

Virginia Highlands Community College

Procedures
For Handling
Emergency
Situations
Handbook

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Emergency Phone Numbers

When making off-campus calls using College phones, dial 9 then the number

Local Area Code: 276

Campus Police:

- ♦ From a campus phone ext. 2448 (o) or 9-614-8282 (c).
- ♦ From a cell or pay phone 276-739-2448 (o) or 276-614-8282 (c).

Buildings & Grounds:

- ♦ From a campus phone ext. 2510 (o) or 9-614-8383 (c).
- ♦ From a cell or pay phone 276-739-2510 (o) or 276-614-8383 (c).

Switchboard:

- ♦ From a campus phone ext. "0" or ext. 2523.
- \diamond From a cell or pay phone 276-739-2400.

Evening Coordinator/Night Administrator:

- \diamond From a campus phone ext. 2401 or ext. 2508.
- \diamond From a cell or pay phone 276-739-2401 or 276-739-2508.

Vice Presidents' Offices:

- From a campus phone ext. 2426 & 2427 (VP, F&AS) or ext. 2428 & 2429 (VP, I&SS).
- ♦ From a cell or pay phone 276-739-2426 and 276-739-2427 (VP, F&AS) or 276-739-2428 and 276-739-2429 (VP, I&SS).

President's Office:

- ♦ From a campus phone ext. 2420.
- \diamond From a cell or pay phone 276-739-2420.

Central Dispatch – campus phone (9-676-6277 or 9-911), cell or pay phone (276-676-6277 or 911)

Abingdon Police Department – campus phone (9-628-3111), cell or pay phone (276-628-3111)

Virginia State Police – campus phone (9-1-800-542-8716), cell or pay phone (800-542-8716)

Virginia Department of Emergency Management – campus phone (9-1-804-674-2400), cell or pay phone (804-674-2400)

Evacuation Plan:

This Evacuation Plan shall be revised/updated annually as appropriate. Further, the Administrative Services Committee will have it <u>reviewed</u> annually with all employees.

Each instructor, for both day and evening classes, shall review the evacuation plan at the first meeting of every class each new semester or term class.

The internal <u>FIRE ALARM SYSTEM</u> will be used to sound evacuation alarms. Procedures are identical for fire, bomb threat, or other emergencies requiring immediate and complete evacuation of buildings.

Do not try to guess whether the alarm has been accidentally set off or whether it is a "false" alarm, a minor disturbance, or a "crackpot" telephone call. Each time the building alarm sounds, react immediately to evacuate the building according to the following plan:

- (1) When alarm sounds, *everyone* should immediately proceed from buildings by nearest EXIT. *Use STAIRS! Do not use elevator.*
- (2) <u>Instructors</u> should check their respective classrooms before leaving buildings to assure that everyone is out.

Instructors shall have primary responsibility to see that **handicapped students** in their classes are given appropriate assistance. Lights should be left on in the classroom, and classroom doors closed as they exit. Remember - <u>Lights on! Doors Closed!</u>

- (3) Building wardens, designated by the Vice President of Administration, will immediately proceed to their respective assigned areas to assure that the areas are evacuated. Building wardens shall have primary responsibilities to see that handicapped persons are given appropriate assistance.
- (4) Students, faculty, and staff (other than administrators, Buildings and Grounds staff, and building wardens) should proceed to the areas as outlined below and as indicated on the evacuation charts posted at various points within the buildings. Sidewalks and driveways should remain clear for emergency vehicles and personnel.
 - (a) <u>Administration Building</u> the lawn in front of the building.
 - (b) <u>Instruction/Student Center Building</u> by nearest exit either Parking Lot #2 or the courtyard to the west of the building.
 - (c) <u>Learning Resources Center/Business Technologies</u>
 <u>Building</u> by the nearest exit to Parking Lot #5, the courtyard in front of the building, or Parking Lot #4.
 - (d) <u>Mechanical Technologies Building</u> Parking Lot #2.
 - (e) Nursing Education Building Parking Lot #4.
 - (f) Occupational/Technical Education Center Parking Lot #2.
- (5) Administrators, Buildings and Grounds staff, and building/ floor wardens should gather in the parking lot in front of the Administration Building to assure that buildings are all clear and to receive further instructions.
- (6) Loud Speaker may be used to announce all clear.

Accident or Sickness:

The Campus Police Office is the official first aid station. First Aid kits are also located in: Laboratories, the Library, at the Switchboard, in the Buildings & Grounds office and in the Division offices. Faculty and Staff personnel are expected to become familiar with locations of such kits near their offices, laboratories and classrooms, and to make them available in case of minor injuries.

The following procedures apply in all cases of serious accident or sickness:

- Notify Campus Police immediately 9-614-8282 (c).
 The Campus Police Office—ISC 100B, Instructional/Student Center building, is designated as official emergency first aid station. All serious accidents and/or illnesses should be reported to the Campus Police Office. If the Campus Police cannot be reached, then report to the Vice President of Administration or the Coordinator of Evening Services (The Nursing Department should not be used for this purpose.)
- 2. Notify the Vice Presidents' offices 2426, 2427, or 2428. During the evening hours contact the Evening Services Office 2414 or 2401. From a cell phone dial 276-739-2414.
- Faculty and Staff who have a valid certificate in Standard First Aid, CPR, or First Responder may administer aid as required. No medicine of any type is to be administered unless the individual is conscious and has his/her required medication on his/her person.
- 4. If the illness or injury appears to be serious enough for Emergency Medical help dial 9-911 from an office phone or simply 911 from a cell or pay phone.
- 5. An injured or seriously ill person should not be left unattended. Where serious injuries are suspected, the individual should not be moved unless absolutely necessary.

Aircraft Disaster:

The VHCC campus is in the takeoff and landing path of Virginia Highlands Airport. If an aircraft should crash on campus, the following procedures should be followed.

- 1. Dial emergency 9-911 from office phone (or simply 911 from a cell phone or pay phone).
- 2. Immediately notify Campus Police 9-614-8282 (c).
- 3. Notify switchboard operator (0).
- 4. Switchboard operator will notify the Buildings and Grounds personnel by two-way radio.
- 5. Switchboard operator will notify the Vice Presidents' offices and President's office.

When the crash involves a building(s) or is in close proximity to a building, the VHCC building evacuation plan will be initiated. All occupants of the evacuated building(s) should be assembled in an area as far from the crash scene as possible and should be up-hill and up-wind from the crash. First Aid should be given to those in need as soon as possible.

When the crash is on campus, but away from all buildings, all occupants should remain in the buildings. Anyone outside should immediately go inside until further instructions are given.

Bomb Threat:

Bomb and other threats may originate in writing, through e-mail, fax, in person, over the phone or relayed by a second source.

- If you take the call, be calm, be courteous and listen closely
 to what the caller is saying. Do not interrupt the caller. Try to
 find out where the bomb is located and what time it is
 supposed to detonate. DO NOT HANG UP THE TELEPHONE. Keep the line open so that the call can be traced.
- 2. Immediately notify the Campus Police 9-614-8282 (c).
- 3. Notify the switchboard operator (0).
- 4. Switchboard operator will notify the Vice Presidents' offices and the President's office.
- 5. Switchboard operator will notify Buildings and Grounds personnel (2510 (o)). Cell 276-614-8383 (c).
- 6. Campus Police or Buildings & Grounds Supervisor, after discussion with the President and Vice Presidents' offices, will go immediately to pull the fire alarm in the building where the bomb is supposed to be and that building will be evacuated according to the evacuation plan. If the threat does not designate a building, ALL buildings will be evacuated according to the evacuation plan.
- 7. Switchboard operator, when told to do so, will call Emergency 911.

DO NOT USE TWO-WAY RADIOS! DO NOT USE CELL PHONES!
DO NOT RE-ENTER BUILDINGS UNTIL AUTHORIZED TO DO SO!
DO NOT SEARCH FOR EXPLOSIVES!

Building Wardens:

Each regular campus building has a designated Building Warden and Assistant Building Warden to help make sure that everyone is in the proper place during an emergency and will render any special assistance.

Building Wardens are assigned and trained for each calendar year. In case the Building Warden is not here during an emergency there is an Assistant Building Warden to step up and take their place.

Building Wardens and Assistants are:

- **ADM Building:** Business Office Manager—Main, Secretary to VP, F&AS—Assistant
- ISC Building:
 - ♦ East Hall: Drafting Instructor—Main, Financial Aid Advisor—Assistant
 - ♦ West Hall: Director of Admissions—Main, Admissions Officer—Assistant
- LRC Building:
 - ♦ 1st Floor: Learning Lab Manager—Main, Reference Librarian and VP of Advancement—Assistants
 - ♦ 2nd Floor: Computer Technician—Main, Computer Technology Support and Secretary BH&SS—Assistants
- MEC Building: Small Business Secretary—Main, Machine Shop Professor—Assistant, Music Professor—Assistant
- **NEB Building:** Secretary of Nursing—Main, Dean of Nursing—Assistant, Perkins Coordinator—Assistant
- OTC Building:
 - ♦ 1st Floor: Secretary of S&ET—Main, Dean of S&ET—Assistant
 - ♦ 2nd Floor: Coordinator Upward Bound—Main, Webmaster—Assistant
- Evenings & Weekends:
 - ♦ Buildings and Grounds, Campus Police, Evening Administrator

Code Adam:

VHCC has a Code Adam policy that deals with missing or abducted children. This policy can be accessed at the following web link: http://www.vhcc.edu/index.aspx?page=323.

If a Parent/ Guardian approaches you and reports a missing child, follow these steps:

- 1. Obtain a detailed description of the child (including name, age, height, weight, what the child was wearing, etc.)
- 2. Notify Campus Police (ext. 2448 or 9-614-8282) during normal business hours or Buildings & Ground (ext. 2510 or 9-614-8383) after hours or weekends. Have the parent wait at the front desk while the search is conducted. "Code Adam" will be initiated using the loud speaker by VP of Admin. and/or designee. Student will remain in their respective classrooms until the search in concluded.
- 3. Building Wardens will assign the Faculty and Staff in their respective areas to either monitor the exits or to actively search specific areas for the missing child.
- 4. The switchboard operator will relay information to the President and Vice President and will contact the local police to assist. He/She will also notify the VHCC Public Relations Office. When necessary will contact NCMEC at 1-800-843-5678.
- Campus Police will block the road at VHCC Drive and Opportunity Lane. Buildings & Grounds personnel will monitor the parking lots.
- 6. When the missing child is located, radio Campus Police and Buildings & Ground that Code Adam has been cancelled. Announcement of cancellation of Code Adam will be given over the loud speaker.

Fire:

Fire alarm boxes and fire extinguishers are installed in all buildings. All faculty and staff are expected to become familiar with the location of these items in the vicinity of their offices, classrooms and laboratories.

Immediately notify the switchboard operator (0, 2523) during normal business hours or Buildings & Grounds (2510, 9-614-8383) after hours or weekends. Switchboard will contact Campus Police, Buildings & Grounds, Vice Presidents, and President.

In case of a **localized fire** (fire in a trash can, laboratory area, etc), faculty and staff personnel will use fire extinguishers to attempt to extinguish the fire

In case of a more **widespread fire** (**Fire Department needed**), sound the fire alarm system and evacuate the building in accordance will the evacuation plan.

REMEMBER: CLOSE DOORS, LIGHTS ON, REMAIN WITH YOUR CLASS OR GROUP, STAY AWAY FROM THE BUILDING.

Loud Speaker:

The Loud Speaker is for Emergency Use Only and is generally used by Campus Police for scenarios like tornado warnings or Shelter-in-Place.

For Directions on how to use the Loud Speaker please contact Campus Police at ext. 2448 (o) or 9-614-8282 (c).

VHCC Alert:

What it is

Virginia Highlands Community College uses VHCC Alert to immediately contact you during a major crisis or emergency. VHCC Alert delivers important emergency alerts, notifications and updates to you on your E-mail account (work, home, other), cell phone, pager or smartphone/PDA (BlackBerry, Treo & other handhelds).

When an incident or emergency occurs, authorized senders will instantly notify you using VHCC Alert. VHCC Alert is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information.

VHCC will use VHCC Alert to notify registered users when the campus is closed or operating on a delayed schedule because of inclement weather. You may register to receive only emergency alerts or emergency & weather alerts. Please note that campus closing alerts may be issued prior to 6:00 a.m. and on weekends.

VHCC Alert is a free service offered by Virginia Highlands Community College. Your wireless carrier may charge you a fee to receive messages on your wireless device. VHCC will test the alert system each semester.

How to Sign up

Visit the VHCC website at www.vhcc.edu and click on the Faculty and Staff link and then click on Campus Police. This will take you to the Campus Police website. Click on the "VHCC Alert register today" icon. This will take you to the registration page for VHCC Alert.

Shelter in Place:

This policy can be accessed at the following web link:

Shelter in place depends on the type of emergency you are facing. Your first decision is whether to evacuate or stay where you are. Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off the entire building you are in, just the rooms. Use common sense when assessing the danger. If you are in class, listen to your instructor. Local authorities may or may not be on the scene to provide you with this information. VHCC has an emergency alert system in place to advise you of emergencies. VHCC also has a speaker/intercom system that may or may not be used, depending on the emergency.

If your instructor informs you to shelter-in-place, do so in an orderly and safe fashion and do not panic. Stay in your room and away from doors and windows until told otherwise. Each classroom is equipped with a phone. The classroom will be notified when the emergency is over.

The safest areas are interior hallways on the first or basement floors away from windows. North and east walls are preferable to south and west walls. Sit in a fetal position with face and head protected. The safest areas are:

<u>ADM Building</u>: Hallway near the Vice Presidents' offices <u>ISC Building</u>: East hallway and east side classrooms (East

hallway is labeled on directional signs in hallway)

<u>LRC Building</u>: Learning Center area or inner hallway by theatre.

MEC Building: Hallway near the Machine Shop

NEB Building: Hallways.

OTC Building: First floor inner offices (1106, 1108, &

1110)

BGF Building: Bathrooms or inner storage room

GRN Building: Bathrooms

Suspicious Envelope or Package:

The following steps should be taken when dealing with suspicious mail or packages:

- ♦ **Do not** shake, open, move, or empty the contents of any suspicious envelope or package.
- Notify Campus Police immediately (ext. 2448 or 9-614-8282) or Buildings & Grounds (ext. 2510 or 9-614-8383) after hours and on weekends.
- Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- ♦ If you do not have a container, cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- ♦ **Leave** the room and **close** the door or section off the area to prevent others from entering.
- ♦ **Wash** your hands with soap and water to prevent spreading contaminants to your face.
- ♦ **Turn off** fans or ventilation units in the area.

Compile a list of everyone who was in the room or area when this suspicious letter or package was discovered. Give this list to Campus Police for follow-up investigations and advice.

Tornado/Severe Weather:

If a watch is issued, the switchboard will contact the President, Vice Presidents, Campus Police, and Buildings and Grounds. Class will continue as normal.

When a warning is initiated, the following actions will begin immediately:

<u>Day Time Hours</u>: The Switchboard operator will immediatelynotify President, Vice Presidents, Campus Police, and Buildings & Grounds. The alert will be issued using the loud speaker and ROAM alert. Building Wardens will assist in moving occupants to designated areas. **The safest areas are interior hallways on the first or basement floors away from windows.** North and east walls are preferable to south and west walls. Sit in a fetal position with face and head protected. The safest areas are:

ADM Building: Hallway near the Vice Presidents' offices ISC Building: East hallway and east side classrooms (East hallway is labeled on directional signs in hallway) LRC Building: Learning Center area or inner hallway by theatre.

MEC Building: Hallway near the Machine Shop

NEB Building: Hallways

OTC Building: First floor inner offices (1106, 1108, &

1110)

BGF Building: Bathrooms or inner storage room

GRN Building: Bathrooms

<u>Evening Hours:</u> When the alert is received, the switchboard operator will notify the Evening Coordinator, Campus Police, and Buildings & Grounds personnel. Below is a list of those responsible for assisting occupants in moving to a safe location.

ADM Building: Campus Police ISC Building: Evening Coordinator

LRC Building: Buildings & Grounds personnel

MEC Building: Campus Police

NEB Building: Evening Coordinator

OTC Building: Buildings & Grounds personnel BGF Building: Buildings & Grounds personnel GRN Building: Buildings & Grounds personnel

Disruptive Student:

In the event of a classroom emergency involving disruptive student(s) and requiring outside intervention, the instructor should first notify the supervisor, or should that person be unavailable, the Vice President of Instruction and Student Services (2428) or another administrator.

During the evenings, the instructor should notify the Evening Coordinator whose office is located in Room 133 in the ISC building. The supervisor or other administrator should immediately come to the assistance of the instructor to attempt to resolve the difficulties or make a judgment about further action. The supervisor should also notify the Vice President of Instruction and Student Services (2428) who is responsible for maintaining student discipline. The Academic Counselor (2438) may also be asked to investigate the incident. Normally, most incidents can be resolved informally without the intervention of third parties. However, the safety and security of the students and the employees of the institution are always the first priority. Therefore, should the instructor or the supervisor determine that the circumstances or disruption might place one's personal security/safety or that of other parties in jeopardy then the instructor or the supervisor immediately should notify the campus police (9)614-8282 (Campus Police Cell) (or the Vice President of Administration (2426, 2427) or the person acting in that capacity should the campus police be unavailable).

Violent Attacks:

In the event of an armed intruder/violent attack, the following actions will be initiated immediately.

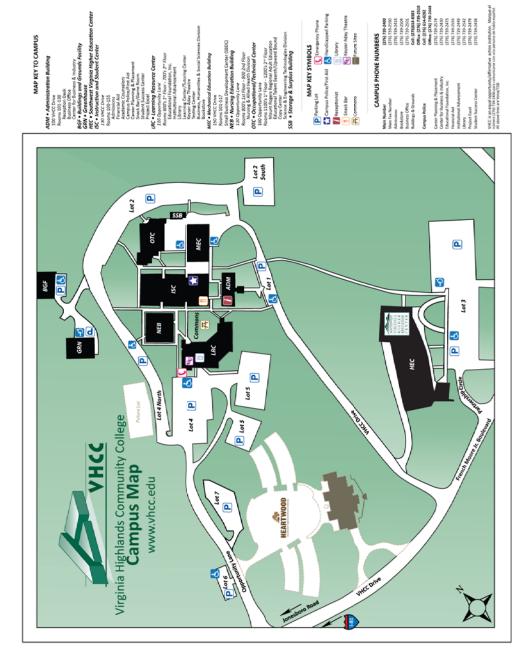
- 1. Contact 9-911 from campus phones (or simply 911 from cell phone or pay phone).
- 2. Immediately notify Campus Police (ext. 2448 or 9-614-8282). Do not attempt to detain the attacker. Evacuate area.
- 3. Notify switchboard operator (0 or 2523).
- 4. All those who are confronted by the intruder should take every effort to remain calm and not make any sudden moves or gestures. Try not to raise your voice Your tone and demeanor could strongly influence the outcome of the crisis.
- 5. Everyone in the area should make every effort to barricade themselves behind closed doors and in a corner away from any door or window.
- 6. No one other than authorized personnel should enter the building occupied by the intruder.
- 7. An announcement will be made on the loud speaker when the emergency has passed.
- 8. Care for any injured. For serious injuries, call 9-911. The first course of action is to <u>take cover</u>. Your best chance to avoid injury is for you to remove yourself from sight.

Violent Attack Safe Places:

- ♦ At least two exits
- ♦ Doors that lock
- ♦ Furniture to block the doors
- ♦ Telephone
- ♦ Keep cell phone on vibrate
- ♦ Windows offer an avenue of escape

Workplace Violence Policy:

VHCC has a Workplace Violence Policy that can be accessed through the following web link: http://www.vhcc.edu/index.aspx?page=325.



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Campus Police is located at: 130 VHCC Drive ISC 100B Abingdon, VA 24210

Telephone Number: (276) 739-2448 (o) (276) 614-8282 (c)

Campus Police website: www.vhcc.edu/police