

Oliver Hall Safety Awareness Manual

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VCU Police

828-1234 - Emergency Number

828-1196 - Non-emergency number

Important information you should know....

This is the safety awareness manual of policies and procedures for the School of Education, Oliver Hall building located at 1015 W. Main Street. Any other department that falls under the School of Education whose location is outside Oliver Hall should refer to their own buildings safety protocols and procedures in the event of an emergency. In addition, the VCU police department has information available on their website about campus safety at www.police.vcu.edu/safety.

Alarm Systems

All VCU buildings, including Oliver Hall, are equipped with several different alarms and security systems.

- ◆ Alertus (yellow boxes) are located in hallways and classrooms. They are designed to provide an auditory and visual alert when a threat has occurred or is imminent.
- ◆ There are electronic locking devices on outside access doors; these doors are locked after hours and a VCU eID card is needed to access building. Contact your department administrator for access.
- ◆ Fire Alarms are activated automatically when sprinkler thermostat reaches high temperatures. Alarms can be activated manually.



VCU [LiveSafe](#) App

VCU has a LiveSafe app you should download to your mobile device. This app will allow you to contact VCU police at any time day or night. The app also allows you to communicate with authorities and friends about safety, lets you share information and safety concerns, send texts/ pictures/videos, and audio directly to safety officials, helps you get around safely with the help of your friends and community, and see nearby incidents and find safety locations. For more information, please refer to www.police.vcu.edu/safety/livesafe.html

Personal Safety Tools

VCU Police recommend you carry personal safety tools to help keep you safe. These include personal safety alarms, pepper spray, etc.

RAMSafe

VCU offers evening shuttle services from 5:00 pm to 8:00am. RAMSafe can be accessed through the VCU Mobile app and is the preferred way to communicate your shuttle service needs. If you cannot access RAMSafe on your mobile device, contact 828-SAFE (7233) or at RAMSafe.vcu.edu, enter your VCU eID and password, and provide the following information: Current pick up location, phone number, desired destination, and number of people in your party.

Oliver Hall Safety Committee

The Professional Staff Council's Safety Committee assists with sending and receiving safety information. The Committee consists of the following five individuals:

- Angela McGrath, Chair
- Robin Watkins
- Reggie Brown
- David Spivey
- Jessa Nelson

Safety Monitors

There are several Safety Monitors throughout the building who will help direct you to a safe area in case of an emergency.

1st Floor - Rachel Salinas

2nd Floor - Jessa Nelsen & David Spivey

3rd Floor - Karen Williams

4th Floor - Angie McGrath & Reggie Brown

You may report any safety issue to your closest Safety Monitor.

Safety Committee Email

SOESafety@vcu.edu - You may email SOE's Safety Committee at any time to report any safety issues. You may also contact one of the Safety Monitor's on your floor as well.

Safety Programs To Keep You Safe

The School of Education and VCU has many safety programs through the year to help keep us safe.

RAD Classes

VCU offers RAD (Rape Aggression Defense) training classes and are open to all female faculty and staff. You may attend a RAD class on campus at any time. For more information regarding RAD Classes refer to <http://www.police.vcu.edu/services/radtraining.html>.



The School of Education will be hosting RAD classes once per year providing there is enough interest so be sure to reserve your spot when they are offered. Contact Corporal Jody Atkins at jmatkins@vcu.edu or (804) 828-8696 if your group or organization within the School of Education is interested in hosting a class. If your organization would like to host a class at the School of Education, you may contact Angie McGrath at 828-0478 or the safety committee at SOEsafety@vcu.edu to schedule a session.

Fire extinguisher training classes (www.vcu.edu/oehs)

VCU's office of Environmental Health and Safety (OEHS) offers hands-on fire extinguisher training for all VCU and MCVH employees. The training covers basic fire safety, the classes of fire and extinguishers used for each, basic fire-fighting procedures and a hands-on fire extinguishing exercise. To schedule fire extinguisher training call Angie McGrath at 828-0478 or email the safety committee at SOEsafety@vcu.edu.

Safety Talks with VCU Police

The School of Education will be hosting a session once per semester. All faculty and staff should attend one session per year. Contact Angie McGrath at 828-0478 or the safety committee at SOEsafety@vcu.edu to schedule sessions.

Safe Zone Training

To reduce homophobia and heterosexism on the VCU campus, make our campus a safety and free environment for all members of our community regardless of sexual orientation, VCU Safe Zone training is offered once per year in the School of Education to all interested faculty and staff.



Fire drill training held during the semester

Fire Drills in School of Education are held during each semester and these fire drills are assessed by the Fire Marshal. If the fire alarm starts ringing in School Of Education, you are required to evacuate the building.

Suspicious Behavior

Phone calls

If you receive a call that make you feel uneasy or raises safety concerns in your mind, transfer the call to appropriate departmental office rather than a person's direct line.

Visitors

If you see someone who may look lost, be courteous and helpful to them and assist them by escorting them to the appropriate departmental administrative office.

If you see any individual roaming the hallways who makes you feel uneasy or raises safety concerns in your mind, alert VCU police by

- ◆ Submitting a report on your mobile phone's LiveSafe app
- ◆ Calling VCU Police directly at either
 - 828-1234 - Emergency Number
 - 828-1196 - Non-emergency number
- ◆ Sending a help signal using the Alertus boxes
- ◆ Using the yellow emergency call boxes located throughout campus to be dispatched to VCU police
- ◆ Call 911 and be sure to let them know your VCU location

Thefts and Accidents

- ◆ Contact the Building Manager (827-4303) to report the theft of personal property or property of the School of Education. A police report will be filed immediately. The Dean's Office as well as appropriate administrative staff will be notified.
- ◆ Contact the Building Manager (827-4303) if an employee or student is hurt or injured. The appropriate reports will be filed. Human Resources will be notified in case of an employee injury. The Dean's Office as well as appropriate administrative staff will be notified.

Active Violent Threat - What Should You Do?

If there is an active violent threat that is taking place by one or more individuals, you should:

- ◆ Notify VCU Police Immediately at
 - [LiveSafe](#) App on phone
 - 828-1234 - Emergency Number
- ◆ RUN. HIDE. FIGHT.

These procedures are taken directly from the Critical Incident Response Group of the FBI:

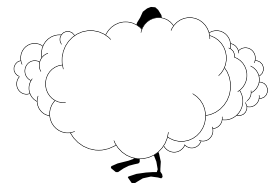
RUN. When an active shooter is in your vicinity

- ◆ If there is an escape path, attempt to evacuate
- ◆ Evacuate whether others agree to or not
- ◆ Leave your belongings behind
- ◆ Help other escape if possible
- ◆ Keep others from entering the area
- ◆ Call 911 when you are safe



HIDE. If an evacuation is not possible, find a place to hide

- ◆ Lock and/or blockage the door
- ◆ Silence your cell phones
- ◆ Remain very quiet
- ◆ Hide behind large objects
 - Your hiding place should be out of the shooter's view
 - Provide protection if shots are fired in your direction
 - Not trap or restrict your options for movement



FIGHT. As a last resort, and only if your life is in danger!

- ◆ Attempt to incapacitate the shooter
- ◆ Act with physical aggression
- ◆ Improvise weapons
- ◆ Commit to your actions

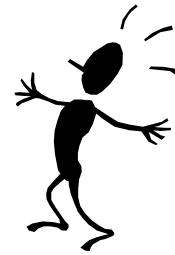


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Active Violent Threat Information *(continued)*

911. When Law Enforcement Arrives:

- ◆ Remain calm and follow instructions
- ◆ Keep your hands visible at all times
- ◆ Avoid pointing or yelling
- ◆ Know that help for the injured is on its way



The following link is a video on the above procedures published by the Critical Incident Response Group of the FBI and is published on their website. The video demonstrates what you should do in case of an active threat. You should familiarize yourself of these procedures in the event of an active threat.

RUN. HIDE. FIGHT. Surviving an active shooter event:

www.youtube.com/watch?v=5VcSwejU2D0

In active violent threats, your actions can make a difference for your safety and survival! Be aware and be prepared!

Emergency Notification, response and evacuation policy (in case of fire, tornadoes, hurricanes, earthquakes)

These procedures have been taken directly from the National Weather Service and FEMA.

A. Earthquakes

If you are experiencing an earthquake and you are *INDOORS* - Drop, Cover and Hold On!

- ◆ Drop to the floor
- ◆ Take cover under a sturdy object like a table or desk
- ◆ Hold on Firmly
- ◆ Do NOT run out of the building during an earthquake - you risk getting injured by falling objects and debris
- ◆ Avoid taking cover under windows, hanging objects, and falling debris.



If you are *OUTDOORS* during an earthquake

- ◆ Move to a clear area (avoid power lines, building and trees)
- ◆ If driving, stop at the side of the roadway from overhead hazards.

B. Bomb Threat

All bomb threats should be taken seriously. If you discover a package or letter that you feel may be a bomb, DO NOT touch or move it! If you receive a bomb threat, keep the person on the phone and get as much information as possible regarding the bomb's location, when it will activate, what type of bomb, what might set it off, etc. After ending the call, dial *57 (star symbol, 5 and then 7) to activate call tracing, then call VCU Police immediately at 828-1234.

C. Hazardous Chemicals

If you suspect there has been a chemical spill call VCU police at 828-1234. You may also call 911 or pull the fire alarm if you suspect the leak or spill is cause for emergency.

D. Fire

If there is a fire in the building or you suspect a fire

- ◆ Activate the fire alarm
- ◆ Evacuate your office and close the door
- ◆ Evacuate to the nearest stairwell and calmly leave the building (do not use the elevator)
- ◆ If there is smoke, stay low to the ground
- ◆ When arriving outside, cross the street away from the building to keep a safe distance (avoid loading dock area)
- ◆ If trapped, try to phone or signal for help and seal off closed doors with wet clothing or other materials.
- ◆ If clothing catches fire, stop, drop and roll on the ground



E. Hurricane

If there is a Hurricane watch or warning, please familiarize yourself with the difference so you are prepared to act accordingly:

- ◆ A **WATCH** is an announcement that hurricane conditions are possible within the specified area
- ◆ A **WARNING** is an announcement that hurricane conditions are expected with the specified area.
- ◆ Monitor local radio or TV Stations for emergency instructions and follow VCU alerts on alertt.vcu.edu, unplug all office electronics.
- ◆ If asked to evacuate, stay away from flood risk areas.
- ◆ The first floor of Oliver Hall in the hallway corridor is the gathering area for a hurricane.

F. Tornado

Pay attention to ALL Tornado broadcast warnings and know the meaning of each:

- ◆ If **WATCH** message has been broadcasted, this lets you know that weather conditions are favorable for a hazard to occur and be on guard
- ◆ If **WARNING** has been issued, weather hazard is imminent and its either occurring or is about to occur and requires immediate action
- ◆ If in the event of a tornado, evacuate to the interior hallway on the first floor of Oliver Hall (avoid glass and windows), close all doors, do not use elevators. If outside then move indoors somewhere.
- ◆ The first floor of Oliver Hall in the hallway corridor is the gathering area for a tornado.

University Policies you may be interested in...

VCU has university wide policies and procedures for various things. Most VCU Safety Resources can be found at

www.ramsmart.vcu.edu

www.police.vcu.edu

VCU Police provide building security throughout the day.

Please refer to the VCU website for more information on the following:

Faculty and Staff Guide on Assisting Distressed Students

- ◆ www.students.vcu.edu/safety
- ◆ Direct any questions to VCU Division of Student Affairs at (804) 828-1244

Missing Student Notification

- ◆ www.police.vcu.edu/docs/policies/missingstudent.pdf
- ◆ Direct any questions to VCU Division of Student Affairs at (804) 828-1244

Timely Warning Policy

- ◆ www.assurance.vcu.edu/Policy%20Library/Timely%20Warning%20Policy.pdf
- ◆ It is the responsibility of the VCU police to notify the University community in a timely manner. For more information regarding this policy, please refer to the link.

Procedures for the Consumption and Distribution of alcohol at University Events

- ◆ http://www.police.vcu.edu/docs/policies/proc_consumption_of_alcohol.pdf
- ◆ VCU recognizes that faculty, staff and students may wish to gather at social events where alcohol may be served. Please refer to policies when planning your event.

VCU Drug and Alcohol Policy

- ◆ <http://www.police.vcu.edu/docs/policies/alcoholdrugpolicy.pdf>

University Wide Policies *(continued)*

Guidelines for Demonstrations on VCU Campus

- ◆ http://www.police.vcu.edu/docs/policies/0910_demonstration_guidelines.pdf

Guidelines on Prohibition Against Sexual Harassment

- ◆ Any faculty, staff, administrator or student who feels that he/she has been the victim of sexual harassment is encouraged to report the incident(s) of sexual harassment and/or pursue recourse through established University procedures or under these guidelines:
- ◆ <http://www.police.vcu.edu/docs/policies/sexualharassment.pdf>

Student Sexual Misconduct

- ◆ <http://www.police.vcu.edu/docs/policies/sexualmisconduct.pdf>

Threat Assessment and Violence Prevention

- ◆ VCU is committed to using its best efforts to provide faculty, staff, and students with an environment that is safe and secure free from threats, intimidation and violence. Please refer to VCU's policies and procedures:
- ◆ <http://www.police.vcu.edu/docs/policies/ThreatAssess2008.pdf>

For additional safety information and/or university wide safety issues please visit

www.police.vcu.edu

