



WVU YOUTH PROGRAMMING

EMERGENCY PREPAREDNESS PLAN

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PLAN APPROVAL / ANNUAL REVIEW / UPDATES

Record of Changes/Annual Review

Revision/Review Date	Sections Effected	Comments

Plan Approval:

Program Director

date

WVU OEM

date

Requests for interpretation of this document or suggestions of change should be addressed to:

Sherry St Clair Sherry.StClair@mail.wvu.edu (UPD)
Chief UPD WVU Police Department
304-293-6873, or **304-293-3136** (UPD Comm)

James Bittner James.Bittner@mail.wvu.edu (WVU Office of Emergency Management / UPD)
Emergency Management Coordinator WVU Police Dept/Office of Emergency Management
304-293-6873, or **304-293-3136** (UPD Comm)



YOUTH PROGRAM INFORMATION

Program Name: _____

Host Unit: Select a Unit

Program Director: _____

Program Director Contact Information: _____

Primary Program Location (including address): _____

Common Name of Location (e.g. "WVU Coliseum")

Street

City

State

ZIP

Secondary Program Location (including address): _____

Common Name of Location 2

Street 2

City 2

State 2

ZIP 2

Common Name of Location 3

Street 3

City 3

State 3

ZIP 3

WVU On Campus Emergency Reporting information:

In the event of any Emergency on Campus, call UPD, through WVU's Communication Center (UComm) 304-293-3136 or 304-293-COPS (2677), or call 911, and report that your emergency is on WVU Campus.

**If you're calling from a campus phone (293 exchange), you first may need to dial '9' (for an outside line).*

To report a Fire, request EMS, report criminal activity or an immediate threat/violence, call UPD; UComm: 304-293-3136, or 304-293-COPS, or call 911

- Before calling for Emergency Assistance, or reporting an incident, ensure you are in a safe place!
- Be prepared to stay on the line with the dispatcher and give further information.
- Provide the exact location of the problem, and exactly where you are.
- Provide a thorough description of the incident, to ensure that proper resources are dispatched.

To request Building Emergency Maintenance: call UComm 304-293-HELP (4357)

**For routine maintenance/repairs, see your Building Supervisor, they can request repairs.*

Emergency Reporting when 'off Campus', Out of response range of University Police: CALL 911



ABOUT EMERGENCY PLANNING

This document is a template to guide emergency planning and response by youth programs at West Virginia University. Included are considerations and recommended actions to take to prepare for and respond to potential emergencies, as well as space to document your program-specific plans. For assistance in preparing your Emergency Plan, call WVU UPD/OEM at UCOMM, 304-293-3136, ask for the Emergency Management Coordinator. **You may also wish to access our Emergency Planning Self-Assessment tool.**

UPD Office of Emergency Management recommends that the program director be the point of contact in the event of any emergency incident and report to the command post with public safety officials to assist in any decision-making discussions that should be necessary.

We recommend emergency planning be conducted as a team, so as many staff as possible feel invested in preparing for -- and equipped to respond during -- an emergency. Plans should be reviewed, evaluated, and amended on a periodic basis. You may also include youth participants in planning and preparation:

- WVU UPD/Office of Emergency Management (we run training, develop and facilitate exercises)
- Additional helpful information in being prepared for emergencies can be found at:
 - [Child Safety Before, During & After a Disaster](#) (Red Cross)
 - [Ready Kids](#): includes age-specific tips, including [preparedness games](#)
 - [Youth Roles \(Youth.gov\)](#)

As a University community, we are fortunate to have expert assistance available to us through the following resources:

- **WVU Office of Emergency Management / WVU Police**
 - <https://police.wvu.edu/home> | 304-293-3136
- **WVU Office of Environmental Health & Safety**
 - <https://www.ehs.wvu.edu/> | 304-293-3792

WVU Regional Campuses information:

- **WVU Potomac State** (Keyser, WV)
 - <https://studentexperience.potomacstatecollege.edu/university-police> | 304-788-6931
- **WVU Institute of Technology Emergency and Campus Safety** (Beckley, WV)
 - <https://police.wvutech.edu/> | 304-293-2677

¹ Adapted from FEMA. (2016). IS-0366.a Planning for the Needs of Children in Disasters. Available from <https://emilms.fema.gov/IS0366a/lesson8/PNCD01summary.htm>.



COMMUNICATION PLAN

It is important to ensure communication can occur within your youth program in the event of an emergency. Staff may not always be together when an emergency takes place. A communication plan should include considerations to ensure staff can contact one another and the program director. In addition, an emergency event may necessitate communicating with other University individuals outside of program operations. The plan should include contact information for all individuals that need to be notified in the event of an emergency.

Additionally, a communication plan should include procedures for contacting participant's emergency contacts. Staff should have hard copies of all participant's emergency contacts on hand at all times throughout the program and parents/guardians should be informed of how they will be notified in the case of an emergency. Staff should be prepared to operate in the event that regular communication methods are not available (i.e. cell phone service goes out).

These questions should be answered before the start of the program:

Does your program have an agreed upon signal or code for different types of emergencies?

☐ Yes | ☐ Other: _____

Who oversees notifying program staff in the event of an emergency?

How does this notification happen? If the person listed above is unavailable, who are additional contacts that would make this notification?

Based on the severity of the emergency, how would youth participant parents/legal guardians be contacted?

Who is responsible for making contact with parents/legal guardians and when (how soon) will the contact happen?

Who is responsible for notifying participants of an emergency and how will this notification occur?





MEDICAL EMERGENCY

When using a facility for a program, locate the facility's Emergency Evacuation Plan, Automated External Defibrillator (AED), and Emergency First Aid Kit.

- Call 911 immediately
 - Provide:
 - Location
 - nature of injury or illness
 - current condition of the victim and other requested information
- Remain on the phone until directed to hang up.
- Stay with the participant
- Contact the participant's parent or guardian to inform them of the incident
- Do not move the participant unless they are in immediate danger
- If it appears an individual may cause harm to themselves or to others, **call 911 immediately**
- **If the participant is taken to the hospital, staff must stay with them until family arrives or is released**
- Be sure to inform the Emergency Medical Services that arrives, of any additional medical information the patient needs listed on their medication treatment authorization form. The form should be taken with to any medical treatment facility they are going to.
- If any staff are certified in any procedures (CPR, certified nurse etc), please list in the information below

In the case of a non-emergency medical incident:

- Staff should possess the knowledge and tools to provide basic first aid to participants or know where the nearest first-aid certified individual is and be able to contact them.

Documentation procedures should be in place to document injuries, both emergency and non-emergency.

Location of, on site, Emergency First Aid Kit / Stop the Bleed Kit / AED:

Specific Information for My Program:





SEVERE WEATHER

WV's primary weather threats are Heat, Severe Storms, Lightening, High Winds, Heavy Rain, Flooding (rapid rise), Snow/Ice/cold (during winter). You should be prepared for each of these weather emergencies. **Youth Program Directors are expected to view the forecast on the day of an outdoor event and/or activity.**

WVU Office of Emergency Management can work with program directors to provide a weather forecast for the event that they are hosting if they are provided with advanced notice of at least 6 weeks. This will involve an email received daily for the length of the event giving a point forecast for the event. It is recommended if you are routinely involved in outdoor activities, you can have a smartphone weather app of your choice. If you are in a remote location without cellular or Internet service, it is recommended that the program obtain a battery operated, NOAA approved weather radio.

WVU Youth Program procedure: When lightning is detected within 15 miles, or the "flash-to-bang" count approaches 30, all Youth Program personnel and participants should immediately seek shelter and remain indoors. **This procedure is also in effect during program meetings held outside.**

The resumption of outdoor events or the relocation of youth program participants from venues will be permitted only after there has been a 30-minute span of time since the last lightning strike within 15 miles of the program location (according to Program Weather Tool).

** It is important to note that blue skies and no rain are not protection from lightning. Lightning can strike from a distance as far as 10 miles. **

Suspension of the youth program and clearing the outdoor program space will remain the same when lightning is detected **within 15 miles**. If there is lightning **within 7 – 15 miles**, program staff members and youth participants can walk to and from the residence halls and dining commons. However, if lightning is detected **within 7 miles** during meal ours, all youth program personnel and participants should immediately seek shelter in the nearest building and remain indoors until lightning has subsided based on the 30-minute policy.

In the case of needing to shelter in place until the weather emergency passes:

- If outdoors, seek shelter
- Take attendance every time you move locations
- Take cover under a sturdy object or against an interior wall
- Monitor WVU Alert advisories and local media
- Wait for all clear before leaving your safe place

In the case of extreme heat or unsafe air quality:

- If outdoors, go inside
- Take attendance every time you move locations
- End program activities early or cancel program activities if unsafe air quality prevents program activities, especially any outdoor physical activity

Designated Weather Management tool/app for my youth program:

If Other, please specify:



Extreme Heat

In the event of extreme heat, program staff are expected to monitor the Heat Index (unless the program has a designated equivalent or more advanced metrics) and properly implement responsive strategies when necessary.

WVU Office of Emergency Management recommends that the program director download and have available to them the NIOSH/OSHA Heat Index App available for download to give real time data for assistance in the following decision making process.

Heat Index	Category	Activity Limitations	Break Frequency
Less than 80	Normal	No Limitations	Standard procedure
80 - 90	Caution	Increase number and length of rest breaks.	At least, One break every 20 minutes.
90 - 99	Extreme Caution	Program limited to 2 hours.	At least, One break every 15 minutes.
100 - 104	PA Heat Advisory	No program participants physically participating and/or wearing equipment, program staff can demonstrate skills. Program limited to 1 hour.	At least, One break every 15 minutes.
105+	PA Excessive Heat Warning	No outdoor program sessions until temperature cools.	-

Note: Breaks should be a minimum of 4 minutes or longer. Always encourage hydration.

**Any posting from the NOAA NWS: Weather Forecast Office for an Excessive Heat Warning also constitutes immediately canceling physical activity sessions and removing participants and staff from sun exposure. **

Guidelines for Hydration and Rest Breaks:

- Rest time should involve both unlimited hydration intake and rest without any activity involved.
- The site of the rest time should be a "cooling zone" and NOT in direct sunlight.
- Encourage participants to drink about 1-quart of fluid per hour.

WVU is certified 'Storm Ready' through the National Weather Service / NOAA. WVU OEM / PD can facilitate weather related training, ask for more information!

Specific Information for My Program:

Communicate procedures for ending early or canceling program ahead of time to parents/guardians.



EARTHQUAKE



If you are indoors:

- Drop to the ground, cover your head and neck with your arms, take cover under a sturdy object, and hold on until shaking stops
- If a sturdy object is not available, move to an inside corner of the room, away from the windows
- Stay away from glass, outside walls or anything that could fall
- Stay inside, do not exit during or immediately after, and wait for all clear to evacuate before leaving your safe place
- For those in wheelchairs: Make sure your wheels are locked. Remain seated until the shaking stops. Protect your head and neck with your arms or whatever is available and maintain your position with head and neck covered until the shaking stops

If you are outdoors:

- Stay outdoors
- Move to an open area away from trees, buildings, utility poles and lines, or signs
- If you are near a tall building, get inside the building's lobby to protect yourself from falling bricks, glass or other debris

After an earthquake:

- Be prepared for aftershocks
- Check yourself and participants for injuries and provide first aid if needed. Do not move seriously injured persons unless they are in immediate danger
- Check around you for dangerous conditions, such as fires, downed power lines and structure damage.
- Evaluate for yourself or wait for instructions from your Building Coordinator or Program Director, to determine if evacuation is necessary.

Prior to the start of youth program, the program director should review earthquake procedures, train staff on procedures, and plan an earthquake drill. An earthquake drill should be held with each group of participants during the first 24 hours of a new session.

NOTE: WV is NOT within an earthquake zone, however, it can occur.

Specific Information for My Program:



FIRE



In the case of a **fire**:

- Manually activate the fire alarm
- Walking quickly with youth participants, leave the building immediately using the closest emergency exit, do not use elevators
- Help people who need assistance if possible, including young children and those with disabilities
- Close doors and windows behind you, **(DO NOT LOCK)**
- Move to a safe location away from buildings and/or to your building's/program's designated meeting site
- **Call UCOMM or 911 as soon as you are in a place of safety.** Notify the dispatcher of the location, nature, and size of the fire and if you think anyone may still be in the building
- Account for all, and report same to arriving first responders (primarily if someone is missing)
- Call the Program Director to inform them of the incident
- Take attendance each time you arrive at a new location
- Re-enter the building only when instructed by public safety personnel (if on Campus, seek out UPD or OEM, for guidance)

Prior to the start of youth program, the program director should review evacuation procedures and determine the nearest exits, best routes, and assembly sites. They should also ensure that exits, routes, and assembly points are manageable for youth. Program directors should train staff on procedures and plan a fire/evacuation drill. A fire/evacuation drill should be held with each group of participants during the first 24 hours of a new session. All doorways and paths of egress, such as staircases, should be kept clear of any obstructions. Building diagrams are located throughout the facilities and should be reviewed as well.

My Youth Program Fire/Evacuation Plan (including exits and primary/secondary assembly areas):





EVACUATION AND SHELTERING

In advance of an emergency, determine the nearest exits from your location and the best route to follow. Refer to building emergency evacuation plans and corresponding maps for further information (these are posted on posters throughout WVU facilities). Be sure to take attendance each time you arrive at a new location.

In the case of a **non-fire** evacuation:

- Walk quickly with youth participants and leave the building via the designated exit, do not use elevators
- Help people who need assistance, including young children and those with disabilities
- Assemble at designated meeting site
- Take attendance each time you arrive at a new location
- Wait for instructions from UPD (if on campus), or other Designated Public Safety Officials if off campus

Assigned Emergency Evacuation Plan For Program/Facility:

Where is the evacuation plan of the facility being used for the Youth Program (if applicable)

Safe areas include:

- Enclosed buildings
- Fully enclosed metal vehicles with a hard metal roof and windows up
- Low ground areas as a last resort (ditches, bottom of hill) – assume a crouched position – minimize your body area – do not lie flat

Unsafe areas include:

- Open fields
- Golf carts or gators
- Metal bleachers (on or under) and fences
- Umbrellas, flag poles, light poles and tall trees
- Pools of standing water

Designated Shelter in Place During Youth Program:

What facility is the designated Shelter in Place location during the Youth Program (if applicable)?

Fire or Smoke and You Cannot Evacuate: Call 911 and tell them your name, your location, that you are unable to evacuate, and why you are unable to evacuate the building.

If safe to do so, go to the nearest stairwell and tell someone who is evacuating to notify emergency personnel of your location



ACTIVE ATTACKER – RUN, HIDE, FIGHT

This action guidance will be taught by WVU OEM/UPD

Active shooter situations require everyone to take immediate action. The quicker Law Enforcement is notified, the quicker they can respond. Active shooter response strategies vary, affected by your environment and situation. Every incident varies - be flexible in determining which strategy works best in your specific situation. Always consider and prioritize the physical and emotional safety of the youth in your care.

- **Assess the situation and consider your options:**
 - Initiate an immediate 'Lock Out' (if the threat is NOT in your building), 'Lock Down' (if the threat IS in your building).
 - Leave the scene - If safe to do so, perhaps exiting the building with youth participants, moving quickly and leaving belongings behind, is a better choice. Alert the authorities as soon as possible. Go to a safe place and find cover if possible. Take attendance when you arrive at a secure location.
 - Find a place to hide - Lock the door and lock and cover windows to the room you are in. Turn out the lights and silence electronic devices. Make the room look as though it is empty. Instruct youth participants to remain calm and quiet. Take attendance of participants if possible.
 - As a last resort, distract and disable the shooter.
- **When safe to do so, call UCOMM (when on campus), or 911.** Provide as much info as possible, including the location and number of shooters, description of the shooter(s), weapons used, and any known injuries.

After the violence has stopped, how will you know it is safe?

- Monitor WVU Information sources (website, social media, follow WVU Alert's as they are sent out), or local radio/media.
- You can call UCOMM (when on Campus), or 911, to confirm that police are present outside your door/location

Prior to the start of youth program, the program director should develop/review active shooter procedures with WVU OEM/UPD staff, schedule training with your staff on procedures, and plan an active shooter exercise.

WVU OEM/UPD staff oversee all active shooter development, training and exercises associated with WVU.

An active shooter response discussion/training should be held with each group of participants during the first 24 hours of a new session.

Specific Information for My Program:





BOMB THREATS

Bomb Threat

If you receive a bomb threat over the phone, stay calm, obtain as much information as possible from the caller and report the threat immediately to UCOMM (when on campus), or 911. Be sure to note:

- Precise time of the call
- Caller’s exact words and language (well spoken, taped, irrational, foul, incoherent, etc.)
- Noticeable characteristics of the caller (gender, age, calm/angry, excited/slow, etc.)
- Information regarding the device and possible location
- Background sounds (machine, voices, street noises, music, etc.) Ask the person questions, such as:
 - Where is the bomb located?
 - When will the bomb explode?
 - What does the bomb look like?
 - What kind of bomb is it?
 - What will cause the bomb to explode?

Specific Information for My Program:





SUSPICIOUS PACKAGE

Suspicious Mail/Package

Mail and packages can be used to deliver potentially hazardous materials. Before opening, take care to examine the item for anything unusual. If a package raises concern:

- Appearance:
 - Oily or stained
 - Excessive taping or string
 - Strange Odor
 - Misspelled words or names
 - Lopsided or uneven packages
 - Excess postage
 - No return address

If a package is unusual or as stated above:

- Handle with care
- Do not open, smell, touch, or taste any contents of the package
- Leave the area, isolate it by shutting doors behind you, as you leave
- Do not use your cell phone within 300 feet
- Treat it as dangerous
- **Call UCOMM or 911**

What type of identifying marker will program staff use on bags (medicine, equipment, etc.) used by the program? (This helps mitigate potential of unidentified/suspicious materials.)

Specific Information for My Program:





THREATNING COMMUNICATIONS

Threatening Phone Call / Email / Text Message

Threats are often received by telephone and all calls must be taken seriously. If you receive a threatening phone call:

- **Get a coworker to call 911 while you are on the line.**
- Threats made against program staff or participants are usually received by telephone. Most of these threats are made by callers who wish to create an atmosphere of anxiety and panic, **but all such calls must be taken seriously and handled as though the individual intends to harm the individuals whom they are threatening.**
- Keep the caller on the line by asking questions.
- Permit the caller to say as much as possible without interruption.
 - **Take notes on everything said and on your observations about background noise, voice characteristics, etc.**
- Notify the program director, or other program administrators as directed.

Specific Information for My Program:





UTILITY FAILURE

Utility failures include power outages, gas leaks/unusual odors, or broken/malfunctioning life-safety equipment.

In the event of a power outage, many campus facilities are equipped with emergency generators to power critical operations and emergency lighting to aid in the safe evacuation.

In the case of a utility failure:

- Always report utility failures to the appropriate authorities for your location.
- **If the utility emergency poses a public safety threat or emergency, contact UCOMM, or 911**
 - Be prepared to provide failure type, location and approximate time of failure.
- Officials (WVU Facilities Management and/or First Responders) may evacuate a building due to utility failures.
- If not on University property, be aware of the procedures for that facility in case of a utility emergency.
- In the event of a power outage, be prepared:
 - Keep a flashlight with spare batteries immediately accessible
 - Know how to locate the closest exit
- In the event of a large-scale power outage:
- Remain calm
- Do not light candles or any other types of flames for lighting
- Unplug computers and turn off light switches

Specific Information for My Program:



HAZARDOUS MATERIALS SPILL



There are chemicals and other hazardous materials stored and used on campus. The materials should be stored in locked areas that youth participants will not be able to access during their visit to the campus. WVU Department of Environmental Health and Safety provides oversight for hazardous chemicals, training for storage, and responds to spills on Campus.

In the rare case of hazardous materials spill during your program:

- Do not attempt to clean unless properly trained in managing chemical spills.
- **Secure the area, call UCOMM or 911** and provide information on location and type of release or spill.
 - If safe, close doors to help contain the spill in the room it occurred.
- Report the incident to **UPD/UCOMM 304-293-3136** (UCOMM will notify WVU EH&S)
- Evacuate all personnel and participants from the immediate work and/or laboratory area; if the release or spill has the potential to impact a larger area, activate the building's fire alarm and follow evacuation procedures.
- Use safety showers and/or eye rinses if you or your participants come into physical contact with a hazardous materials spill.

Specific Information for My Program:



LOST OR MISSING YOUTH

To minimize the risk of a lost or missing youth, take attendance at the beginning and end of each program day and any time participants move to a new location and maintain proper staff to participant ratios. Keep detailed records of locations where program participants are at all points throughout the program day.

In the event of a lost participant:

- Stay calm
- Stop the current activity and ask the assigned buddy or group where they last saw the child and if they knew where they went
 - Begin to call for assistance so proper youth program ratios are upheld, this will allow for an immediate search of the area to begin
- Assemble the participants in a common assembly area and match the headcount against the attendance sheet
- Thoroughly and continually search the facility and adjacent outside area(s)
- Contact **UCOMM/UPD 304-293-3136**, or 911, immediately to help find the missing youth. Provide the following information:
 - Youth's name and age
 - Address
 - Physical and clothing description of the youth
 - Hair color, size, height/weight, unique characteristics, clothing last seen wearing
 - Medical/Mental status, if appropriate
 - Time and location youth was last seen
 - Person with whom the youth was last seen
- Notify Program Director
- Have the youth participant's information including pictures, if possible, available for the police upon their arrival
- The Program Director should notify parents/guardian(s) of missing youth and inform them of the steps being taken

Specific Information for My Program:



FIELD TRIPS OR TRAVEL

To maintain the safety of all staff and participants while on field trips or otherwise traveling off-site, the following safeguards should be taken:

- Obtain the following and keep with staff in written form:
 - Youth list by assigned vehicle
 - Supervisor/Chaperone list by assigned vehicle
 - Map of the intended route
 - Youth participant's emergency and medical information/supplies
 - List of important phone numbers (including youth's emergency contact information and supervisor/chaperone phone numbers)
 - Instructions about what to do in case of potential emergencies. Share the location of these instructions with youth participants in case staff are unable to use it (i.e. staff is injured in a traffic accident)
 - Appropriate mass assembly locations at/near your travel destinations, in case of emergency
- Seat staff throughout the vehicle during transport
- Assign a designated meet up location at the field trip destination that is communicated to all the youth in case they get separated
- Bring a first aid kit and attend to any medical needs
- In the case of an emergency:
 - **Call UCOMM, or 911**, if emergency medical treatment or police are required
 - Contact program director and other administrative personnel as needed to provide updates and actions being taken
 - The program director will contact parents/guardians and give updates of actions being taken and indicate any change to meeting locations or pick-up times

Specific Information for My Program:



REUNIFICATION

In the wake of an emergency or disaster, reunifying youth with their parents/guardians is a top priority. These considerations² can help you create a reunification plan to be shared with staff and parents.

The WVU Office of Emergency Management will assist you in designating a specific location for Mass Assembly, Relocation, and Reunification (connecting parents with their children after an emergency).

- WVU OEM follows the National Standard Program, developed by the 'I Love You Guys' foundation.
- The program provides protocols, signage, training, and exercises...for staff, children, responders, and parents.
- WVU PD / OEM has certified instructors to help in establishing your Youth Program's response.

Communication with parents and guardians about information on emergency response and reunification

- Communicate to parents in orientation/handbook about reunification location and procedures
 - How they can keep informed (through email/social media/etc.) in on going day-to-day activities, while their child is at the program
 - How they should expect to hear of any emergencies, relocation, or reunification (for early release)
 - Procedure for releasing child to parent/guardian and necessary documentation to facilitate release
 - Expectations for experience at assembly points (e.g., traffic congestion, delays in reunification as staff follow procedures to ensure youth safety, etc.)
 - Communicate to parents in orientation/handbook about the main methods you will use for communication after an event
- Collect multiple modes of contact information from parents (phone numbers, email addresses, additional emergency contacts)
- Use more than one mode of communication to parents
 - Text, phone call or email to parents
 - Message left on a designated voicemail
 - Notification on program website (e.g., banner at top of page) and/or social media pages, as applicable
- Consider sending periodic updates to reassure parents of the well-being of their children during the post-emergency reunification process. Even if there is no news it can be helpful to communicate and let parents know that things are status quo.
- Who and how should parents communicate to program staff or other emergency responders? Parents should not call WVU PD, as this interferes with dispatch. Parents should only call 911 to report emergencies, not to request information.

Assign staff roles to support the reunification process in your emergency planning, and train staff accordingly.

² The 'I Love You Guys' foundation, and National Protocol/Standards for K12 children, staff, responders, and parents during emergencies and Reunification.



My Reunification Plan



AFTER AN EMERGENCY

Following an emergency, it is important for youth programs to attend to the impact of the emergency on both their youth participants and their staff. It is also an appropriate time to review and revise your emergency plans or program operations or logistics, based on your experience during and after the emergency.

WVU Office of Emergency Management will facilitate an After-Action Review (AAR) of the incident/emergency. The AAR will be used to review current policy/procedures and make any necessary adjustments.

Helping return to a sense of normalcy and routine can be an important safeguard for youth following the disturbance and potential trauma of an emergency. Programs can implement simple steps to build resilience among their participants and help youth cope with their emotional and physical needs. Some resources to assist programs in doing this work include:

- [Tips for Talking to Children and Youth After Traumatic Events: A Guide for Parents and Educators \(Punjabi\) | SAMHSA](#)
- [FEMA and the American Red Cross: “Helping Children Cope with Disaster”](#)
- [Save the Children’s “Journey of Hope” and “Shelter from the Storm” programs](#)

Staff may also need additional support coping with their experiences and returning to their duties. Consider convening group meetings, perhaps with relevant experts or resources in attendance, to debrief the events and responses.

- WELLWVU <https://well.wvu.edu/>
- Carruth Center <https://carruth.wvu.edu/>
- Faculty and Staff Assistance Program <https://www.hsc.wvu.edu/fsap/>

Specific Information for My Program:



ADDITIONAL RESOURCES



West Virginia University developed WVU Alert to disseminate official information via email, text messages, telephones, website banners and other means to keep the campus community informed during emergencies and situations that might disrupt normal operations. WVU faculty, staff and students at Morgantown, Potomac State and Beckley Tech and WVU Medicine can subscribe to WVU Alert.



In an emergency, non-emergency but urgent need, or crime situation that requires police, firefighter, and/or ambulance assistance, calling WVU's Police Communication Center (UCOMM) should be your first response, when on campus. West Virginia University Police Department (UPD) has primary policing responsibility over the grounds of West Virginia University. If you are off WVU property, call 911 first. If you call from a campus phone, 3-3136 (or 3-COPS), if calling from an outside phone (cell), call 304-293-3136 (or, 304-293-COPS). The UPD Non-Emergency line can be reached at 304-293-6873. More information at <https://police.wvu.edu/>



WVU Environmental Health & Safety provides information to help departments prepare for anticipated building emergencies that include fire equipment/fire alarm systems, hazardous material storage and spills, and air quality issues. They focus on life safety and compliance with the fire code and worker safety rules. Resources for all of the above, including evacuation plans and fire safety plans, can be found at <https://www.ehs.wvu.edu/>



Ready is a national public service campaign designed to educate and empower people to prepare for, respond to, and mitigate emergencies, including natural and man-made disasters. For more information on emergency management, visit www.ready.gov. For a youth-specific focus, visit <https://www.ready.gov/kids>.

