



## WHY SHOULD I READ THIS?

Simply stated, your safety and the safety of others could be jeopardized if you don't know how to respond to an emergency at West Point.

While West Point emergency management officials and first responders are committed to safeguarding our community, they are unlikely to arrive immediately. Consequently, initial personal protective actions will be up to you.

The information in this pamphlet will educate you on West Point's emergency communication methods, and protective actions necessary to respond to a range of hazards that may impact our community and affect you.

This pamphlet is not intended to serve as a comprehensive guide to incident preparedness and response; more detailed guidance can be found in organizational plans, the West Point Emergency Management Plan, and through related websites such as Ready.gov, Ready Army, and the American Red Cross.

Emergencies can happen with little or no notice. By taking action beforehand you can be prepared to act decisively—and to assist others to do the same—should an emergency situation occur. Are you ready?

If you have questions or would like more information regarding the subjects or substance of this pamphlet please contact the West Point Emergency Manager at 938-2516 or 7092.



## HOW WILL I KNOW THERE IS AN EMERGENCY?

West Point's emergency notification system has been developed to create and support the safest possible environment for our community. Effective and reliable emergency notification is a fundamental and necessary aspect of the Academy's safety plan.

The following methods of communicating during an emergency may be utilized by Academy officials in singular or in combination, depending upon the circumstances of the emergency:

- ◆ Giant Voice outdoor public address system;
- ◆ Desktop Alert email and cellphone messaging (*sign-up required through DPTMS*);
- ◆ Monaco building fire alarms and public address systems;
- ◆ West Point Garrison Facebook page;
- ◆ Command Information Channel (TV Ch. 8 and 23);
- ◆ 938- telephone exchange;
- ◆ Vehicular public address systems;
- ◆ Dispatch of personnel to locations to announce emergency information; and,
- ◆ National Emergency Alert System announcements on local television and radio stations:

◇ WCBS-TV Ch 2 TV  
 ◇ WNYW-TV Ch 5 TV

◇ WNBC-TV Ch 4 TV  
 ◇ WABC-TV Ch 7 TV

◇ WFAN-AM 660 KHz  
 ◇ WABC-AM 770 KHz  
 ◇ WCBS-AM 880 KHz  
 ◇ WFAS-AM 1230 KHz  
 ◇ WALL-AM 1340 KHz

◇ WRRV-FM 92.7 MHz  
 ◇ WQXR-FM 96.3 MHz  
 ◇ WHUD-FM 100.7 MHz  
 ◇ WFAS-FM 103.9 MHz  
 ◇ WLNA-AM 1420 KHz



# WEST POINT PERSONAL PROTECTIVE ACTIONS PAMPHLET

*Preparedness Empowers and Protects*



**IMPORTANT PHONE NUMBERS:** 938-  
 Military Police Desk: 3333  
 West Point Emergency Operations Center: 6909  
 Keller Hospital Emergency Room: 4004/4005  
 Department of Public Works: 4407



## SHELTER-IN-PLACE

**WHAT IS IT?** An emergency response measure wherein building occupants and persons outside buildings are to seek refuge in areas that offer protection from an environmental hazard (e.g., a hazardous material spill, severe weather) that makes being outdoors dangerous or when evacuation of a building may place the occupants at greater risk than sheltering within the facility. Shelter-in-place is intended to create a protective barrier between you and the hazard.

### WHAT DO I DO?

- ◆ Follow Emergency Alert System directions;
- ◆ Get inside as quickly as possible;
- ◆ Move to an interior room on the lowest floor possible of the building using stairs, not an elevator;
- ◆ Close and lock all windows (to provide a tighter seal) if you are in a room with windows;
- ◆ Close window coverings, e.g., blinds, drapes, shades, if present, to provide further protection;
- ◆ Depending on the event, e.g., for chemical fumes or smoke, it may be necessary to shut off HVAC systems to stop exchanges of air with the outside;
- ◆ Stay in place until you receive an “all clear” through the emergency communications system or by an academy official.

Note: Instructions to shelter-in-place may last for an extended period. You should prepare a supply kit of materials—e.g., water, food, medicine—necessary to sustain you and, as appropriate others for whom you have responsibility for.



## LOCKDOWN

**WHAT IS IT?** An emergency response measure in which installation personnel receive instructions to immediately enter or remain inside a structure in order to protect themselves from an imminent threat of violence believed to be on the premises. This procedure is intended to convert any building into a large “Safe Room.” A Lockdown can last up to several hours, depending on the situation.

### WHAT DO I DO?

- When a lockdown directive is received:
- ◆ If you are not in your office, barracks, or workspace, go to the nearest room;
  - ◆ Close and lock all exterior doors and windows, close all drapes and curtains;
  - ◆ Turn off lights and seek protective cover while staying away from doors or windows;
  - ◆ Keep quiet and act as if there is no one in the room;
  - ◆ Do not respond to a fire alarm, unless you actually smell smoke or see flames and you are in immediate danger;
  - ◆ Turn off cell phones;
  - ◆ Lock or barricade entrances;
  - ◆ Remain in room until an “all clear” is received.

A lockdown is most frequently associated with an intruder or active shooter event. Recent active shooter attacks have illustrated the importance of responding rapidly and properly to an alert. Although evacuation is a response option, when in doubt, lockdown.



## EVACUATION

**WHAT IS IT?** An evacuation is implemented under conditions when it is no longer safe to remain in a building or a specific area in a building. This requires occupants to move out and away from a building to a designated assembly area for safety and accountability.

**WHAT DO I DO?** When an alarm sounds or you are told to evacuate:

- ◆ Leave the building immediately in a calm, orderly manner.
- ◆ Take all your belongings with you.
- ◆ Close doors **ON THE WAY OUT!**
- ◆ Leave the building through the nearest safe exit and proceed to your designated assembly area.
- ◆ **DO NOT USE ELEVATORS.**
- ◆ Listen for instructions from the Building Commandant, Emergency Responders.
- ◆ Report any missing or trapped people to the Emergency Responders.
- ◆ Remain at the assembly area until all personnel have been accounted for and the “All Clear” signal is given.