

BE HOKIE READY

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



STAY INFORMED ABOUT WHAT'S HAPPENING ON CAMPUS

Know where you can get important information before an emergency occurs. Research local emergency alerts, and identify trusted sources of news and information. At Virginia Tech, you can:

- Subscribe to VT Alerts at subscribe.alerts.vt.edu to get SMS notifications, phone calls, and non-VT emails (@vt.edu addresses automatically get the VT Alerts).
- Download VT Desktop Alerts.
- Follow @VTAlerts and @Virginia_Tech on Twitter (both will display all official VT Alerts messages).
- Read Virginia Tech News to stay informed about daily university activities.
- Follow university social media accounts for up-to-the-minute information.
- Monitor daily forecasts through local weather sources such as Virginia Tech WeatherSTEM or the National Weather Service.



HOW DO I REPORT AN EMERGENCY?

Dial 911 from your cell phone or campus phone when you need Law Enforcement, Fire Department, or Emergency Medical Services. Remain calm – your actions influence others.

- Provide your location, the more exact the better; address, building name, floor, room number.
- 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 and safe to do so, have someone else meet emergency personnel outside the building.



KNOW WHAT TO DO

There are three main protective actions that you may be required to perform during an emergency: secure-in-place, shelter-in-place, or evacuation. It is recommended that you familiarize yourself with these protective actions, making sure you know how and when to perform each.

1. 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 the 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.
- Remember, always use your best judgement. There are exceptions to all guidance and prescribed directions.

2. SHELTER-IN-PLACE

Incidents requiring shelter-in-place 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 expenses 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.

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.



3. EVACUATE

Determine in advance your nearest exit and emergency evacuation route. Establish an alternative way out in case the nearest exit is blocked or unsafe.



- If time and conditions permit, secure your workplace and take with you important personal items such as your keys, purse, medication, or eye glasses.
- Follow instructions from emergency personnel.
- Check doors for heat before opening. Do not open a door if it feels hot.
- Walk – do not run. Do not push or crowd.
- Keep noise to a minimum, so you can hear emergency instructions.
- Use handrails in stairwells, and stay to the right.
- If able, offer assistance to people with disabilities.
- Move quickly away from the building.
- Head to your assembly point, unless otherwise instructed.
- 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 to do so.



GET A KIT

Having a few essentials on hand can make a huge difference in an emergency. Making a kit that you can grab quickly during an evacuation or turn to for crucial supplies during a secure- or shelter-in-place will not only keep you calm, but also comfortable.

It is recommended that you:

- Keep essential items like food, water, medications, and a phone charger with you at all times.
- Maintain at least a couple of kits: one relatively full kit at home and smaller portable kits in your workplace, your car, or other places where you ordinarily spend time.
- Keep contents in a duffel bag, plastic storage box, or a backpack.
- Store your water nearby but separately to avoid damaging dry items in case of leaks, especially if the area is vulnerable to freezing.
- Check your kits at least once every six months to assure that everything is in good order.

a three-day supply of
water and food



flashlight and extra
batteries



battery powered radio



multi-purpose tool



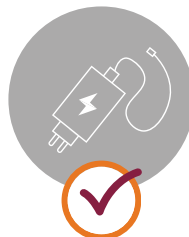
copies of important
documents



extra cash



cell phone charger



safety whistle



hand sanitizer



emergency blanket



first aid kit





HAVE A PLAN

An emergency plan provides you with guidance during a disaster, helps you reconnect with your loved ones, and helps you recognize possible hazards in your area. Consider the following questions as you begin to make your plan:

- How will you get information?
- Do you know what actions to take in an emergency?
- What resources will you need?
- Do you know more than one way to exit the building you use?



DOWNLOAD THE HOKIE READY APP

The Hokie Ready App is the university's safety app that offers critical emergency information and resources. Some of these resources include:

- **Campus Maps:** Access interactive campus maps including road closures, outdoor Wi-Fi locations, Blacksburg Transit routes, and a campus tree inventory.
- **Global Travel Resources:** Whether you are a Hokie studying abroad or traveling for vacation, resources are available to find the nearest Embassy, connect with local emergency services, and look up federal travel advisories that may impact your trip.
- **Special Event Content:** Check out the app during home football weekends and commencement for event specific public safety information!
- **Emergency-Specific Response Guides:** These guides will help you take immediate action.
- **Report a Tip:** Mechanisms to report a concern to the Virginia Tech Police Department, chat live with the VTPD Security Center, and email the Threat Assessment Team.
- **Friend Walk:** Send your location in real-time to a friend so they can watch as you walk to your destination. The friend will also be able to trigger a call to emergency services.



Campus Maps



Global Travel



Special Event Content



Emergency
Response Guides



Report a Tip



Friend Walk

GET IN TOUCH

540-231-4873

oem@vt.edu
www.emergency.vt.edu

Public Safety Building
330 Sterrett Drive
Blacksburg, VA 24061

