



# STUDENT PREPAREDNESS

Division of Administrative Services

## EMERGENCY MANAGEMENT

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

Use this guide to help you become better prepared for emergencies, on- and off-campus. If you have any questions about personal preparedness, contact the Virginia Tech Emergency Management.



### GENERAL PREPAREDNESS AND SAFETY TIPS

Being prepared is every Hokies' responsibility. Here are some tips to help you be Hokie Ready!

- » Remember to sign-up for VT Phone Alerts at [www.alerts.vt.edu](http://www.alerts.vt.edu). Download VT Desktop Alerts to your personal computer.
- » Always lock your door to protect yourself and your property.
- » Create a contact in your cell phone called I.C.E. (in case of emergency) with your emergency contact information or download an I.C.E. application for your phone.
- » Get to know where blue light phones are located – they connect directly to the Virginia Tech Police.
- » Use Virginia Tech SafeRide to catch a ride after dark. Call 540-231-SAFE (7233).
- » Get a kit, make a plan, and stay informed. Find out how at [www.emergency.vt.edu](http://www.emergency.vt.edu).
- » Protect yourself from identity theft by protecting your Social Security number, creating strong passwords, and using trusted internet sites.



### HOW DO I REPORT AN EMERGENCY?

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 Virginia Tech and give the exact address or building.
- » Give your full name and the telephone number from which you are calling, in case you are disconnected.
- » Describe 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 meet emergency personnel outside of the building.



### WHAT IF THERE IS A MEDICAL EMERGENCY?

Provide plenty of space for the victim and emergency personnel.

- » Call 911. Try to have someone escort emergency medical personnel to the scene.
- » Unless they are in immediate danger, do not move any victims until emergency personnel arrive.
- » If properly trained, give appropriate first aid and/or CPR until emergency personnel arrive.





## 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 violence or danger.

- » 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.

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## 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.

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

## 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.

## WEATHER DEFINITIONS

- » **Watch:** Conditions are favorable for the development of severe weather. Closely monitor the situation in case conditions worsen.
- » **Warning:** Severe weather has been observed. Listen closely to instructions provided by weather radios, emergency officials, and other alert mechanisms. Seek shelter immediately.





## HOW DO I EVACUATE CAMPUS BUILDINGS?

Evacuation routes are posted in building hallways, usually near stairwells or exits.

- » Remain calm and always use common sense.
- » Know at least two evacuation routes. Look for illuminated EXIT signs.
- » Remember, when the fire alarm sounds – you must evacuate. Do not use elevators unless authorized to do so by emergency personnel.
- » Know where fire extinguishers and manual pull stations are located.
- » Encourage others to evacuate with you – do not wait for those who refuse to leave.
- » Provide Resident Hall Advisors and emergency personnel the location of people still in the building.
- » Move at least 50 feet away from the building to provide space for emergency personnel.
- » If you have questions about special assistance, contact Services for Students with Disabilities (540-231-0858). You may be asked to be a ‘buddy’ by an individual with a disability. In an emergency, a buddy helps a person with a disability.



## LOOK OUT FOR YOURSELF AND YOUR FRIENDS

- » Trust your instincts – if it feels wrong, it probably is.
- » Never drink and drive and don’t let your friends do it either!
- » Use a buddy system. Make sure all friends that arrived are accounted for when you head home.
- » You are not alone at Virginia Tech. If you or a friend are feeling stressed or having difficulties coping, reach out and get assistance immediately:
  - » The Virginia Tech Women’s Center (540- 231-7806)
  - » The Dean of Students (540-231-3787)
  - » Cook Counseling Center (540-231-6557)
  - » Virginia Tech Police (540-231-6411)



## WHEN VENTURING INTO THE GREAT OUTDOORS

Outdoor activities are abundant in the New River Valley.

- » Make an itinerary and give a copy to someone who is staying behind.
- » Check the weather before venturing out.
- » Have an appropriate first aid kit.
- » Don’t forget about food and water – bring more than you think you may need.
- » Carry a compass and map or even better – a GPS.
- » When in the forest, especially during hunting season, wear blaze orange to increase your visibility.
- » Never swim alone. Be extra careful when swimming in the river – currents can be deceiving.
- » When boating, canoeing, rafting, or tubing – use a personal flotation device.



## STAY INFORMED

Use these outlets to stay up-to-date on what to do before, during, and after an emergency.

- » **Virginia Tech Emergency Management**
  - ▶ [www.emergency.vt.edu](http://www.emergency.vt.edu) | @BeHokieReady
- » **Virginia Tech Police Department**
  - ▶ [www.police.vt.edu](http://www.police.vt.edu) | @VaTechPolice
- » **VT Alerts**
  - ▶ [www.alerts.vt.edu](http://www.alerts.vt.edu) | @vtalerts
- » **Virginia Tech News**
  - ▶ [www.vtnews.vt.edu](http://www.vtnews.vt.edu) | @vtnews
- » **National Weather Service**
  - ▶ [www.weather.gov](http://www.weather.gov) | @NWSBlacksburg