

“Emergency Preparedness ...It’s Every Hokies’ Responsibility!”

Have a plan. Sign up for VT ALERTS and familiarize yourself with each building you use on campus. Locate the building’s “In Case of Emergency” poster. Read it and know it!

Organize your thoughts. Locate at least two routes of escape from every building you use. Identify potential hazards which might impede your ability to exit in the event of an emergency.

Keep informed. Frequently review emergency evacuation plans, routes, and the university’s emergency preparedness WebPages to keep abreast of the latest safety information.

Inform your instructor/supervisor. If you have a condition which might cause you to need assistance in exiting a building during an emergency, tell your instructor/supervisor.

Educate Others. Report any concerning or suspicious behavior you observe to appropriate university officials. Also, report any hazardous conditions you discover to the Virginia Tech Police or other appropriate university official or department.

Shelter in Place. If you hear the University’s emergency siren system or the message board in your classroom broadcasts an alert, remain in place and await further instructions unless there is a readily apparent reason to leave the building (i.e. a fire).

Workplace Violence or Active Shootings

- Call 911 and report the incident. Provide as much detail as possible about the situation and the assailant/shooter.
- Secure the immediate area and lock the door if you can.
- Block the door using whatever is available (e.g. desks, file cabinets, books, other furniture, etc.)
- If the assailant/shooter enters your room and leaves, lock/barricade the door behind him or her.
- Position people out of sight and behind items that might offer additional protection (e.g. walls, desks, file cabinets)
- Close the blinds; block the windows, and make sure cell phones are on vibrate so as not to make unnecessary noise.
- If you can, place signs in exterior windows to identify the location of injured persons.
- Do not attempt to rescue people or un-secure the area if it poses a risk to the individuals inside. If you are in an unsecured area, find a safe area and seek protection.
- Stay calm and reassure others that you and the police are working to protect them. Cooperate with law enforcement personnel and make sure that everyone follows their orders.

When you hear the fire alarm...

- Everyone should calmly collect their coats and books and exit the classroom, lecture hall, or laboratory. Turn off the gas supplies in laboratories.
- Leave the room/lab and go the nearest building exit. Know the location of alternate exits.
- **Elevators cannot be used during a fire alarm!**
- Go to the Emergency Assembly Point designated by your instructor.

If there is an earthquake or explosion...

- Drop and cover your head for protection from material that might fall from the ceiling, walls or bookshelves.
- After the shaking stops, calmly evacuate the building and standby for further directions from University officials.

When there is a power outage...

- Everyone should stay in their seat to see if the outage is temporary and to let their eyes adjust to the lower light level. If the outage appears to be long term, everyone should calmly collect their materials and carefully exit the building.

In case of a chemical spill...

- Call 911 and notify university EHSS at the number below.
- Before a spill occurs locate and read your laboratory’s chemical hygiene plan which contains evacuation routes, spill management information, material safety data sheets, and standard operating procedures.

Emergencies (Police, Fire, Rescue): 911 - Police (Non-emergency) 540-231- 6411
Environmental Health and Safety Services: 231- 5985 and www.ehss.vt.edu
Facilities Services Customer Service: 540-231- 4300

Your safety and security is of the utmost importance to the administration of Virginia Tech. Please contact the University’s Chief of Police or Director of Emergency Management should you need additional information or assistance. Also, please visit the Virginia Tech Police website at www.police.vt.edu.

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