will not be permitted to retrieve items or access the area until law enforcement says to do so.

**Reporting an Incident By Calling 911**
When calling 911, **DO NOT** hang up! Be prepared to provide as much information as possible:
- **WHERE:** Where is the incident taking place? Where are you located? Where is the assailant?
- **WHO:** What does the assailant(s) look like? Do you recognize the assailant? Do you know his/her name?
- **WHAT:** What is the assailant carrying? What type of weapon(s) did you see? A handgun, rifle, or explosive? Was he or she carrying a backpack, bag, or carrying case? What did it look like? What did you hear before, during, and after the confrontation? Explosions? Gunshots?
- **HOW:** How is the assailant communicating? What language is being used? What threats or commands are being said?
IF YOU ARE WITNESS TO VIOLENT ACTS OR BEHAVIOR, IMMEDIATELY MOVE AWAY FROM THE INCIDENT AND THEN DIAL 911 TO SUMMON THE LOCAL POLICE DEPARTMENT. IF YOU HEAR ABOUT AN INCIDENT ON THE NVC CAMPUS, PLEASE STAY AWAY FROM THAT AREA.

Workplace Violence
The origin of the next threat cannot be predicted. 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 others. Violent incidents like an act of terrorism, active shooter, assaults, or other forms of violence can occur on or near the Northern Virginia Center with little or no warning. If you are a witness to violent acts or behavior:

» Immediately move away from the incident.
» Dial 911 to summon local police.
» Notify the guard at 571-220-8314.
» Notify the Facilities office at 703-538-8440 or 703-538-8316 and at facilities@vt.edu during regular business hours.

Some Indicators of Potential Violence
If one or more of the following is present, then the risk for potential violence may become a little higher:

» Attempts to harm or kill self.
» Extreme or sudden changes in behavior.
» Unexplained increase in absenteeism.
» Decreased performance in work or academics.
» Resistance to change or reasonable limits.
» Over-reacts to changes in policies and procedures.
» Numerous conflicts with others.
» Alienates or isolates self from others.
» Displays paranoia or distrust.
» Difficulty learning from past behaviors or experiences.
» Makes statements indicating approval of use of violence to resolve a problem.
» Identifies with or idolizes persons who have engaged in violence toward others.

Before Violence Occurs
Every Northern Virginia Center office or department should perform an initial assessment to identify concerns and/or workplace security issues. If that assessment determines university employees are at significant risk, the responsible manager or supervisor should contact the local police department for additional information and training. Additional information on what you can do to minimize the risk of workplace violence and how to recognize the warning signs of potentially violent individuals can be downloaded from the Virginia Tech Threat Assessment Team website at www.threatassessment.vt.edu.
Virginia Tech Threat Assessment Team
The mission of the Threat Assessment Team is to determine if an individual poses, or may reasonably pose, a threat of violence to self, others, or the Virginia Tech community and to intervene to avert the threat and maintain the safety of 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 campuses remain a safe and secure working and learning environment.

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

- Virginia Tech Police Department 540-231-6411
- Dean of Students Office 540-231-3787
- Cook Counseling Center 540-231-6557
- Virginia Tech Women’s Center 540-231-7806

What to do If Workplace Violence Occurs
Follow these recommendations if you are a part of or witness acts of violence in the workplace:

- Secure yourself in a safe location.
- Call for medical assistance if necessary. CALL 911.
- Report the incident to the police as soon as you can if they haven’t already been contacted.
- Contact security and notify Facilities to 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.
- 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 counseling services. Contact Human Resources for guidance or assistance as needed.

Calling Security Guard
The first number to use when calling the NVC guard is the cell phone number, 571-220-8314. Consider placing the cell number for the guards as a speed dial on your office phone. It can save time in reaching them. Routine rounds of the building can take them away from the desk but they always keep the cell phone with them.

Northern Virginia Center Security Guards:
Virginia Tech Northern Virginia Center
7054 Haycock Road, 2nd Floor Lobby
Falls Church, VA 22043
571-220-8314 (cell phone)
703-237-3170 (desk phone)

Emergency: Dial 9-911 from VT Phone or 911 from other phones

Additional Resources

- Virginia Tech Threat Assessment Team 540-231-7194
  www.threatassessment.vt.edu
- Virginia Tech Office of Emergency Management 540-231-2438
  www.emergency.vt.edu
SHELTER-IN-PLACE EVENTS ARE USUALLY WEATHER RELATED EMERGENCIES. WHEN IT IS NECESSARY TO SHELTER-IN-PLACE, YOU WILL BE SAFEST BY MOVING INSIDE TO A BUILDING SPACE THAT PROTECTS YOU FROM THE DANGER. DO NOT LOCK DOORS BEHIND YOU AS OTHERS MAY ALSO NEED TO SHELTER-IN-PLACE.

How do I Shelter-in-Place?

» REMAIN CALM!
» Immediately seek shelter inside the closest sturdy building. Do not wait until you physically see a tornado or severe weather event to react.
» Resist the temptation to go outside and check the weather conditions yourself.
» Once inside, stay away from windows, glass, and unsecured objects that may fall.
» Seek shelter in interior rooms and corridors.
» Avoid large free-standing expanses such as auditoriums and gymnasiums.
» DO NOT use elevators.
» Await further instruction from VT Alerts and emergency personnel.
» DO NOT leave until an “All Clear” is received.

During a tornado, seek shelter on the lowest level possible. If warranted, consider crouching near the floor and seeking additional shelter under a sturdy desk or table, or cover your head with your hands.

Remember, always use common sense. There are exceptions to all guidance and prescribed directions.

Shelter-in-Place Locations for the Northern Virginia Center

Rely on the Northern Virginia Center emergency staff to notify you of emergencies and to guide you to shelter-in-place locations on the lower interior rooms of the Northern Virginia Center. The first floor locations for shelter are:

» Room 111
» The Community Cafe
» Room 113
» The front portion of the Resource Center/Library

Weather Definitions

Watch: Conditions are favorable for the development of severe weather. Closely monitor the situation in case it gets worse.

Warning: Severe weather has actually been observed. Listen closely to instructions provided by weather radios/emergency officials.
WHEN SEVERE WEATHER OCCURS, THE ASSOCIATE DEAN AND DIRECTOR WILL DETERMINE WHETHER UNIVERSITY OFFICES AT THE NORTHERN VIRGINIA CENTER IN FALLS CHURCH, VA WILL BE CLOSED PRIOR TO THE START OF THE DAY OR BY MIDDAY OF THE SAME DAY. REMEMBER, WEATHER EMERGENCIES CAN POSE A SERIOUS THREAT, SO ALWAYS STAY CALM AND ALERT! EARLY WARNING AND OCCUPANT FAMILIARITY WITH THE BUILDING ARE KEY.

General Advice for Severe Weather Related Emergencies
VT NVC building closure decisions will be made by 6:00 a.m. or 2:00 p.m. with updates made by 6:30 a.m. or 2:30 p.m. to the listservs, web pages, and local media sources. Visit www.nvc.vt.edu, call the Northern Virginia Center weather information line at 703-538-8325, or listen to local tv and radio news broadcasts for information.

Delayed schedules are based on business opening hours of 9:00am. For example, a two hour delay would mean 11:00am business start for those who normally start duty at 9:00am.

Follow these general recommendations if severe weather occurs:
» If weather conditions appear threatening, listen for a WATCH or WARNING through commercial radio, weather radio, and local television.
» Keep a small, battery-operated radio on hand to listen to. It is a good way to stay informed.
» Use telephones for emergency calls only.
» Stay away from downed power lines. DO NOT handle live electrical equipment in wet areas.
» Leave the 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 911. DO NOT move injured persons unless they are in immediate danger.
» Report damage on the NVC campus to the Facilities Manager at 703-538-8316, or directly to Risk Management on the Blacksburg campus at 540-231-7439.
» For more information about the NVC Policy 5: Inclement Weather, visit www.nvc.vt.edu/intranet/resources/policies/5.pdf

What to do When There is a Severe Flood
Follow these recommendations if there is news of a flood in your area:
» Be prepared to shelter-in-place or to evacuate at a moment’s notice.
» Be aware of streams, drainage channels, canyons, and other areas known to flood suddenly. Flash floods can occur in these areas with or without warning clouds or rain.
» Listen to area radio and television stations and a NOAA Weather Radio for possible flood warnings and reports of flooding in progress or other critical information from the National Weather Service.
What to do When There is a Tornado

Follow these recommendations if there is news of a tornado in your area:

» If you hear about a tornado in your area, **DO NOT** wait until you see it to take cover.
» Seek indoor shelter in the lowest level possible, in an interior room or hallway away from windows and doors.
» Crouch near the floor or under heavy, well supported objects. Cover your head.
» Avoid windows, corridors with windows, or large free-standing expanses (such as auditoriums and cafeterias). **DO NOT** use elevators during a tornado warning!
» If you are caught outside with no shelter, lie flat in a ditch or depression and cover your head.
» Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

What to do When There is a Hurricane

Follow these recommendations if there is news of a hurricane in your area:

» Follow the instructions of local emergency management personnel regarding evacuation.
» If hurricane conditions already exist outside your location, stay put! Find shelter as best you can and wait it out. The most violent conditions are likely to pass in 24 hours or less.
» Secure the space by shutting and locking all windows and doors.
» Try to locate supplies you may need — such as food, water, a radio, etc.
What to do When There is an Earthquake

Follow these recommendations if you experience an earthquake in your area:

» If indoors, drop to the ground and take cover by getting under a sturdy table or a piece of furniture. Hold on until the shaking stops.
» If there isn’t a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
» Stay away from anything that could fall, such as lighting fixtures or heavy bookcases.
» Use a doorway for shelter only if it is nearby and if you know it is a strongly supported.
» Stay inside until the shaking stops and it is safe to move about. Injuries most often occur when people inside buildings attempt to move during the earthquake. Beware of aftershocks.
» If you are outdoors, stay there. Move away from buildings, street lights, and utility wires.

Additional Resources

» Virginia Tech Office of Emergency Management
  www.emergency.vt.edu
  540-231-2438

» Virginia Tech Facilities Services
  www.facilities.vt.edu
  540-231-4300

» Virginia Tech Risk Management
  www.co.vt.edu/Risk
  540-231-7439
Before an Emergency Requiring Evacuation

In advance, locate the nearest exit from your work location and determine 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 an Evacuation

If time and conditions permit, secure your workplace and take with you important personal items that are easily accessible — such as car keys, purse, medication, and glasses. Read and understand the following steps:

» Follow instructions from emergency personnel.
» Check doors for heat before opening and if the door is hot, DO NOT open it.
» Walk, DO NOT run, push, or crowd.
» DO NOT use elevators. Use handrails in stairwells and stay to the right.
» Keep noise to a minimum so you can hear emergency instructions.
» Assist people with disabilities or shelter them in a safe location and immediately upon exiting the building report their location to emergency personnel.
» Unless otherwise instructed, move quickly away from the building towards an assembly point.
» 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.

Evacuation of Individuals With Disabilities

People with mobility limitations should be known to the department staff and faculty. They are asked to self-identify to emergency responders in their departments or to the lead emergency responder for the center and to identify whom they prefer assist them with evacuations and during emergencies. Contact the Lead emergency responder, room 406, Facilities (Admin) for NVC, at 703-538-8316, bbarrell@vt.edu, and/or your department emergency coordinator. Information will remain confidential.

For more information on this topic, students should contact Services for Students with Disabilities and employees/faculty should contact Human Resources. You should take into consideration that there might be someone near you who could need help during an evacuation. REMEMBER, the best way to help someone during an evacuation is to first consult with that person regarding how best to assist.

Additional Resources

» Services for Students with Disabilities
  www.ssd.vt.edu
  540-231-3788 (V) 540-231-1740 (TTY)

» Virginia Tech Human Resources
  www.hr.vt.edu
  540-231-9331 (V) 540-231-7227 (TTY)
Individuals With Disabilities at Virginia Tech
Virginia Tech has two offices in place to assist those with disabilities on campus. Services for Students with Disabilities and Human Resources’ University ADA Services for faculty and staff, both offer:
» Individualized accommodation for those with a documented disability.
» Consultations with supervisors and professors to assist in the accommodation process.
» Physical and programmatic access.
» Education and training for all departments and employees on ADA disability issues.
» Review of policies and procedures to ensure non-discrimination practices.
» Outreach programs.

Individuals With Mobility Limitations
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 a person with minimal ability to move may be dangerous to you or them.
» 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.

Visually Impaired Individuals
Most visually impaired individuals will be familiar with their immediate work area. In an emergency, describe the nature of the situation and offer to act as a “sighted guide” by offering your elbow and escorting him or her to a safe place. As you walk, describe where you are and advise the individual 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 Individuals
Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two possible methods of warning to consider are:
» Write a note describing the emergency and nearest evacuation route.
» Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.
MOST FIRES ARE PREVENTABLE. IF YOU KNOW HOW TO RECOGNIZE AND REDUCE POTENTIAL FIRE HAZARDS, YOU WILL INCREASE YOUR CHANCES OF PROTECTING YOURSELF AND THOSE AROUND YOU.

When a Fire Alarm is Activated
If you hear a fire alarm in your building, you should exit the building immediately.
» Proceed to the nearest exit.
» Using the back of your hand, feel the top and bottom of the door for heat. DO NOT open the door if it is hot. Otherwise, open slowly. Stand behind the door and to one side; be prepared to close it quickly if fire is present. If you feel heat, proceed to an alternate exit.
» Exit the building in a calm manner using the stairs — NEVER use elevators. Remember to close the 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 point and remain there. If there is no designated assembly point, maintain a safe distance (a minimum of 50 feet) 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.

Be Prepared in Case a Fire Occurs
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.
**During a Fire**

If there is a fire on your floor, follow these recommendations:

» If your building has a fire alarm system, activate it as you exit.
» Follow the procedures outlined in your department’s Emergency Action Plan (EAP).
» Move quickly to an open area that is 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.
» **CALL 911** and report the location of the fire. Follow directions of emergency personnel.
» Use a fire extinguisher on small (wastebasket-size) fires; but **ONLY** if it is safe to do so.
» For larger fires, **GET OUT**; close doors as you leave to confine the fire as much as possible.
» If clothing catches fire, **STOP...DROP...ROLL**.

**If Trapped in a Room**

If you are trapped in a room, follow these recommendations:

» Retreat and close as many doors as possible between you and the fire.
» Seal cracks around the door to prevent smoke from entering. **CALL 911** to report your location in the Northern Virginia Center (area or room).
» Be prepared to signal from a window but **DO NOT** break the glass unless absolutely necessary as 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.

**If Caught in Smoke**

If you are caught in smoke, follow these recommendations:

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

**If Forced to Advance Through Flames**

If you are forced to advance through flames, follow these recommendations:

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

**How to Use a Fire Extinguisher**

Use the “P-A-S-S” method below to learn more about how to use a fire extinguisher.

» **Pull** Pull the safety pin from the handle.
» **Aim** Aim the nozzle, cone, or horn at the base of the fire.
» **Squeeze** Squeeze the trigger handle.
» **Sweep** Sweep from side to side and beware of re-flash.
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 911.

What to do if You Receive a Threat
Incident 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 911. 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?

Record What You Hear
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 on the following page. Write down the callers exact words. Also record the exact time that the call was received as well as the following information about the caller:
   » The perceived sex, age, accent, and education of the caller.
   » The location of the caller and any background noises that you hear.
   » A description of the caller’s attitude.
   » A description of the caller’s style of speech, speech impediments, or speech traits.

Trained emergency personnel will advise you if evacuation is necessary. Follow instructions given by emergency personnel.

What to do if You See a Suspicious Package
If there has been a threat, and you see a package or foreign object, DO NOT touch it. From a landline phone, immediately CALL 911 to report any unusual objects or items. Read the section in this booklet on Suspicious Packages to learn more about how to identify suspicious mail and what to do if you believe you have encountered such items.

Additional Resources
   » Virginia Tech Police Department
      www.police.vt.edu
### BOMB THREAT CHECKLIST

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time Call Received:</th>
<th>Time Call Terminated:</th>
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<tr>
<th>Number Where Call was Received:</th>
<th>Who Received the Call?</th>
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<table>
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<tr>
<th>Exact Wording of the Threat:</th>
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### When Possible, Ask the Caller the Following Questions

<table>
<thead>
<tr>
<th>“When is the bomb going to go off?”</th>
<th>“Where is the bomb right now?”</th>
<th>“What does it look like?”</th>
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<table>
<thead>
<tr>
<th>“What kind of bomb is it?”</th>
<th>“What will cause it to explode?”</th>
<th>“What is your name?”</th>
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<td></td>
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<table>
<thead>
<tr>
<th>“Did you place the bomb?”</th>
<th>“Why?”</th>
<th>“What is your address?”</th>
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<tr>
<th>“Is there a special way to identify the bomb?”</th>
<th>Other:</th>
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</table>

### Describe the Caller’s Voice (Check How He/She Sounds)

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

### Describe the Caller’s Language

- Well Spoken
- Incoherent
- Irrational
- Message Read by Threat Maker
- Taped Message
- Foul Language
- Other

### Describe the Background Sounds (Check the Sounds You Hear)

- Street Noises
- Animal Noises
- Office Machinery
- Voices
- Music
- Motor
- House Noises
- Factory Machinery
- Clear
- Static: PA System or Local?
- Other:
What Constitutes as an 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, a series of noises, such as hissing, popping, and cracking.
» Vibrations.
» Heat from fire or smoke.
» Falling glass, debris, and building damage.

During and After an Explosion Occurs
Follow these recommendations if an explosion occurs:
» Get out of the building as quickly and calmly as possible.
» CALL 911.
» If your building has a fire alarm system, activate it as you exit; otherwise, follow the procedures outlined in the NVC Emergency Action Plan (EAP) for evacuating the building.
» If you are outside, you should 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.
» DO NOT use elevators. Use handrails in stairwells; stay to the right.
» Assist others in exiting the building and move to designated evacuation areas.
» Wait for and follow instructions from emergency personnel.
» Keep streets and walkways clear for emergency vehicles and crews.
» If you are trapped in debris, tap on a pipe or wall so rescuers can hear where you are.
» Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

Additional Resources
» Virginia Tech Police Department
  www.police.vt.edu
  540-231-6411

» Virginia Tech Office of Emergency Management
  www.emergency.vt.edu
  540-231-2438

» Virginia Tech Environmental Health and Safety
  www.ehss.vt.edu
  540-231-3600

» Virginia Tech Facilities Services
  www.facilities.vt.edu
  540-231-4300
THE UNIVERSITY AND LAW ENFORCEMENT AUTHORITIES TAKE POSTAL THREATS VERY SERIOUSLY. THE UNIVERSITY HAS ADOPTED A “ZERO TOLERANCE” POLICY AND WILL AGGRESSIVELY INVESTIGATE ANY SUCH INCIDENTS. THE FOLLOWING GUIDELINES ARE INTENDED TO HELP IDENTIFY SUSPICIOUS PACKAGES AND TO PROVIDE PROCEDURES TO FOLLOW IN THE EVENT OF RECEIVING SUSPICIOUS MAIL.

Suspicious Characteristics in a Letter or Package
If you receive or observe a suspicious letter or package that is unexpected or from an unknown exhibiting 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 or titles without names present.
» Oily stains or discoloration.
» Visual distractions.
» Lopsided or uneven.
» No return address.
» Protruding wires or tinfoil.

Suspicious Package Procedure
Follow these recommendations if you believe you have encountered a suspicious package or envelope:
» From a safe location notify the police department immediately by CALLING 911.
» Move people away from the package and limit access to the area.
» 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.

Written Threat
If a written threat warning of an explosive device (or other danger) is received, contact local police immediately by CALLING 911. 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. These are essential to tracing the threat and identifying the author.
HAZARDOUS MATERIALS ARE SUBSTANCES WITH DANGEROUS INGREDIENTS – PARTICULARLY CHEMICALS THAT CAN HURT THE ENVIRONMENT, CAUSE INJURY, OR EVEN DEATH. WHEN USED WITH CAUTION, THEY CAN BE SAFELY USED IN LABORATORY INSTRUCTION, INDUSTRY, AGRICULTURE, MEDICINE, RESEARCH, AND EVEN OUR HOMES. BUT IF MISUSED AND RELEASED, THEY CAN BE VERY HARMFUL.

During a Small or Minor Spill
Minor spills of hazardous chemicals that pose little or no threat to the safety and health of personnel can be cleaned by following the warnings and cautions on the container’s label or the material safety data sheet (MSDS). If you need assistance with the cleanup of a spill, contact Facilities staff at 703-538-8440 or the engineer or security guard at 571-220-8314, to route a call to the day porter or evening cleaning crew staff. Human biohazard spills or contaminations should also be reported to security, Facilities, and the building engineer. Care should be taken with cleanup and spill kits should be placed in any active clinic setting.

During a Hazardous Materials Emergency
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. A hazardous materials emergency exists when cleanup of a hazardous material spill is beyond the level of staff knowledge, training, or ability and/or the situation is immediately dangerous to the life and health of persons in the spill area or facility.

If a hazardous materials emergency exists, follow these recommendations:
» 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. Building captains have a key to room 111 and a cabinet key to 3 medical supply cabinets that hold eye wash and first aid items. Know your department emergency coordinator or contact any of the Facilities staff at 703-538-8440.
» Evacuate any nearby rooms that may be affected. If the hazard will affect the entire building, evacuate the building.
» Notify the Fairfax County Police and Rescue Department of the type of chemical, location, and size of the spill by CALLING 911. Always call from a safe location.
» Call the NVC security guard at 571-220-8314 and/or Facilities at 703-538-8440.

Reporting a Hazardous Materials Emergency
Emergency contact information may be posted on the entry door to the lab or room. If a hazardous materials emergency occurs, report the following information:
» Location of the spill (7054 Haycock Rd, Falls Church, VA), name of the chemical, and quantity.
» Name and telephone number of the caller.
» Extent of injuries, if any.
» Environmental concerns, such as the location of storm drains and streams.
Chemical, Commercial Cleaning Products, and Solvent Spills
Any spill that could POTENTIALLY cause injury to a person or property must be reported to Environmental Health and Safety. If an immediate hazard exists or medical assistance is required, CALL 911. For small spills or that pose no immediate danger to life or property:
» Confine the spill.
» Evacuate and secure the immediate area; only allow authorized personnel to access the contaminated area. Notify area supervisor.

Toxic Fumes Release
» Evacuate the area immediately if you smell gas or other toxic fumes, experience irritation, coughing, burning eyes, and/or difficulty breathing.
» 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 CALL 911. DO NOT re-enter the area until advised to do so by emergency personnel.

Biological Release or Spill
In the event of a biological release or spill:
» Use personal protection and decontaminate the spill with appropriate disinfectant.
» For a large spill or release of highly infectious materials, notify everyone in the area, secure the area, then call the Facilities Manager and Associate Dean and Director immediately to report the details of the incident to the Environmental Health and Safety Services office on the Blacksburg campus.

If a blood borne pathogen exposure or needle stick injury has occurred:
» Go to the nearest sink and wash affected area with warm water and soap.
» Seek medical attention immediately.

A protocol for the proper cleanup of bodily fluids has been universally established to ensure the safety of all those who are potentially exposed. Blood and other bodily fluids should be immediately cleaned up to lessen the danger of spreading HIV and Hepatitis B and C.

Body fluid spill kits can be purchased where first aid or lab safety supplies are sold. Check HokieMart for contractors who offer spill kits and get one for your department or office. One recommended by Occupational Safety and Health Administration (OSHA) is best. Each department should have a kit on hand. The Center’s MFT department runs a live clinic working directly with the public and at times with patients who are ill. There should always be a spill kit on hand in the therapy suites areas.

Additional Resources
» Virginia Tech Office of Emergency Management
  www.emergency.vt.edu
  540-231-2438

» Virginia Tech Police Department
  www.police.vt.edu
  540-231-6411

» Virginia Tech Environmental Health and Safety
  www.ehss.vt.edu
  540-231-3600
If a Power Outage Occurs
Remember, if it is an emergency, CALL 911! Otherwise, follow the steps below.

» Notify the guard at 571-220-8314 during building hours:
  ▶ Monday - Friday 7:00AM to 10:00PM
  ▶ Saturday 7:00AM - 6:00PM
  ▶ Sunday buildings are closed, call the Complete Building Services (CBS) Property Manager main number at 202-333-4977.
» Notify the Facilities office at 703-538-8440 or 703-538-8316 and at facilities@vt.edu during regular business hours.
» **Remain calm!**
» Wait a few minutes for emergency power to come on to provide emergency lighting.
» The Virginia Tech Northern Virginia Center uses the main campus phone system. In the event of a power outage these phones will work for only a few hours before failing.
» Take actions to preserve human and animal safety as well as research.
» Keep refrigerators and freezers located on the 2nd, 3rd, and 4th floor kitchens and small refrigerators in other locations closed throughout the outage to help keep the contents cold. Expect after 24 hours of power loss that all food items are to be thrown away.
» If evacuation of the building is required, assist any disabled persons and use the stairway to exit. **DO NOT** use elevators.
» Unplug all nonessential electrical equipment, televisions, and computers. Turn off light switches as a surge may blow out left-on lights and other equipment when power is restored.
» Expect emergency responders, building managers, and Facilities managers to advise you about the scope and duration of the outage and any contingency plans using phone trees or outside media sources to post information (web, radio, tv, etc.) or by word of mouth throughout the building.
» If conditions are hazardous, notify the Facilities manager during regular business hours. If it is after hours, notify the Fairfax County Police Department.

Elevator Emergency Malfunction Procedures
Individuals stuck in an elevator should report the problem using the hands-free emergency communication system located in the call box below the call buttons. Ringing the bell in the elevator cab will also alert people in the building about the problem.

The on-elevator telephone is programmed to automatically call Kastle Systems (24 hours a day), and information is relayed to the property engineer personnel. The elevator cab number, building address, and property manager Telephone numbers are posted inside the telephone call box. If an elevator technician is not in the immediate area, the building engineer or security guard will contact the Falls Church Fire Department to handle the situation.

If people are trapped in an elevator, tell passengers to remain calm and that you will get help – call security guard. Do not attempt to pry open the elevator doors because this could result in serious injury. Talk to passengers until emergency personnel arrive.
Coping With Emotions
You may be surprised at how you and others feel after a disaster. It can stir up a variety of unanticipated feelings, and they are as important to address as bodily injuries, damaged homes, and possessions. Children, senior citizens, people with disabilities and people for whom English is not their first language are especially at risk and may need extra attention. It is important to calmly let them know that they are safe and that help is available. Some basic steps you can take to meet emotional needs are:

» Try to return to as many of your normal routines as possible.
» Get rest and drink plenty of water.
» Limit your exposure to the sights and sounds of disaster, especially on television, the radio, and other media outlets.
» Focus on the positive.
» Recognize your own feelings.
» Reach out and accept help from others.
» Do something you enjoy.
» Seek comfort and support. Stay connected with your family or other supporters.
» Realize that recovery can take time.

If you have more questions or observe behavior in others that concerns you, contact a counselor or community services professional for additional information and help.
Immediately After a Disaster

If a disaster or emergency occurs, the following information could help in the immediate stages of recovery:

» Remain calm.
» Have injuries treated by a medical professional.
» Small wounds may be washed with soap and water and then bandaged to reduce the risk of infection. Replace bandages if they become soiled, damaged, or waterlogged.
» Pace yourself. You may find yourself in the position of taking care of other people. Listen carefully, and deal patiently with urgent situations first.
» Check with local authorities to learn if your residence is safe to enter.
» Doors or windows may be cordoned off with yellow tape to indicate damage. Do not cut or walk past the tape unless local authorities advise that it is safe to do so. If a structure bears a color-coded sign, do not enter it until you get official information about what the sign means and advice about the safety of entering.

Checking Your Residence

Check with local authorities to make sure your residence is safe to enter. For example, if you live in Virginia Tech housing, check university news to find out when it is safe to return. Do not cut or walk past colored tape or a color-coded sign until you get more advice and instructions about what these signs mean and whether it is safe to enter. If you have children, leave them with a relative or friend while you conduct your first inspection of your damaged home. The site may be unsafe for children, and seeing the damage firsthand may upset them unnecessarily.

Replacing Vital Documents

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>CONTACT FOR REPLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hokie Passport</td>
<td>Hokie Passport Office</td>
</tr>
<tr>
<td>Other School Records</td>
<td>Contact the issuing school</td>
</tr>
<tr>
<td>Government Issued ID</td>
<td>Contact the issuing government agency</td>
</tr>
<tr>
<td>Driver’s License</td>
<td>Department of Motor Vehicles</td>
</tr>
<tr>
<td>Vehicle Registration</td>
<td>Department of Motor Vehicles in issuing state</td>
</tr>
<tr>
<td>Insurance Policies</td>
<td>Your insurance agent or company</td>
</tr>
<tr>
<td>Military Records</td>
<td>File a Form SF-180 with the U.S. National Archives</td>
</tr>
<tr>
<td>Passport</td>
<td>U.S. State Department, Forms DS-11 and DS-64</td>
</tr>
<tr>
<td>Green Card</td>
<td>File a Form I-90 with U.S. Immigration</td>
</tr>
<tr>
<td>Other U.S. Citizenship Papers</td>
<td>U.S. Bureau of Citizenship and Immigration Services</td>
</tr>
<tr>
<td>Birth, Death, &amp; Marriage Certificates</td>
<td>Bureau of Records for the state of issue</td>
</tr>
<tr>
<td>Social Security &amp; Medicare Cards</td>
<td>File a Form SS-5 with the U.S. Social Security Admin</td>
</tr>
<tr>
<td>Credit Cards</td>
<td>Contact your card issuer as soon as possible</td>
</tr>
<tr>
<td>Titles to Deeds</td>
<td>Records department where the property is located</td>
</tr>
<tr>
<td>Mortgage Papers</td>
<td>Contact your lending institution</td>
</tr>
</tbody>
</table>
Additional Resources

» Cook Counseling Center  
  www.ucc.vt.edu  
  540-231-6557

» Office of Recovery and Support  
  www.recovery.vt.edu  
  540-231-0062

» Psychological Services Center at Virginia Tech  
  www.psyc.vt.edu  
  540-231-6914

» Hokie Wellness, Virginia Tech Human Resources  
  www.hokiewellness.hr.vt.edu  
  540-231-9331

» Virginia Tech Employee Advantage Program  
  www.hokiewellness.hr.vt.edu  
  540-231-4889

» Virginia Tech Police Department  
  www.police.vt.edu  
  540-231-6411

» Virginia Tech Women’s Center  
  www.womenscenter.vt.edu  
  540-231-7806

» Virginia Tech News  
  www.vtnews.vt.edu

» American Red Cross  
  www.redcross.org

» Ready.gov  
  www.ready.gov
LOCAL AREA EMERGENCY NUMBERS/ CONTACTS

Police/Fire/Rescue/Ambulance        911 or TTY 911
American Red Cross of the National Capital Area/Fairfax/Falls Church 703.584-8700
TTY 711
Virginia Dept of Transportation (Signals/Roads) 703-383-8368
TTY 711
Street Light Outage/Dominion Va Power 1-866-366-4357
NOVEC 1-888-335-0500
TTY 711
Police Emergency – Falls Church City 703-241-5050
Police Non-Emergency – Falls Church City 703-241-5053
Poison Control (www.aapcc.org/dnn/default.aspx) 1-800-222-1222
TTY 711
Public Health Department, Fairfax County 703-246-2411
Health & Human Service Referrals 211
Animal Control 703-248-5172
Sheriff / Falls Church 703-248-5111
General City Info, City of Falls Church 703-248-5440
General School Info, Falls Church City Public Schools 703-248-5600
Human Services, Falls Church 703-248-5605
Power Outages; Downed Lines/Trees – Dominion Power 1-866-366-4357
Telephone (Verizon) – NVC Back Up Phones are on Verizon 800-483-1000
Trees on Streets, Falls Church 703-248-5081
Trees on Public Property, Falls Church 703-248-5183
Water, Falls Church 703-248-5071
    After Hours 703-248-5044
Sewer, Falls Church 703-698-5613
    After Hours 703-248-5044
Washington Gas 703-750-1400 or 800-752-7520

Virginia Tech (main) Office of Emergency Management Resources and Information
www.emergency.vt.edu
These guidelines are written primarily in terms of assisting students but they are generally applicable for anyone needing medical attention.

1. Be prepared. Invite students to confidentially inform their instructor if they have medical conditions that might need attention during class.

2. Ask students to provide In Case of Emergency contact numbers and add this information to the class roster. Ask students to add their In Case of Emergency numbers in their mobile phones.

3. If a student shows signs of a medical condition during class, the instructor should recess the class.

4. Ask the student how you can assist him or her.

5. If feasible, ask others in the class to assist; some students may be trained as first responders.

6. If it becomes apparent that emergency medical attention is necessary, the instructor shall call 911 and then notify a security guard of the emergency.
   • Security guard cell number 571-220-8314
   • Security guard desk located on 2nd floor at main entrance to the building

7. The security guard will monitor the situation until the paramedics arrive.

8. The security officer shall notify Virginia Tech staff on duty and make appropriate reports.

9. Virginia Tech staff or the instructor shall call the In Case of Emergency number provided by the student if the student is not able to do so.

10. The instructor may dismiss the students if the emergency causes lengthy disruption to the class.

11. The Virginia Tech staff person calls the Facilities Manager (Barbara Barrell, 703-538-8316) to report the incident and provides incident details in writing as soon after the event as possible and while the information is still fresh in their minds.

12. The Facilities Manager shall notify the NVC Center Director of the medical emergency.

**Note:** During an emergency situation, reasonable attempts will be made to notify the student’s In Case of Emergency contact/designee, although University staff cannot guarantee such notification.
IN CASE OF EMERGENCY

REMAIN CALM & 
FOLLOW THESE INSTRUCTIONS

HOW TO REPORT AN EMERGENCY
Report all emergencies by dialing 911 from your cell phone or campus phone. Do not hang up until the dispatcher instructs you to. Inform them of the nature of the emergency, number of injured people, and the exact address or building, floor, area, or department.

SHELTER-IN-PLACE
Shelter-in-place during a weather or other outdoor emergency:
• Find a sturdy building and go inside. Stay away from windows, glass, and objects that could fall on you.
• Find additional information at www.vt.edu or 540-231-6668.

SECURE-IN-PLACE
Secure-in-place during violence or active assailant:
• Secure the room or building by locking or barricading the door.
• Call 911 and indicate what is happening.
• Close blinds, block windows, silence cell phones, and stay quiet.
• Stay behind solid objects, such as desks.

FIRE / EVACUATION
Evacuation routes are posted in hallways - usually near stairwells or exits.
• Activate the nearest fire alarm on your way out. If there are no fire alarms, knock on doors and yell “fire” as you exit. Call 911.
• If you hear a fire alarm, you MUST evacuate.
• Close doors as you leave.
• Know two evacuation routes for your room - look for illuminated EXIT signs.
• Do not use elevators.
• Assist individuals with disabilities if possible. If a person cannot evacuate, report their location to emergency personnel.

MEDICAL EMERGENCY
Call 911. Provide adequate space for the victim and emergency personnel.
• Unless they are in imminent danger, do not move any victim(s) until emergency personnel arrive.
• Have someone escort emergency responders to the scene.

SUSPICIOUS PERSON / OBJECT
Suspicious person:
• Do not confront the person.
• Do not let anyone into a locked building or office.
• Do not block the person’s access to an exit.
• Call 911. Provide as much information about the individual as possible, including direction of travel.

Suspicious package or object:
• Do not investigate the object.
• Call 911. Notify your instructor or supervisor.
• Be prepared to evacuate if necessary.

WARNING SIRENS & VT ALERTS
• If you hear the warning sirens, seek shelter and get inside. Shut all doors and stay away from exterior windows.
• If you receive a VT Alert, do what it says. If you are not currently signed up for VT Alerts, register at www.alerts.vt.edu.
• Find additional information at www.vt.edu or 540-231-6668.