

**COMMISSION ON UNIVERSITY SUPPORT
MEETING MINUTES
March 19, 2013
325 Burruss Hall**

MEMBERS

Members Present: Ed Lener, Achla Marathe, Emily Mawyer (for Guy Sims), Heidi McCoy (for Sherwood Wilson), Pat Rodgers (for Scott Midkiff), John Seiler, Savita Sharma (for Dwight Shelton), Tom Tillar, Tom Wertalik

Members Absent: Robert Broadwater (with notice), Betsy Flanagan, Karen Gehrt, Alan Grant (with notice), Kathy Hosig (with notice), Maxine Lyons, Henry Quesada Pineda, (with notice), Ryan Smith, Erica Wood, Daniel Wubah

Recorder: Kayla Smith

Guests: Kevin Foust, Mike Mulhare, John Randolph, Fred Selby, Jason Soileau

1. Special Presentation on Emergency Preparedness

Mike Mulhare and Kevin Foust provided an overview of Emergency Preparedness (Attachment A).

As a quorum was not present, official actions could not be taken. All other items on the agenda will be addressed at the next meeting.

Respectfully submitted,

Kayla Smith



CAMPUS SAFETY, SECURITY, AND PREPAREDNESS

**Office of Emergency
Management**

**Police
Department**

**Threat
Assessment Team**

VT Office of Emergency Management

Office of Emergency Management:

- Mission is to build, sustain, and improve:
 - Individual preparedness.
 - Departmental readiness.
 - University resiliency.
 - **Regulatory Compliance**

- **Contact:**

www.emergency.vt.edu

540-231-2438

oem@vt.edu



VT Police Department

Virginia Tech Police Department:

- Mission is to enhance the safety and quality of life for students, faculty, staff, and visitors through effective law enforcement and proactive crime prevention in partnership with the university community.

- **Contact:**

www.police.vt.edu

540-231-6411



VT Threat Assessment Team


Threat Assessment Team:

- The mission of the multi-disciplinary 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. The team responds to behaviors exhibited by students, employees, visitors, and non-affiliated persons prior to a critical incident in an attempt to prevent violence so that the Virginia Tech campus remains a safe and secure working and learning environment.
- **Contact:**
www.threatassessment.vt.edu
540.231.7194
ThreatAssessment@vt.edu

VT Alerts

- VT Alerts is Virginia Tech's Emergency Notification System.
- In a campus emergency, VT Alert will use several information delivery channels.

VT Phone Alerts
Automated Notification System



You are logged in as **Jenny** [Enter Proxy Mode](#) [Help](#) [FAQs](#) [Log out](#)

Hello Jenny Song. You are subscribed to VT Alerts.

Contact method successfully updated.

Here are your contact preferences. You may change your region selections or contact methods at any time. Please remember that you are limited to a maximum of three regions and three distinct contact methods.

Region(s): Blacksburg ([Change](#))

Preferred Order	Contact Method	Contact Information	
1	Text Message (SMS)	867-5309	Edit
2	Local Residence Phone	867-5309	Edit
3	Non-Virginia Tech E-mail	jenny@verizon.net	Edit

Add Contact Method | [Suspend alerts](#) | [Unsubscribe from VT Alerts](#)

[VT Alerts Home](#) | [About VT Alerts](#) | [Conditions of Use](#)



Emergency Notification Messaging



- Virginia Tech homepage – “black box” on www.vt.edu
- Broadcast e-mails
- Electronic message boards in classrooms
- VT Phone Alerts – text message, email, phone call
- VT Desktop Alerts
- Social media – Facebook and Twitter
- Recorded hotline
- Campus sirens and loudspeakers
- Even without signing up, emergency notifications will be sent through all delivery methods except for VT Phone Alerts and VT Desktop Alerts.

Campus Sirens



The Warning Sirens are designed to alert those who are outside of campus buildings.

The sirens are broadcast from six locations across campus and can also deliver a pre-recorded message or a live, real-time audio feed.

When the sirens are activated:

- **REMAIN CALM!**
- Move inside a building.
- Follow any audible instructions.
- Check other VT Alert channels for more information.
- Follow instructions from University Officials.

What to do in an Emergency

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 danger. **DO NOT** lock doors behind you as others may also need to shelter-in-place.

Evacuation

- A building evacuation may occur during a life safety event that directly affects the normal operations of an individual building on the Virginia Tech campus.



VS.



VS.



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.

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.

What if Someone Wants to Enter a Secure Area?

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.*

What if the Active Shooter is in my building?

OPTION: RUN

- If you can get out safely, do so.
- If others insist on staying, continue to evacuate. Encourage them to go with you, but don't let their indecisiveness stop you.
- Leave your belongings behind.
- Do not attempt to remove injured persons.
- As you exit, remain calm and follow instructions of any first responders on scene.
- Keep your hands visible at all times, avoid yelling or pointing.
- Once outside safely, warn others of the danger. Call 911.

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

What if the Active Shooter is in my building?

OPTION: HIDE

- If you cannot find a room to secure in, try to place yourself somewhere out of the shooter's view. Consider:
- Hiding behind an object large and solid enough to shield you and provide protection should the shooter begin to shoot in your direction.
- If you can only hide behind a large object, try to pick something that does not trap you or restrict your options for movement should the opportunity to run present itself.

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

What if the Active Shooter is in my building?

OPTION: FIGHT

- Act with extreme aggression. If possible, use the element of surprise.
- Improvise weapons. Throw items. Scream, yell.
- Commit to taking the shooter down, no matter what.

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

What if the Active Shooter is in my building?

IF YOU ENCOUNTER FIRST RESPONDERS:

- Officers may be armed with rifles, shotguns, handguns. Some may be carrying ballistic shields.
- The officers may shout commands at you or others, individuals may be placed on the ground for their own safety.
- You may see first responders moving past you and/or any wounded individuals. Their initial responsibility is to neutralize the threat. Other officers may follow to deal with any wounded or those secured in place.

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

What if the Active Shooter is in my building?

IF YOU ENCOUNTER FIRST RESPONDERS:

- **REMAIN CALM.** Follow officers' instructions.
- Keep your hands visible at all times.
- If you are carrying any items in your hands, drop them.
- Immediately raise your hands and spread your fingers.
- Avoid making quick movements towards any officer.
- Avoid pointing, screaming/yelling. Especially do not point your hand(s) towards an officer if you are holding an item such as a cellphone.
- Do not stop to ask officers for help or direction when evacuating.
 - There may be officers directing you where to go.
 - If not, exit in the general direction from which the officers are entering the building.

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

What if the Active Shooter is in my building?

REMEMBER:




- It is imperative to understand that this is general guidance. Every situation is unique and not every suggestion will apply. There are exceptions to all prescribed directions. Do what is necessary to protect yourself and others.

Always use common sense. There are exceptions to all guidance and prescribed directions.

Secure-in-Place: Blacksburg Transit (BT)


- The BT driver will announce that a secure-in-place alert has been issued.
- The BT driver will complete boarding and leave campus.
- No additional stops will be made on campus.
- All on-campus Blacksburg Transit service will be suspended until an “all clear” is issued.

SECURE-IN-PLACE

WHAT TO DO IF A SECURE-IN-PLACE ALERT IS ISSUED WHILE ON A BT BUS*


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



1 BT operators will make an announcement that a secure-in-place alert has been issued.


2 **REMAIN CALM.** Be cautious and aware of your surroundings.

3 Do not get off the bus unless instructed to do so by the BT operator or emergency personnel.





4 The transit service will board all passengers at the current stop and then leave campus. No other on-campus stops will be made.

5 The transit service will proceed to the next scheduled off-campus transit stop or designated holding location.




6 Passengers will be able to exit. Transit service will be suspended until the secure-in-place event has been cleared.

7 Find a safe location, away from the danger and lock your doors.

VT OFFICE OF EMERGENCY MANAGEMENT
 540-231-2438 | oem@vt.edu | www.emergency.vt.edu





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.

If There is a Fire

- **REMAIN CALM!**
- Activate the fire alarm if you see smoke or fire.
- Exit the building and alert others as you leave.
- Avoid using the elevators in the building.
- Assist individuals with disabilities out of the building if safe to do so or assist into an Area of Refuge.
- Notify first responders if individuals are still in the building.
- Await further instruction from your Building Emergency Coordinator and/or First Responders.



Building Preparedness



Building Emergency Coordinator (BEC):

- Coordinates the development of a unified emergency plan for all departments that occupy a specific building.

Emergency Preparedness Committee (EPC):

- Composed of a departmental representative from every department that occupies a building and ensures a comprehensive and cohesive emergency plan is developed. Chaired by the BEC.

Floor Warden:

- Aids the BEC with emergency message communication and transmission within a specific area inside a building.

Departmental Emergency Action Plan



Department of
ARCHITECTURE AND URBAN STUDIES

Occupying These Buildings:

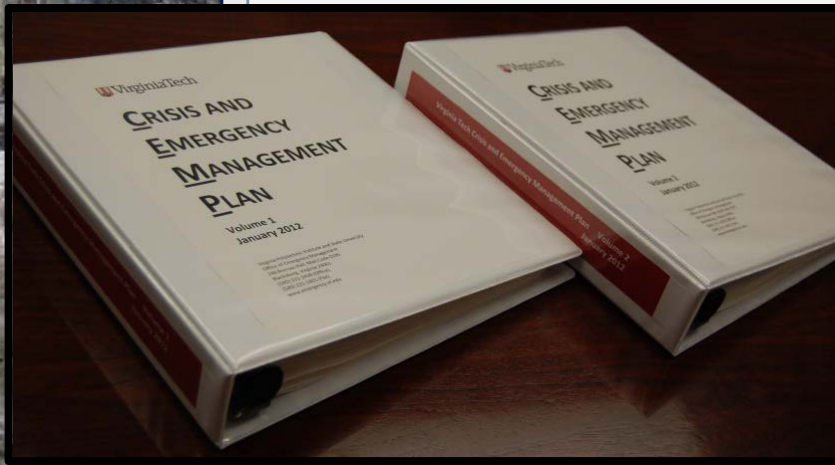
0 COWGILL HALL	0 ARMORY
0 BISHOP-FAVRAO HALL	0 BURCHARD HALL
0 BURRUSS HALL	0 ARCHITECTURE ANNEX
0 CPAP [NEILY BLDG]	0 HENDERSON HALL
0	0 COMMUNITY DESIGN

Emergency Action Plan (EAP):

- An EAP is a plan to address immediate life safety issues during an emergency.
- Each department must maintain an EAP that is easily accessible to their personnel.
- An EAP will address the following:

- | | |
|-------------------------------|--|
| ✓ Fire or Building Evacuation | ✓ Hazardous Materials |
| ✓ Bomb Threat | ✓ How to Contact Emergency Personnel |
| ✓ Shelter-in-Place | ✓ Department and building emergency contacts |
| ✓ Tornado | ✓ Building specific hazards |
| ✓ Earthquake | |
| ✓ Secure-in-Place | |
| ✓ Workplace Violence | |

Other Plans, Policies, and Guidance



Virginia Tech Plans and Policies:

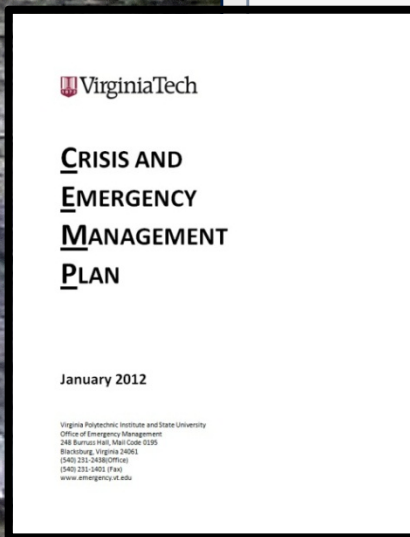
- Hazard Mitigation Plan
- Crisis and Emergency Management Plan
- Emergency Notification Protocol
- Policy 5615: Safety and Security

Departmental Plans and Policies:

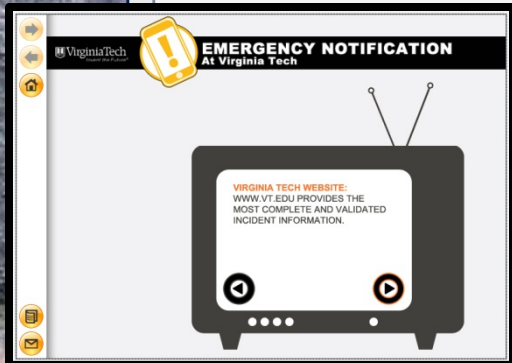
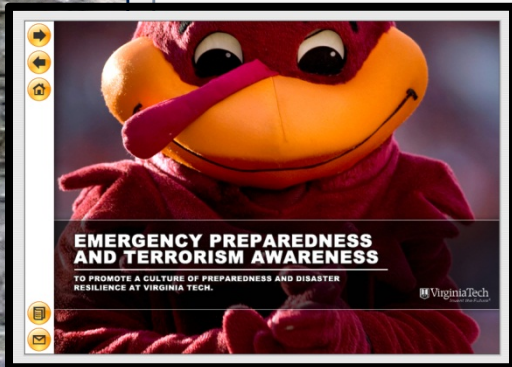
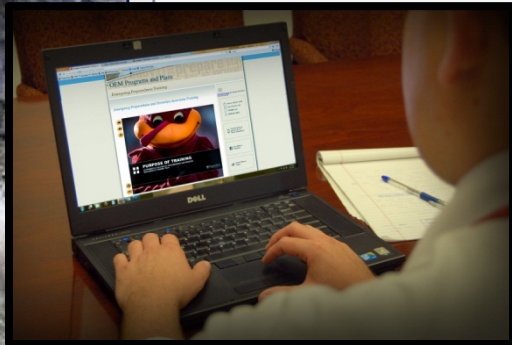
- Emergency Action Plan
- Continuity of Operation Plan

Guidance:

- Emergency Information Desk Reference
- Preparedness guides for specific audiences



Emergency Preparedness and Terrorism Awareness Training



Training Overview:

- Emergency Management and Planning
- What to do in an Emergency
- Emergency Preparedness
- Phases of Emergency Management
- Emergency Notification at Virginia Tech
- Terrorism Awareness

Required Training:

- All employees are required by the Governor's Executive Order 41 to complete the training within 90 days of employment.
- [Emergency Preparedness and Terrorism Awareness Training](http://www.emergency.vt.edu/programs/emPrep-Training)
(www.emergency.vt.edu/programs/emPrep-Training)



Virginia Tech

Threat Assessment Team

Report and Consult:

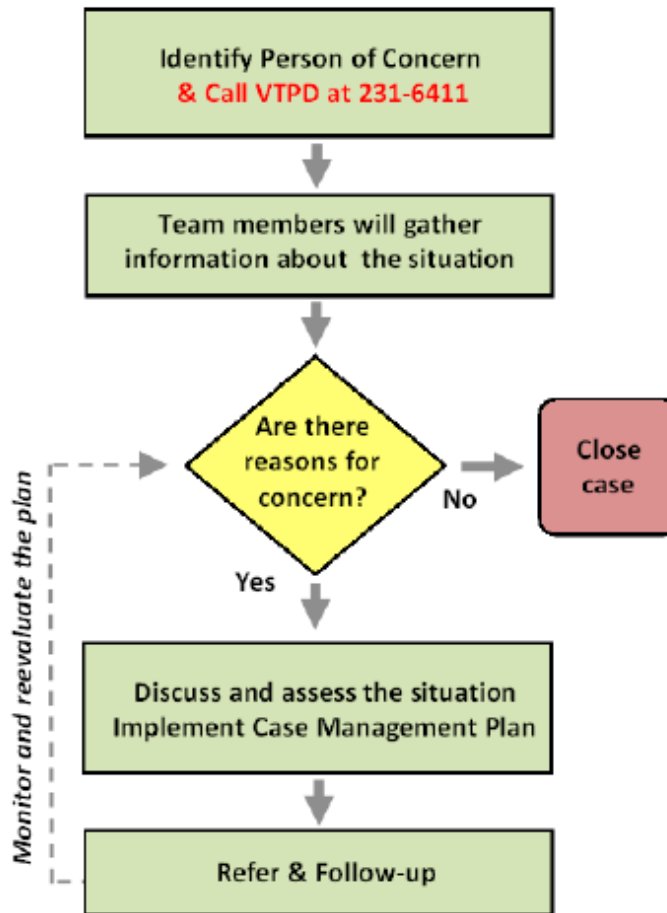
The Threat Assessment Team regularly reviews and manages concerns about a range of potentially threatening or disruptive behaviors and situations, including, but not limited to:

- Communicated threats
- Stalking or obsessive pursuit / contact
- Domestic / interpersonal violence
- Harassment
- Bullying / intimidation
- Unusual or inappropriate correspondence or communication
- Unusual or disruptive behavior
- Concerns for the safety & well-being of others

“This may be nothing, but . . .”

To Consult About a Concern

Threat Assessment Process



Contact Virginia Tech Police:

- Emergency:
911
- Non-Emergency:
540-231-6411

For additional consultation:

- Dean of Students Office
540-231-3787
- Cook Counseling
540-231-6557
- Human Resources
540-231-9331

Reporting an Incident or Emergency

Reporting an Incident to Emergency Personnel:

After dialing 911, give the following information to emergency personnel:

- The exact address or building, floor, and area/department.
- Your full name and the telephone number from which you are calling, in case you get disconnected.
- The nature of the emergency, including the number of injured people and their known injuries.
- Do not hang up as additional information may be needed.



Dialing 911 and Blue Light Phones



Reporting an Emergency ON Campus:

- When you are on campus, dialing 911 from your cell phone will direct your call to another area law enforcement agency — NOT the Virginia Tech Police Department.
- Calling from a campus landline or a campus [emergency blue-lighted phone](#) will automatically connect you to the Virginia Tech Police Department.

Personal Preparedness Kit

- 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:
 - www.emergency.vt.edu/ready/get-a-kit.html
 - www.ready.gov/build-a-kit



Emergency Preparedness Programs and Training

Virginia Tech Police Department:

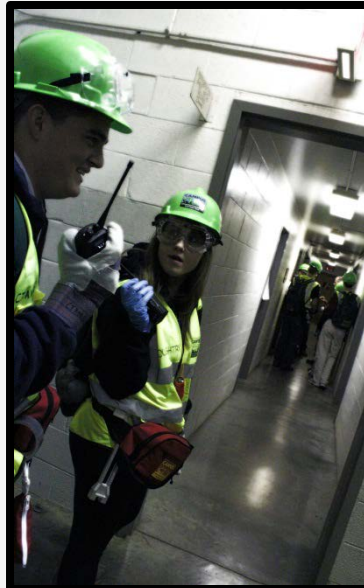
- Police Academy
- Rape Aggression Defense (RAD) Classes
- Workplace Violence and Crime Prevention Classes



Emergency Preparedness Programs and Training

Virginia Tech Office of Emergency Management:

- Building Emergency Coordinator Program
- Campus Community Emergency Response Team (C-CERT) Training
- Incident Command System (ICS) Training
- Coordination of Emergency Drills
- Emergency Preparedness and Terrorism Awareness Training



OEM Preparedness Resources

- OEM website featuring hazard specific guides and other training opportunities.
- A desk reference.
- Preparedness brochures, posters, and other handouts.

VTPD Safety Resources



The screenshot shows the Virginia Tech Police Department website. The header includes the Virginia Tech logo and the text "Police Department". Below the header is a navigation menu with options like "People", "Pages", and a search bar. The main content area features a large image of a police car and the text "Virginia Tech Police Department". Below this, there are sections for "Our mission", "Programs", "Upcoming Events", "Announcements", and "Crime Alerts".

Our mission
The Virginia Tech Police Department strives to enhance the safety and quality of life for students, faculty, staff and visitors through effective law enforcement and proactive crime prevention in partnership with the university community.

Programs

- ▶ [Student Police Academy](#)
- ▶ [Self Defense](#)
- ▶ [VT CERT](#)

Upcoming Events
June 5, 2012 – Rape Aggression Defense (RAD) Summer Session 1
 2:00pm to 5:00pm at the Inn at Virginia Tech. Session 1 classes are held on Tuesdays, June 5, 12, and 19.
 ▶ [2012 Faculty and Staff Summer Session Information](#)

August 7, 2012 – Rape Aggression Defense (RAD) Summer Session 2
 2:00pm to 5:00pm at the Inn at Virginia Tech. Session 2 classes are held on Tuesdays, August 7, 14, and 21.
 ▶ [2012 Faculty and Staff Summer Session Information](#)

[View all Upcoming Events](#)

Announcements
Ellen Krupar receives 2012 President's Award for Excellence
 April 23, 2012 – Ellen Krupar, librarian for the Pamplin College of Business at Virginia Tech, has received the university's 2012 President's Award for Excellence.

Crime Alerts
Sexual assault in Slusher Hall
 March 28, 2012 – An incident was recently reported in which a student was sexually assaulted by another student. The incident occurred on or about January 23 in the early morning hours in a room.

To report a crime:

- Call 540-232-TIPS (540-232-8477)
- Go to “Contact Us” on the PD site, www.police.vt.edu. Click “Crime Hotline” from the menu, fill out and submit the anonymous report.
- You may also submit a complaint form from the same page.

Stay Informed



Office of Emergency Management

- www.emergency.vt.edu
- OEM Facebook page
- OEM Twitter @BeHokieReady

Virginia Tech Police Department

- www.police.vt.edu
- VTPD Facebook page
- VTPD Twitter @VaTechPolice

VT Alerts

- www.alerts.vt.edu
- Twitter @vtaalerts