



HOW DO I SHELTER-IN-PLACE?

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.

- **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.



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.



BE INFORMED

For more information on Emergency Preparedness, contact the Virginia Tech Office of Emergency Management.

- www.emergency.vt.edu
- 540-231-2438, oem@vt.edu
- Follow OEM on twitter @BeHokieReady



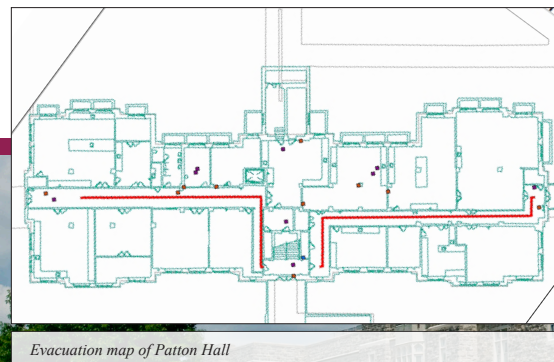
SHELTER-IN-PLACE

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. Find a sturdy building and go inside. Leave doors unlocked so others can seek shelter as well. Stay away from windows, glass, and objects that could fall on you.



FIRE OR BUILDING EVACUATION

Evacuation routes are posted in hallways, usually near stairwells or exits. If there is a fire, activate the nearest fire alarm on your way out. If there are no fire alarms, knock on the 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 and 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.



Evacuation map of Patton Hall



SECURE-IN-PLACE

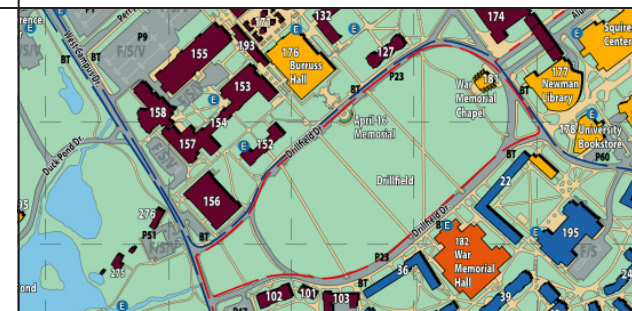
You should secure-in-place during violence, threat of violence, when an active assailant has been reported or is nearby, or otherwise when instructed to do so. Secure the room or building by locking or barricading the door. Close blinds, block windows, silence cell phones, and stay quiet. Call 911 and indicate what is happening. Stay away from windows and behind solid objects, such as a desk or heavy table.



VT ALERTS

VT Alerts is Virginia Tech’s Emergency Notification System. In a campus emergency, Virginia Tech will use several information delivery methods to reach you because, at any given time, one form of communications might be better to reach you than another. Don’t forget to share the information with others! VT Alerts will deliver messages using some or all of the following channels:

- Virginia Tech homepage (www.vt.edu)
- Broadcast e-mails to all vt.edu accounts
- Electronic message boards in classrooms
- The weather/emergency hotline (540-231-6668)
- Campus sirens and loudspeakers
- VT Phone Alerts
- VT Desktop Alerts
- Twitter @vtalerts



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INDIVIDUAL EMERGENCY PREPAREDNESS



BE INFORMED

Emergencies can occur at any time and without warning. It is important to know what to do to minimize any dangers and improve your personal safety and the safety of others.

Sign up for VT Alerts and encourage others to do the same. Stay up-to-date during an emergency by using the following:

- The Virginia Tech homepage (www.vt.edu) and VT News site (www.vtnews.vt.edu)
- The Virginia Tech Twitter account @vt_edu
- The Virginia Tech News Twitter account @vtnews



MAKE A PLAN

Depending on the emergency and your circumstances, one of the first steps is to decide whether to secure-in-place, shelter-in-place, or evacuate. You should understand and plan for all three possibilities. Have a specific plan for work, home, and other areas that you frequent often.

For work, some things to consider should be:

- Know at least two evacuation routes for buildings you frequent often.
- Aid friends and colleagues with access and functional needs.
- Be aware of specific safety concerns for your work environment, like lab equipment.

For home, think about how you would evacuate from various locations, like a bedroom or kitchen. Consider how you would help others evacuate, where you would go afterwards, and how you would communicate with other members of your household. Also consider shutting off utilities, closing doors behind you, and the location of emergency kits.



BUILD A KIT

Everyone should have some basic supplies (a kit) on hand, ready to sustain them in an emergency. You should consider maintaining multiple kits. Prepare a large, fully stocked kit for home and smaller portable kits for your workplace, residence hall, car, and other places where you ordinarily spend time. At the very least, your kit should contain:

- Non-perishable and high-energy food items
- Water in bottles or other sealed containers
- Medications (must be properly safeguarded)
- First aid kit
- Warm clothes (like sweaters and coats)
- Comfortable shoes and socks
- Flashlight and extra batteries
- Battery-operated radio and extra batteries
- Cash (about \$20)
- Sunscreen
- Books, pack of cards, etc.

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.

For more information on personal preparedness, visit the Virginia Tech Office of Emergency Management's (OEM) website at www.emergency.vt.edu or visit www.ready.gov.



Remove and carry with you or post by your door.



GET INVOLVED

The VT Police Department offers the following training programs at no cost:

- Crime Prevention
- Rape Aggression Defense
- Alcohol/Drugs Awareness
- Student's Police Academy
- Workplace Violence

Environmental Health and Safety at Virginia Tech offers the following training programs:

- Safety and Health
- Radiation Safety
- Emergency Procedures for Assembly
- Fire Extinguisher Use & Fire Prevention Plans

The Virginia Tech Rescue Squad — in conjunction with the American Red Cross — offers CPR, First Aid, and Virginia EMT basic training.

OEM offers Campus Community Emergency Response Team (C-CERT) and Incident Command System (ICS) training. For a list of the most up-to-date training opportunities and resources, please contact the sponsoring department or office.



Virginia Tech C-CERT members



HOW DO I SECURE-IN-PLACE?

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 threat.

- **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? Is someone 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 to help determine if it is safe:

- Have the person leave anything he/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, or jacket until the waistline is visible and rotate 360 degrees to see if he/she is concealing a weapon.