

## **8.0 Additional Information**

If you have read through the *Faculty Handbook*, explored all avenues, and still have a question or seek policy clarification, contact Dr. Patricia Hyer, associate provost for academic administration at [hyerp@vt.edu](mailto:hyerp@vt.edu) or 540-231-2350. For questions regarding benefits, contact the Human Resources benefits office at 540-231-7779. University policies are available at [www.policies.vt.edu](http://www.policies.vt.edu).

## **8.1 Emergency Information**

Please see the emergency information sheet that follows this page.

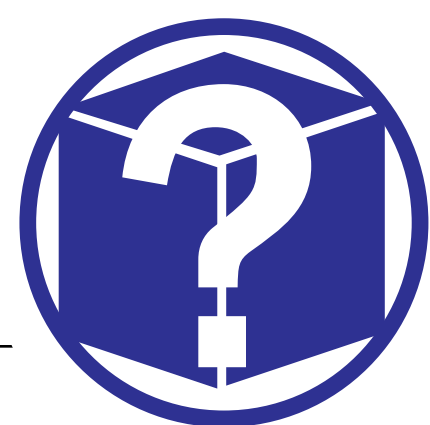
# IN CASE OF EMERGENCY

## REMAIN CALM AND FOLLOW THESE INSTRUCTIONS



### FIRE

- \* Activate the nearest fire alarm and call 9-1-1 if possible. If there are no fire alarms, knock on doors and yell "fire" as you exit the building.
- \* Evacuate the building.
- \* Do not use elevators!
- \* Close doors as you leave.
- \* Feel closed doors with the back of your hand. Do not open if doors are hot.
- \* Move well away from the building when evacuating.



### SUSPICIOUS PERSON/OBJECT

#### SUSPICIOUS PERSON

- \* Do not physically confront the person.
- \* Do not let anyone into a locked building/office.
- \* Do not block the person's access to an exit.
- \* Call 9-1-1. Provide as much information as possible about the person and his or her direction of travel.

#### SUSPICIOUS PACKAGE

- \* Do not touch or disturb object.
- \* Call 9-1-1.
- \* Notify your supervisor.
- \* Be prepared to evacuate.



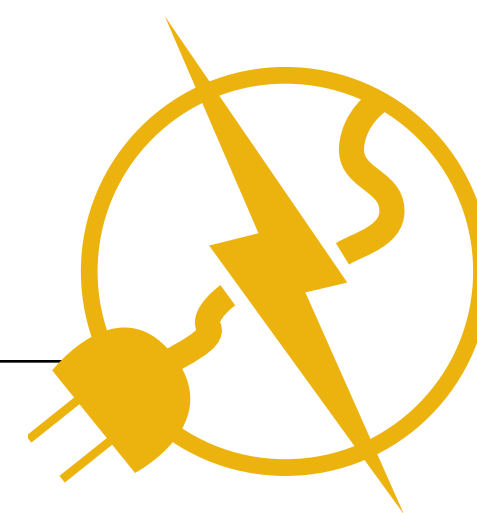
### BOMB THREAT/ EXPLOSION

- \* Notify Virginia Tech Police Department at 9-1-1.
- \* As you evacuate, look around for anything suspicious.



### HAZARDOUS MATERIALS

- \* If an emergency develops or if anyone is in danger, call 9-1-1.
- \* Move away from the site of the hazard to a safe location.
- \* Follow the instructions of emergency personnel.
- \* Alert others to stay clear of the area.
- \* Notify emergency personnel if you have been exposed to the hazard or have information about the release.



### POWER FAILURE

- \* Remain calm; provide assistance to others if necessary.
- \* Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- \* Turn off and unplug computers and other voltage-sensitive equipment.
- \* For localized outages, contact Facilities at 231-4300.
- \* For information about a prolonged outage, check [www.vt.edu](http://www.vt.edu) or call 231-6668.



### CAMPUS WARNING SIRENS

- \* Seek shelter: get inside.
- \* Shut all doors and windows.
- \* Stay away from exterior windows.
- \* Seek information: call 231-6668 or point your Web browser to [www.vt.edu](http://www.vt.edu).