

**UPDATE REGARDING FACULTY SENATE RESOLUTION ON MORE  
UTILIZATION OF WARN SYSTEM DATED 09/05/2008**

**Updated: September 16, 2008**

***(Resolution if copied verbatim in regular print and response is bold print)***

Note: WARN is an acronym for Wide Area Reporting Network. This is a communications alternative (utilize phones and e-mail communication possibilities) to contact constituency during an emergency. The WVSU campus also has a siren; radio communications, and an emergency line that goes directly to the chemical plants next door. Also, a local radio channel broadcasts emergency information coordinated from the Kanawha County Emergency Services during an actual event. Campus police also have bull horns.

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**The entire stated resolution that was adopted by the faculty senate on 09/05/2008.  
The faculty senate wants these resolutions implemented immediately.**

1a) All Faculty, staff and students (everyone who steps on this campus on a regular basis) at this institution shall be put on the WARN system. **THE WARN SYSTEM SHALL NOT BE VOLUNTARY** from this day forward. If the administration needs to put people into the safety/personnel department to make this happen, they should. This WARN system will need to be constantly monitored and updated. The failure to keep the WARN system up to date will not be tolerated by the faculty and the faculty senate of WVSU. There will be a clear System Administrator identified for the WARN System and respective contact information available on the Webpage for questions and comments by the faculty, staff and students.

**RESPONSE: All campus e-mail addresses for WVSU and WVSCTC are into the system.**

**Steps have been put into place to get the increases enrollment into the Wide Area Reporting Network by: working with vendor by:**

- improving the web page information about WARN to help the sign-up be easier;**
- highlighting a contact person to help, William Porterfield, with his e-mail listing on the web page for Emergency Services. [porterwh@wvstateu.edu](mailto:porterwh@wvstateu.edu)**

**Reminder: The requirement rather than voluntary opting in for private phones has not been done anywhere to our knowledge. Usual opting in of phones is between 15-20% of the total population at higher education institutions at this time, in addition to other warning systems available. WVSU and WVSCTC are attempting to implement as a requirement with person's OK . Based on the student populations at WVSU and WVSCTC, we have been advised, that number would range from 750 – 1000 students opting in with their cell phone numbers and land-line phones. Of course, we are aiming at the 5,000 plus the number of employees which will empower the utilization of WARN further. Vanderbilt University offered I-Pods to entice signings.**

1b) When student are admitted to either WVSU or WVSCTC they will automatically be entered into the WARN System.

**RESPONSE: This already occurs for campus e-mail addresses.**

**There has been communication with the vendor. The vendor and telephone carriers are working on capacity issues with commercial telephone service carriers as reported beyond their or the University's control. As mentioned, the communication of e-mail addresses for everyone currently enrolled or employed at WVSU or WVSCTC has been completed. At the August 28-29 event, the WARN vendor had the new fall enrollment e-mail addresses, but they had not been uploaded yet, only last spring's census e-mails., nearly 5,000 names from last May. The University has been assured that an event that was not county-wide would already have coverage and that the carrier is working on increasing capacity for county-wide emergencies..**

1c) Once a student graduates, drops out, etc., he or she must be taken off of the WARN SYSTEM. (If former students are readmitted to the University they will need to be put back into the system)

**RESPONSE: This is not an easy task with available staff. Some persons who have graduated or dropped may get a WARN call for awhile until their name can be deleted. However, new names can be added very quickly into the system.**

**Students and employees leaving will be directed to opt-out.**

1d) ALL NEW WVSU Personnel (staff, faculty, administration, etc.), must be put on the WARN System before they receive their first payment.

**RESPONSE: We are asking for legal advice if remuneration for work can be held if the WARN sign-up is not completed.**

1e) All contractors that are on our campus for a period of more than a week consecutively must be put on the WARN System and taken off when their contract is up.

**RESPONSE: Departments contracting work will be expected to describe one of our emergency response communications and indicated the expectation of their participation.**

1f) ALL SHIP (shelter in place) and safety presentations, procedures, etc will be designed into a WEB CT Type COURSE. This will be done in-house and hopefully by our fine communications department. All employees and students of WVSU will have to take this once a year and it will be considered the safety orientation from now on. This will allow WVSU to keep our safety procedures up to date and in a more accessible mode for the community. All incoming employees and students must take this course before taking courses at WVSU. This course will need to be designed and implemented by Jan 2009.

The course needs to be accessible 24 hours, thus a WEB CT course will be the way to implement this.

**RESPONSE:** It is our understanding that Dr. Guetzloff will be working with Dr. Grider about this. Dr. Guetzloff, Dr. Whyte, and Chief Saunders will be looking for potential safety materials that have already been prepared as courses and Dr. T. Ford Amed will be contacted to see if a class might develop potential materials. This is possible, but it will take time. Of course, Dr. Byers' group will need to approve if it is considered part of a class, etc. If just part of Orientation, Ms. Banks can work with this as well.

1g) FOR THE TIME BEING: The WVSU

[http://www.wvstateu.edu/emergency\\_services/](http://www.wvstateu.edu/emergency_services/) Emergency page shall have a protocol stating, if you can not sign up for "WARN", contact the Identified System Administrator (contact information to be added) to be put on. THIS NEEDS TO BE CHANGED ON OUR WVSU WEBSITE IMMEDIATELY. All VPs on campus will make sure that all of their employees have been put on the WARN system. The student information should be able to be extracted via our mainframes.

**RESPONSE:** This protocol name has been added to the web page, namely William Porterfield.

2) A test for the Warn System shall be done for the entire campus by Noon OCT. 3rd. A report of its effectiveness and external safety audit will need to be given to WVSU Faculty Senate at the OCT 3rd meeting

**RESPONSE:** This can be arranged and those listing their phones should get a call.

3) All WVSU Safety Procedures will need to be immediately reviewed and updated, and the new procedures submitted to the faculty senate for review and comments.

**RESPONSE:** This will be done.

4) All WVSU Safety Procedures and Protocols will be found on one WEB PAGE and a CLEAR LINK TO THIS WILL BE ON THE WVSU home page as well, with dates of review or revision given.

**RESPONSE:** There are links to the procedures that model Homeland Security guidelines. The University is also working with the NIMS guidelines also...National Incident Management Systems.

5a) The WVSU has to come up with a plan and implement a plan by Dec 2008 in detailing how to have all the campuses with internal PERMANENT communications for the entire campus (Hint: we are not talking about just walky talkies).

**RESPONSE:** This is being discussed and potential funding will need to be sought. There is the main WVSU Campus in Institute and off-campus sites

**at the WVSU Booker T. Washington Complex; the WVSU Capitol Center; and where we manage some programming at Shawnee Park.**

5b) If WVSU wants to SHIP (WITHOUT THE COUNTY Sounding OFF the SIRENS), they must have a system that will alert everyone both internally and externally at the WVSU CAMPUS.

**RESPONSE: Currently the siren is sounded in concert with Kanawha County Emergency Response. There is discussion of what to do about decentralized sounding of alarms. In fact, there is a concert of emergency responders from various organizations working together during emergency events, ie. fire departments, state police, county police, WVSU campus police, etc.**

**Note: The evening of the August 28 – 29 BAYER event, the campus community stayed inside working with Public Safety and Residence Life employees...probably about 10+ minutes after the incident had occurred.**

6) IF WVSU is in a SHIP, no one will be allowed outside until the situation has cleared except those enforcing this rule.

**RESPONSE: This is what would be desirable. There have been legal challenges made to this at other sites.**

7) SHIP DRILLS MUST BE SCHEDULED THE FIRST WEEK when school is in session of EVERY SEMESTER at WVSU from Now on. (This includes our three week summer and six week summer sessions).

**RESPONSE: During orientation, Chief Saunders tells about emergency preparedness. There are drills during the semester, but there will be attempts to hold these more frequently.**

8) The Faculty Senate will create a standing "Safety Committee". This body will look at all the safety protocols, concerns, etc for the WVSU community. They will report each semester to the faculty senate. They will report about SHIP readiness, public safety information, etc.

**RESPONSE: This would be a helpful committee as extra persons working toward safety is always welcomed.**

9) All crisis management and/or response plans must include mechanisms so that: A. if decisions need to be made, e.g. whether to shelter in place, such decisions are made within five minutes of the first warning/alarm.  
and B. implementation of the readiness plan needs to begin immediately to ensure safety of the WVSU constituent. The plan needs to begin conservatively and be released as

more reliable information is released in order to maintain a safe environment here on campus

**RESPONSE: Point 9 is being discussed.**