

Occupant Emergency Action Plan For Students and Visitors



****EMERGENCY CONTACT NUMBERS****

EMERGENCY FIRE/MEDICAL/LAW ENFORCEMENT	_____	911
FIRE/MEDICAL/LAW ENFORCEMENT	_____	(276) 676-6339
CAMPUS POLICE	_____	(276) 614-8282
BUILDINGS AND GROUNDS	_____	(276) 614-8383

-AUGUST 2023-

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PURPOSE

The purpose of the **OCCUPANT EMERGENCY ACTION PLAN** (OEAP) is to provide guidance on actions to be taken by building occupants during emergencies, severe weather scenarios and all related preparedness drills. The OEAP has been written from an all-hazards perspective and aligns with federal standards and guidance based on the *Department of Homeland Security; Federal Protective Services-Secure Facilities, Safe Occupants* document.

SCOPE

There are many potential emergencies or significant events that could affect a building and the safety of its occupants. The OEAP has been written with an all-hazards approach, addressing multiple types of events and including basic instructions on how to react to each one. The plan is designed to address emergency actions and evacuation/shelter in place procedures for building occupants. For the purpose of this document, the term “occupants” includes all state and federal agency personnel, private sector organizations, contractors, visitors and any other persons located inside the building at the time of an emergency or during a preparedness drill. The OEAP provides role clarity and assignment of responsibilities as well as an outline of procedures for occupants to follow when experiencing a wide range of hazards and threats.

The plan should be reviewed annually by the Emergency Management Coordinator. The OEAP is written from an all-hazards perspective with planning standards based on state and federal guidance for the following events:

- BUILDING FIRE
- TORNADO
- EARTHQUAKE
- BOMB THREAT
- ACTIVE SHOOTER
- DISPERSAL OF HAZARDOUS MATERIALS
- CIVIL DISORDERS/RIOTS
- SEVERE WEATHER
- CODE ADAM ALERT/PROCEDURES

Emergency Management Coordinator (EMC):

The EMC position is a requirement for all Executive Branch agencies as per Executive Order #41-2019 Northam. The EMC serves as the primary tenant representative for the OEAP Program.

*NOTE: The EMC can also be the OEAP Program Manager for facilities that have only one tenant/single agency.

Virginia Highlands Community College OEAP Program Manager/Emergency Management Coordinator Contact Information:

Name: Kevin Widener, Police Chief

Email: kwidener2@vhcc.edu

Office: ISC Room 151

Building Fire

A building fire is an evacuation incident.

Immediately upon discovering a fire, building occupants should:

1. Pull down the nearest fire alarm if the internal fire alarm system has not already been activated.
2. Evacuate the building using the nearest exit and notify the fire department by calling 911.

When the emergency dispatcher answers the phone, answer their questions and provide the following, when asked:

- Your Name:
- Name of Building:
- Building Address:
ADM – 100 VHCC Drive BGF – 145 Opportunity Lane
GRN – 119 Opportunity Lane ISC – 130 VHCC Drive
LRC – 110 Opportunity Lane MEC – 150 VHCC Drive
NEB – 120 Opportunity Lane OTC – 160 Opportunity Lane
- Your Phone number:
- Location, cause and specific object on fire if possible:

Tornado

Tornados are a shelter-in-place event.

TAKE IMMEDIATE SHELTER

If inside a building, go directly to the Tornado and Severe Weather Assembly Area. If inside the BGF or GRN buildings, take shelter in the restrooms. Occupants should attempt to put as many walls as possible between themselves and the outside of the building. VHCC Assembly Areas have been identified with the following signs:



Stay off the elevators; occupants could become trapped in them if the power is lost. Once there, occupants should crouch down and cover their head. Getting under a sturdy table, using your arms to protect your head and neck is also a good idea. If possible, occupants should also cover their head and eyes with a blanket or jacket to protect against flying debris and broken glass.

AFTER THE TORNADO HAS PASSED

Occupants should always stay inside until the storm has completely passed, as multiple tornadoes can emerge from the same storm. Do not leave a building to attempt to escape a tornado.

Earthquake

Earthquakes are a shelter-in-place event.

If outside the building when shaking starts, move to an open area that is away from buildings, overpasses, light posts, or anything else that could shake loose and fall.

If inside a building, do not run outside or move to other rooms during an earthquake. In most earthquake scenarios, occupants can reduce their chances of injury from falling objects if they immediately:



Drop down onto hands and knees to avoid falling. If possible, take cover underneath a sturdy object and hold on to it so that it doesn't shake away. Occupants may need to move with their shelter if the earthquake causes it to move significantly. If possible, try to grab something that can shield the head and face area from flying debris or broken glass.

If there is no sturdy object nearby, get down near an interior wall or next to shorter furniture that will not fall and cause injury, covering the head and neck with hands and arms. Doorways do not offer protection from falling objects and are not a more secure location during an earthquake. Move away from glass and objects such as bookcases, cabinets or other large

furniture that could fall. Keep a look out for falling objects like light fixtures, pictures/frames, tall bookshelves and cabinets with doors that could swing open and cause injury.

Once the shaking stops, evacuate the building being careful to avoid debris, tall damaged furniture, and overhead glass. Be aware the aftershocks are common, and can be close in magnitude or greater than the original earthquake.

Bomb Threat

In the event of a bomb threat executed over the phone.

- From another phone, contact Campus Police at 276-614-8282 or Dial 911.
- The person receiving the call should not broadcast the matter in a way that could cause unnecessary panic.
- Do not use the telephone after receiving the call until authorized to do so by law enforcement.
- If an evacuation of the floor/building is required, each occupant will evacuate the building following the OEAP procedures.
- No elevators should be used by tenants for evacuation purposes.
- Before leaving the office area each person should conduct a quick search of the area for strange or unusual packages. If a suspicious package is found, report it to Campus Police. DO NOT ATTEMPT TO TOUCH OR DISTURB IT IN ANY WAY.
- Close doors as leaving.
- All occupants should leave the building as directed and, unless otherwise instructed, go to the OEAP-designated assembly area until given the all clear.

Active Shooter

An active shooter situation can be an extremely traumatizing event. Active shooter situations usually involve one or more individuals who have entered the building or facility armed with a weapon, typically a firearm, intending to injure or kill occupants. During a highly stressful event like this, it is important to think clearly and take basic, appropriate steps to maximize the safety of yourself and the others around you in the face of danger. Victims are often chosen at random and is a fast-moving event with little time to respond.

IF AN ACTIVE SHOOTER IS IN YOUR VICINITY

EVACUATE

- Occupants should have an escape route as well as a general plan they know well that can be executed without having to think about it.
- Leave personal belongings behind.
- Keep hands visible when evacuating, this is important so that law enforcement or first responders can identify you as not being the shooter.

HIDE OUT/SHELTER-IN-PLACE

- If evacuation is not possible, try to hide in an area outside the shooter's line of sight.
- If possible, block off any entrance to the area and lock the doors, moving to the innermost part of the room away from doors and windows.
- Make sure that cell phones or any other device are silenced to prevent noise alerting the shooter to the location.

TAKE ACTION

- Confrontation should be limited to the point when it becomes impossible to avoid the shooter and danger is imminent.
- Attempt to incapacitate the shooter while attempting self-protection.
- To disarm the shooter, act with physical aggression towards the shooter using any nearby objects as potential weapons that can be thrown, swung, or used to strike the shooter.

RESPONDING WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow the instructions of law enforcement officers or other first responders.
- Put down any items to avoid law enforcement mistaking them for a weapon.
- Raise hands overhead with fingers spread so that law enforcement can easily identify victims as not the shooter.
- Keep hands visible at all times.
- Avoid using any sudden or quick movements towards the officers.
- Do not point, scream, or shout anything.
- Avoid stopping to ask for help from officers when evacuating.

Hazardous Materials

Hazardous materials incidents that occur inside the building are typically evacuation incidents. In all hazardous materials incidents, it is vitally important that occupants take quick and immediate action.

- Do not attempt to dispose of the hazardous materials.
- Evacuate the contaminated area or get to a safer distance away from the hazardous material if evacuation is not possible.
- Close doors/attempt to contain the dispersal to as small an area as possible without handling the hazardous materials or getting too close to it.
- Verbally alert all other occupants in the vicinity.
- Contact Campus Police at 276-614-8282 or Dial 911.

Suspicious Packages

If a suspicious package of any type is observed within the building, the following emergency actions should be taken:

- **DO NOT HANDLE THE PACKAGE;** doing so may cause detonation of the possible device.
- Evacuate the entire floor where the package is located.

- **DO NOT PULL THE FIRE ALARM**, a full evacuation may not be necessary and occupants above the floor in question may be better off staying where they are. First responders or the Building Warden will decide if a full evacuation is necessary.
- Contact Campus Police at 276-614-8282 or Dial 911.

Civil Disorders/Riots

If a civil disorder incident or riot is or may affect building occupants or School Property, contact Campus Police at 276-614-8282 or Dial 911.

Severe Weather

The College may decide to close early if severe weather affects certain areas during business hours. Notifications are sent using the VHCC Alert System: <https://www.vhcc.edu/alert-system>

For updates on weather conditions and information regarding the threat of a hurricane, visit the following links:

- National Weather Service @ www.weather.gov/
- National Hurricane Center @ <http://www.nhc.noaa.gov/>
- Federal Emergency Management Agency @ www.ready.gov

Tornado and Severe Weather Assembly Areas:

ADM – Outside Room 109

BGF – Inside Restroom

GRN – Inside Restroom

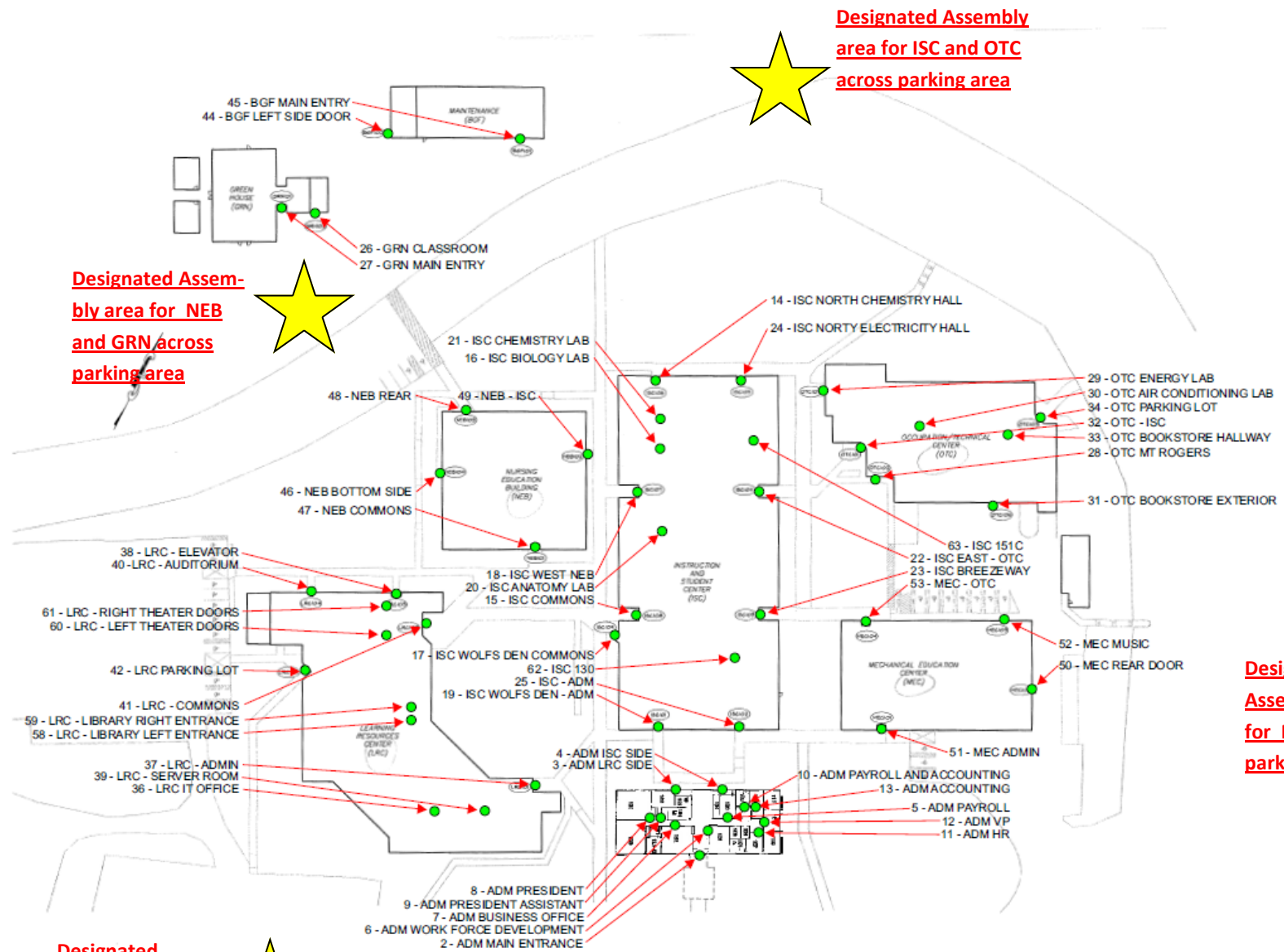
ISC – Outside Rooms 102 & 104 and 139 & 141

LRC – Inside the Library (MARC Area)

MEC – Outside Rooms 110 & 112

NEB – Outside Room 116 and inside Room 001 if downstairs

OTC – Outside Rooms 106, 108 & 110



Designated Assembly area for NEB and GRN across parking area

Designated Assembly area for ISC and OTC across parking area

Designated Assembly area for LRC across parking area

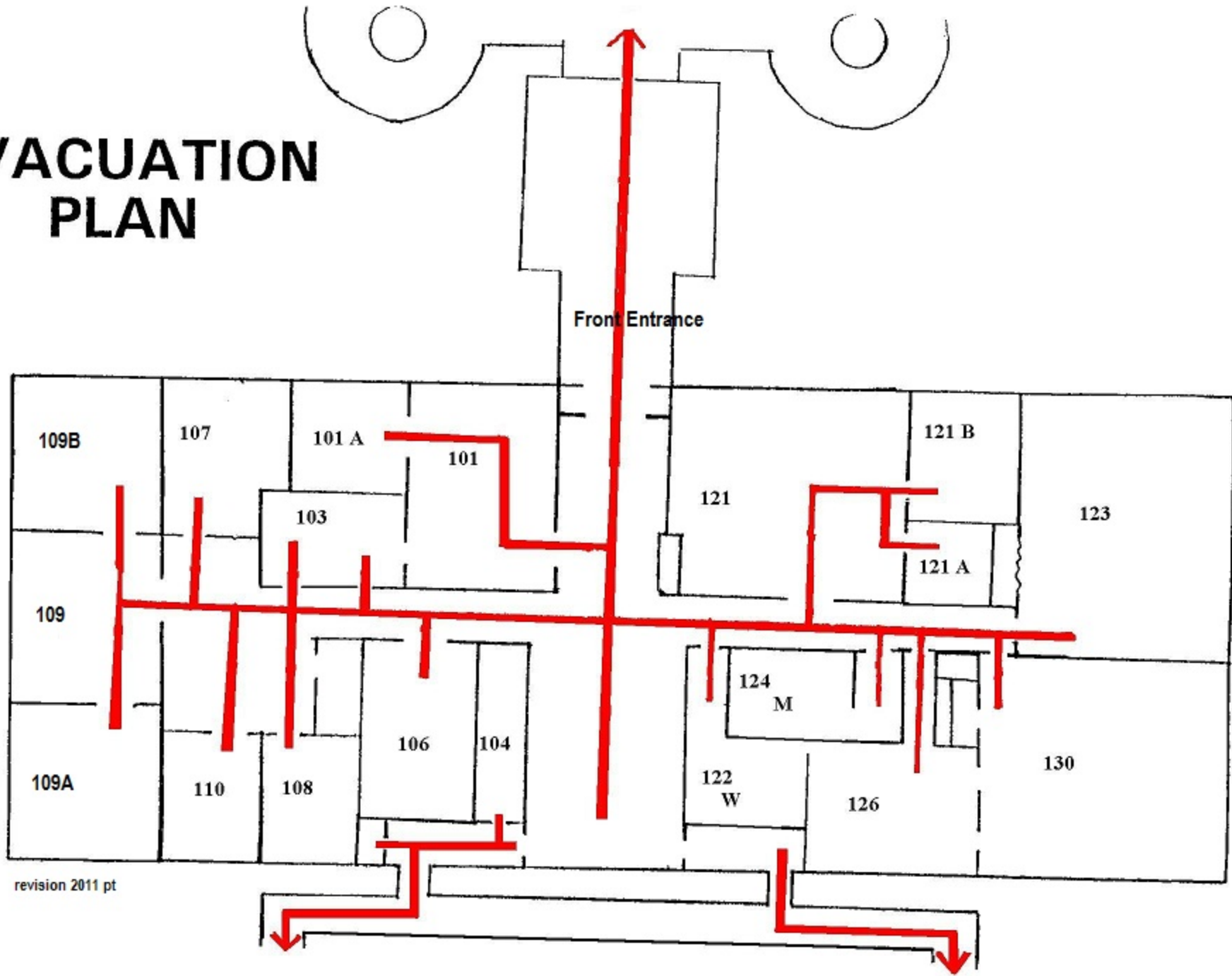
Designated Assembly area for ADM and ISC across parking area

Designated Assembly area for MEC across parking area



ADMINISTRATION BUILDING [ADM]

EVACUATION PLAN

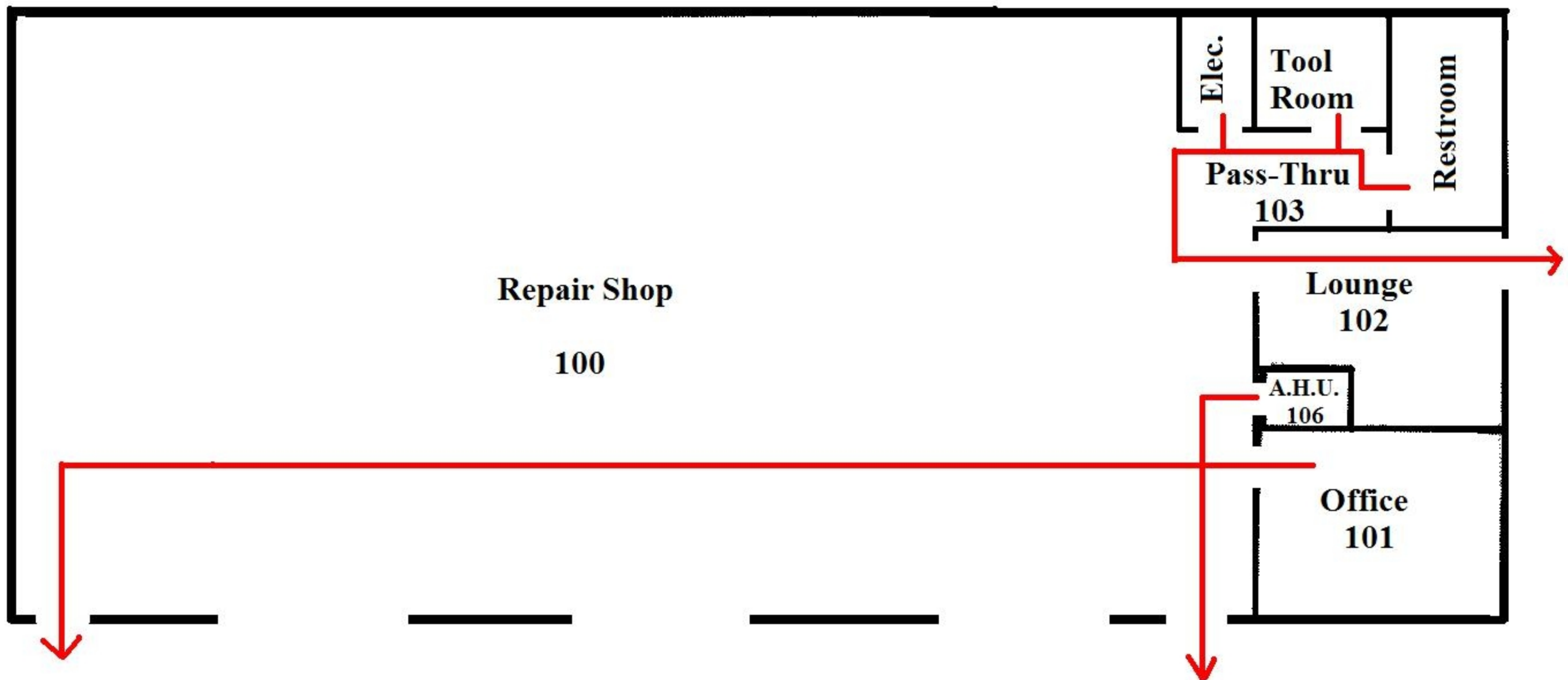


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Buildings and Grounds Facility (BGF)

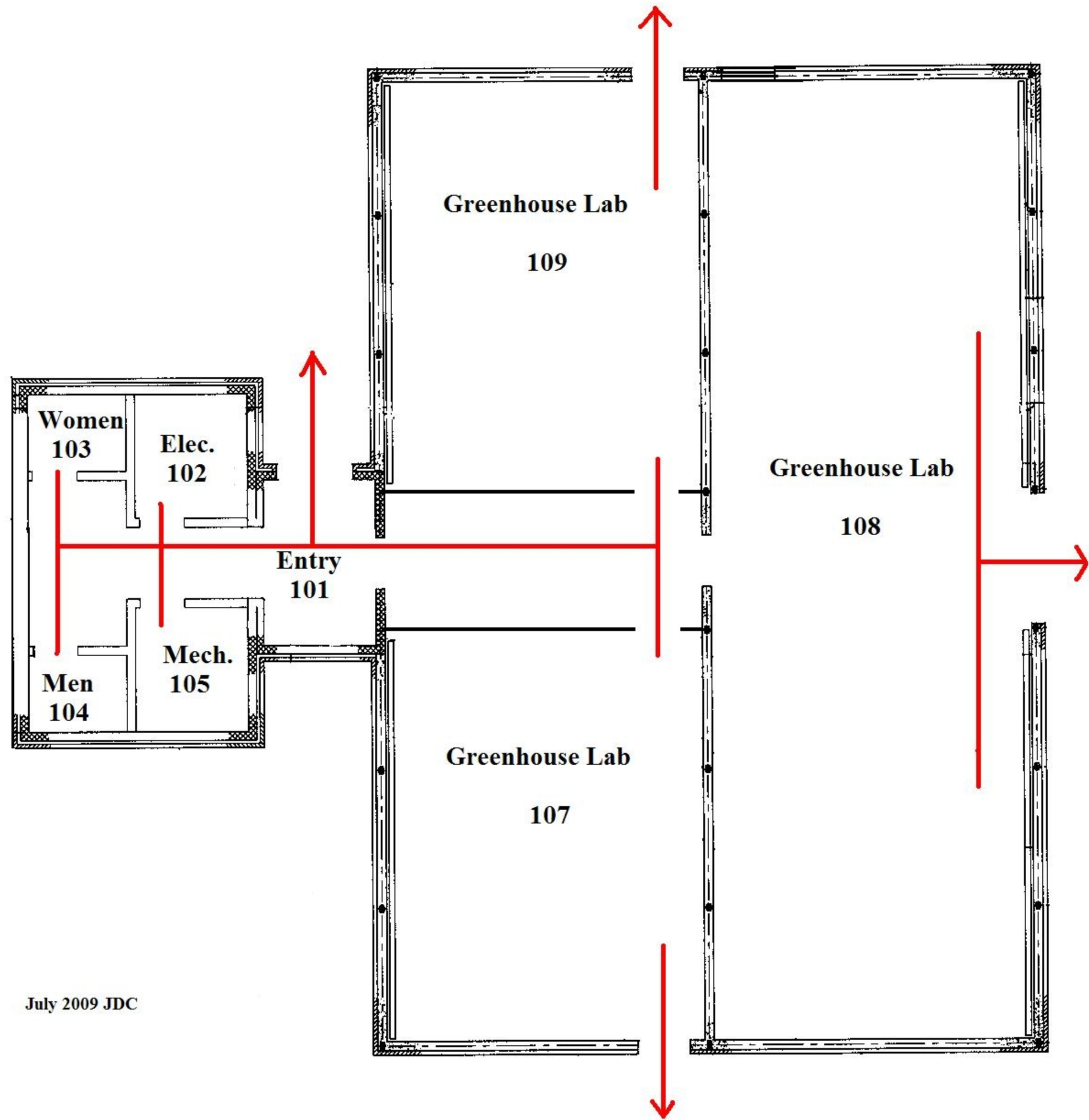
Evacuation Plan





Greenhouse (GRN)

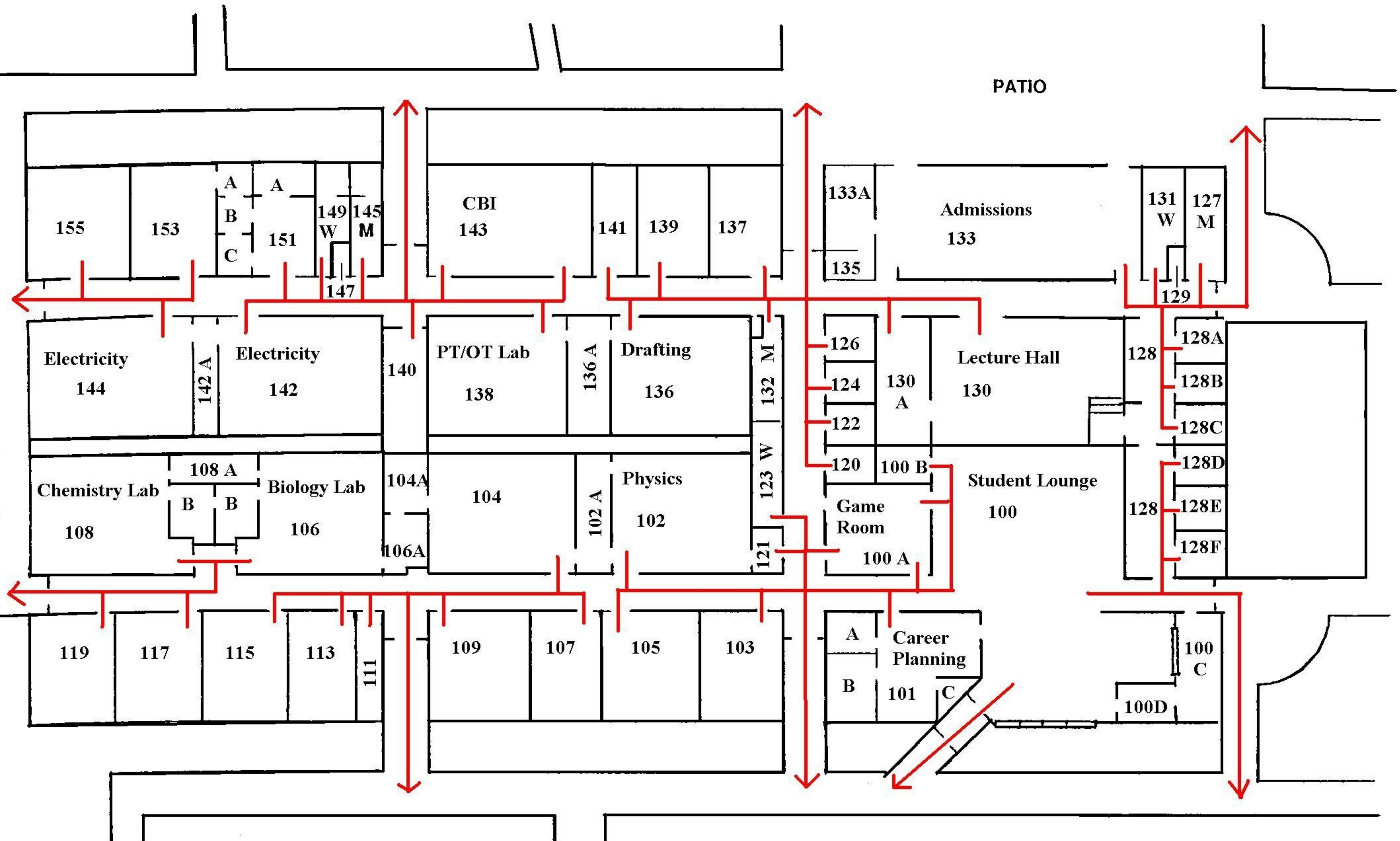
Evacuation Plan



July 2009 JDC



INSTRUCTION/STUDENT CENTER BUILDING



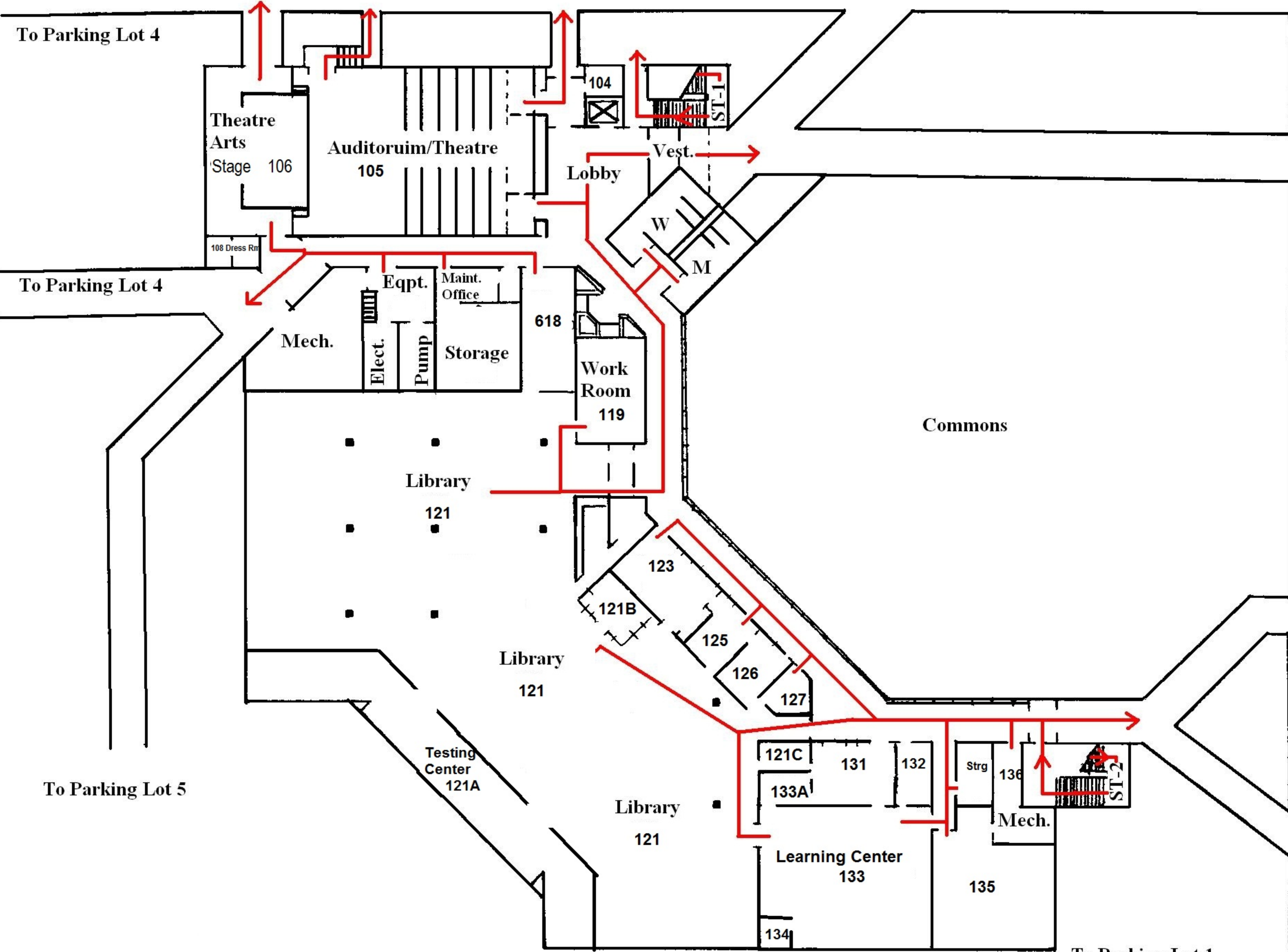
PATIO

SCALE: 1" = 30'

July 2009 JDC



LEARNING RESOURCES CENTER/BUSINESS TECHNOLOGIES



To Parking Lot 4

To Parking Lot 4

To Parking Lot 5

To Parking Lot 1

ISC

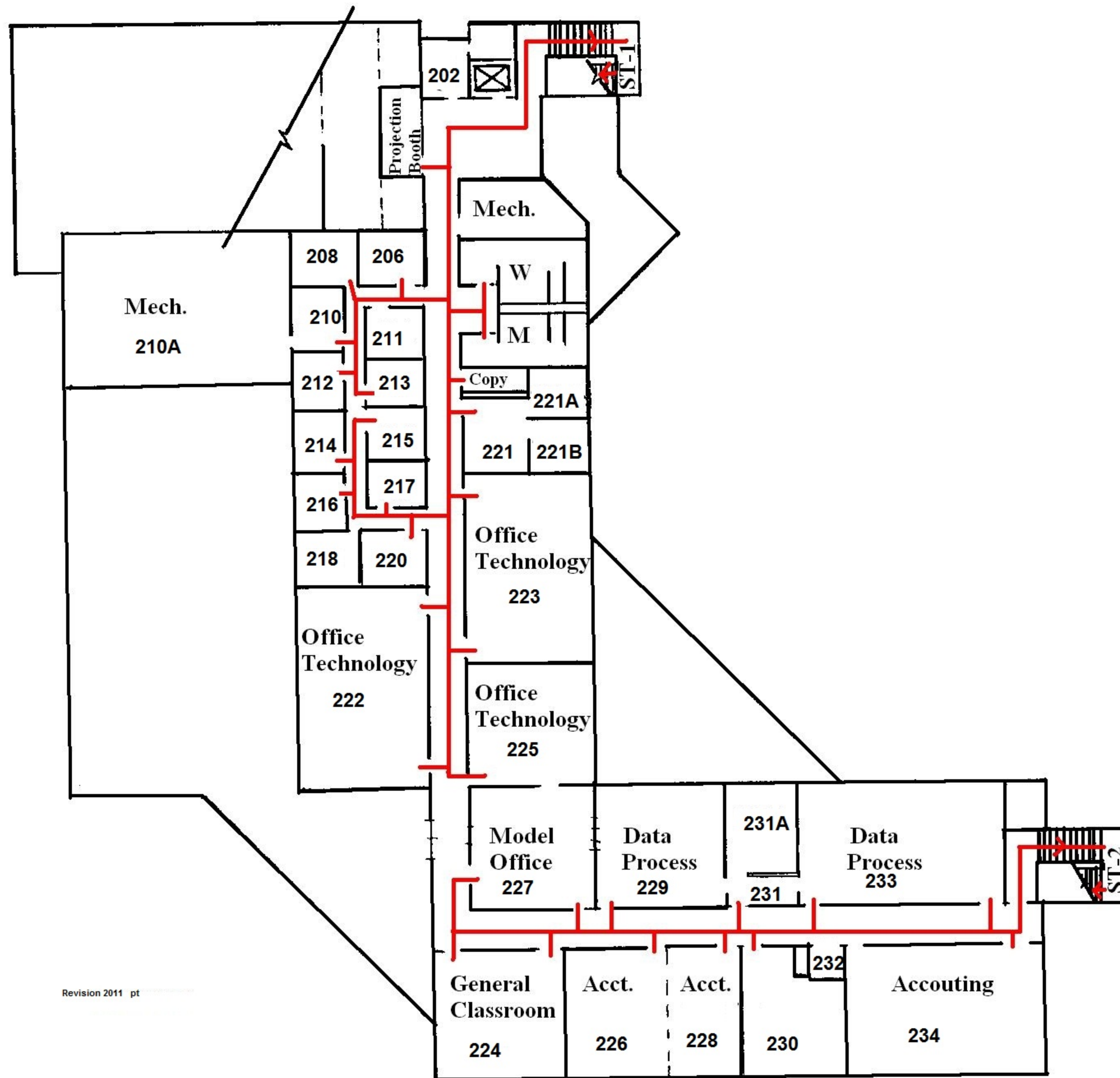
ISC snack bar

ADM

First Floor Plan



LEARNING RESOURCES CENTER/BUSINESS TECHNOLOGIES

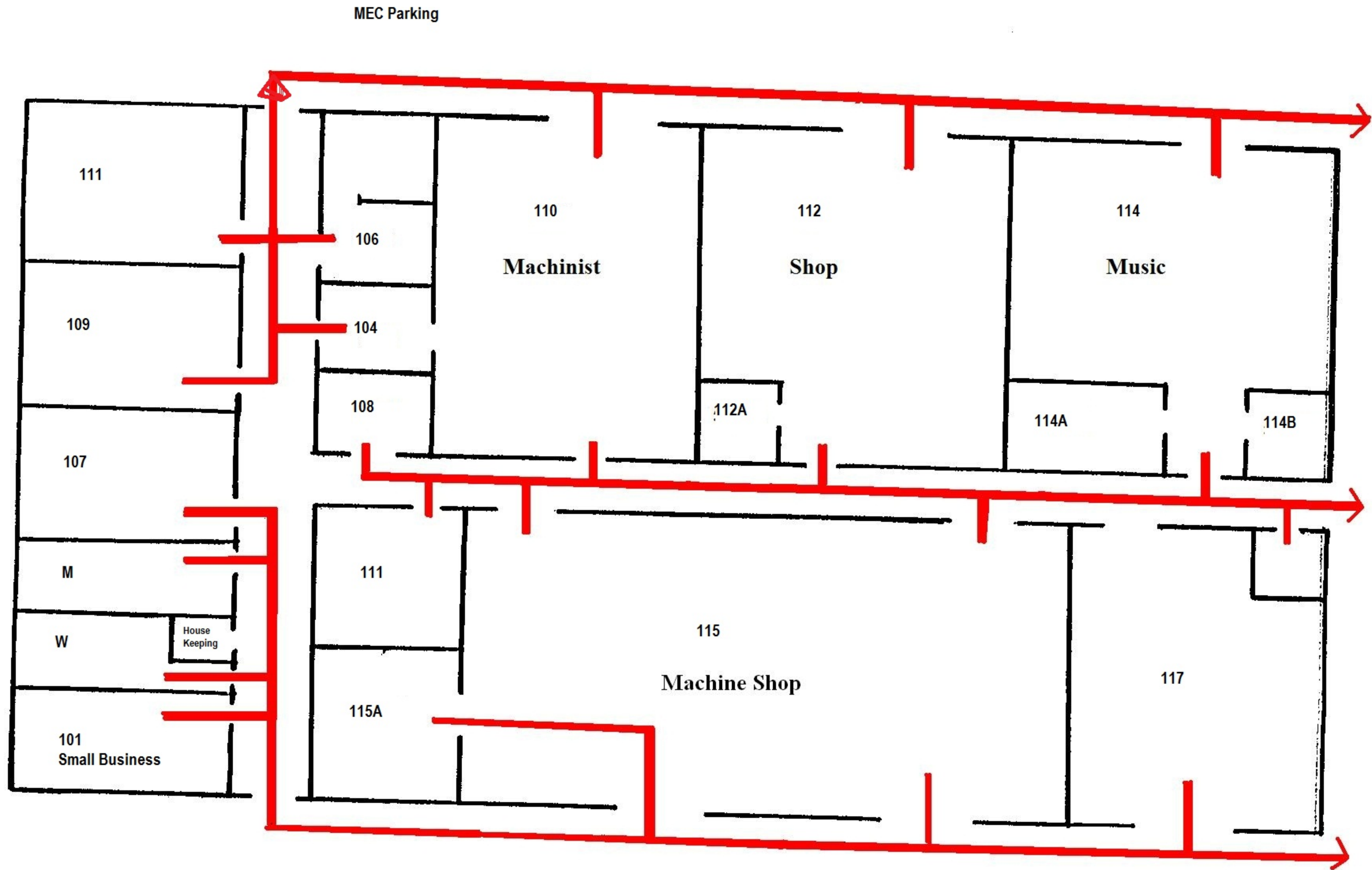


Second Floor Plan



MECHANICAL TECHNOLOGIES BUILDING

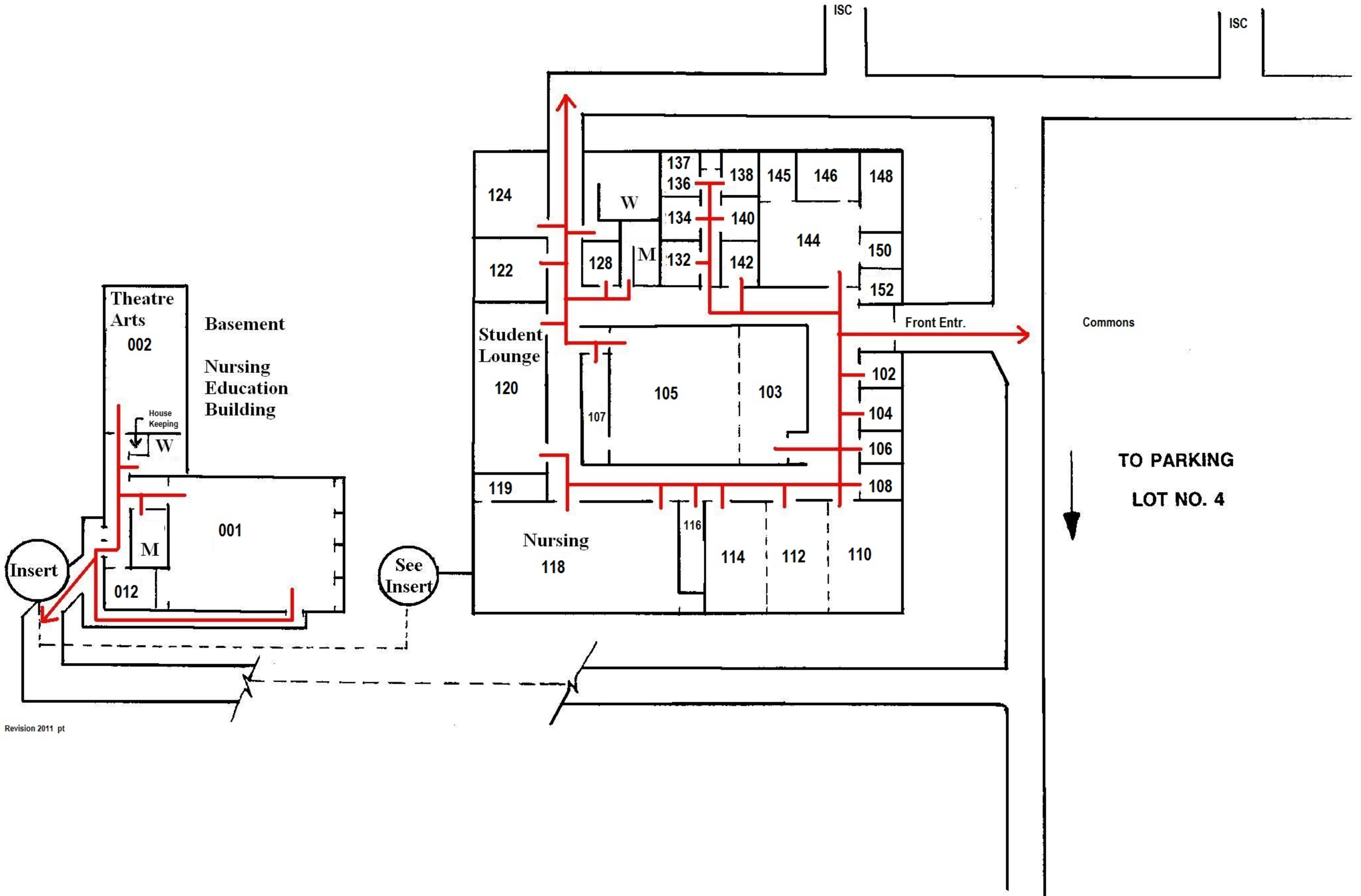
MEC



EVACUATION PLAN



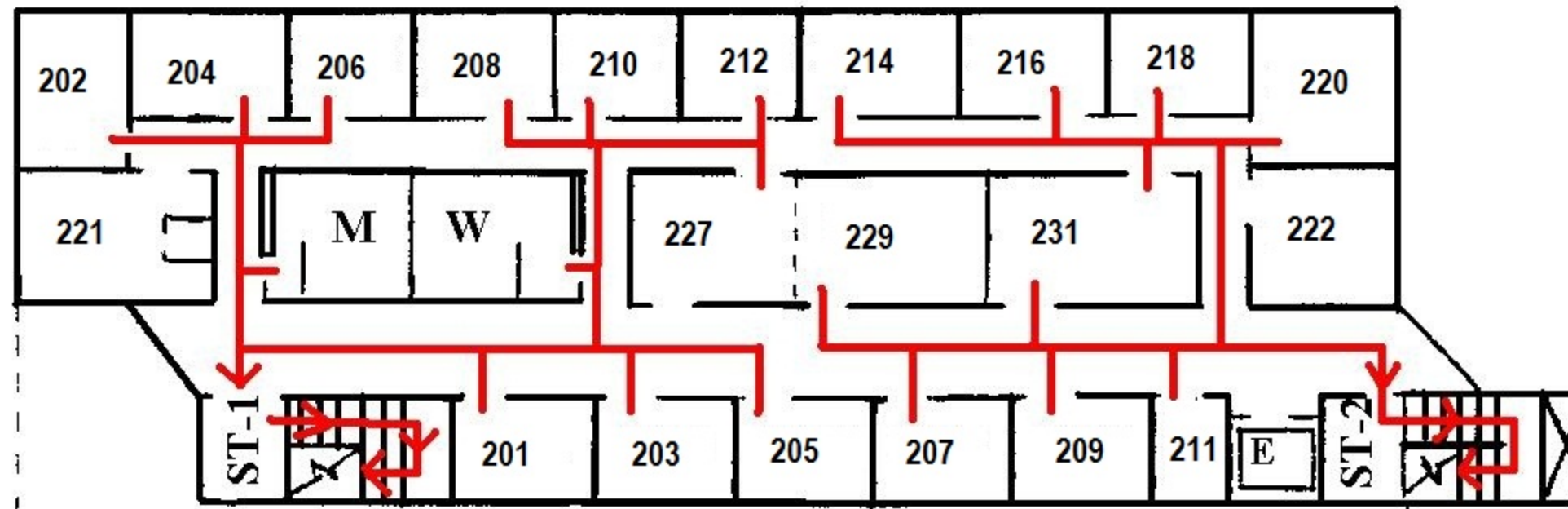
NURSING EDUCATION BUILDING



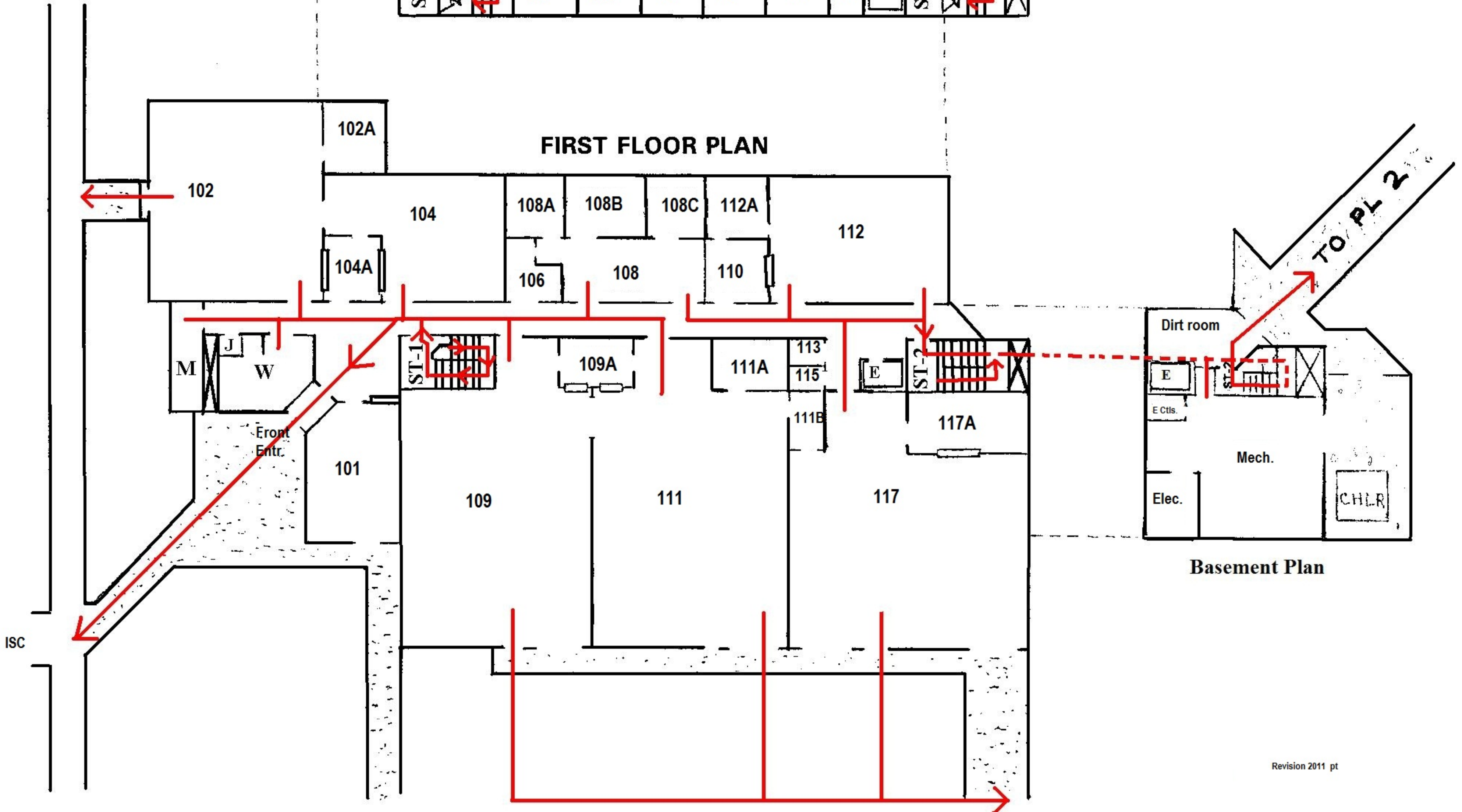


OCCUPATIONAL/TECHNICAL EDUCATION CENTER

SECOND FLOOR PLAN



FIRST FLOOR PLAN



Basement Plan

