

# Patrick & Henry Community College Emergency Operation Plan

March 6, 2025



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Patrick & Henry Community College Emergency Operation Plan

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## **I. Plan Documentation**

### **A. Promulgation of the Patrick & Henry Community College Emergency Operations Plan**

By virtue of the authority vested in me by the State Board for Community Colleges as President of Patrick & Henry Community College and as the administrator ultimately responsible for emergency management on campus, I hereby promulgate and issue the Patrick & Henry Community College (hereinafter “P&HCC”) Emergency Operations Plan (“the Plan”) dated August 14, 2023. The Plan provides for P&HCC’s response to emergencies and disasters in order to save lives; to protect public health, safety, and property; to restore essential services; and to enable and assist with economic recovery.

The Plan complies with the Code of Virginia Title 23 and Title 44 and is consistent with the National Incident Management System as implemented in the National Response Framework adopted January 2008.

The Vice President of Financial and Administration Services and/or the Emergency Coordination Officer, on behalf of the President, is hereby authorized to activate the P&HCC’s Emergency Operations Center (“EOC”) in order to direct and control P&HCC’s emergency operations. Augmentation of the EOC shall constitute implementation of the Plan. Activation of the EOC shall take place if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale;
- An extensive response and coordination will be required to resolve or recover from the emergency or disaster event;
- The disaster will affect not only the institution but also its surrounding jurisdictions, which may utilize the same response resources; and/or
- The college emergency operations plan is implemented to control the major emergency or disaster event.

Furthermore, P&HCC’s Emergency Coordination Officer is hereby authorized, in coordination with the President’s Office, to amend the Plan as necessary to ensure the continued health and safety of the students, faculty, staff, and property of P&HCC.

An emergency or potential emergency situation may arise on any day and at any hour. When an emergency does occur, it is too late to develop a logical, well-conceived emergency management plan and to identify the key campus personnel needed to minimize potential problems. Whatever the situation, the way in which the College handles the occurrence can affect individuals and property and can determine how the public and media perceive P&HCC. So that the College can operate effectively in the event of an emergency, a campus emergency team (CET) will convene to determine the course of action to be taken. The Vice President of Financial and Administration Services (VPFAS) will lead and control this team. The composition of the CET can vary, depending upon the type of crisis and which division or area of the College it involves. However, the core of the team remains the same and includes the following members:

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Vice Presidents  
Budget and Facilities Manager  
Director of Information Technology  
Dean of Student Development Services  
Dean of Arts, Science, and Business Technology  
Security Lead  
Director of Public Relations (Media/Public Information)  
Police Chief/Emergency Planning Coordinator

College personnel may be called upon to serve as members of the CET, depending on the situation. The Vice Presidents will designate additional members of the CET as they deem necessary.

The CET will be supported by the campus's Campus Citizen Emergency Response Team (CCERT), which is trained in first aid, search and rescue, and other emergency procedures.

A roster of department or program faculty and staff shall be maintained by the Emergency Planning Coordinator to assist in disaster operations and ensure that persons on the roster are accessible and ensure that persons on the roster are accessible for training, exercises, and activations of the Plan;  
The Emergency Planning Coordinator shall coordinate appropriate training for personnel assigned to disaster operations;

The Emergency Planning Coordinator will prepare and maintain internal emergency preparedness, response, and recovery plans for the department or program's resources (facilities, personnel, and assets) that outline a comprehensive and effective program to ensure continuity of essential functions under all circumstances;

The Emergency Planning Coordinator shall coordinate with the applicable local emergency management agencies on the preparedness plans for P&HCC facilities.

This Promulgation shall be effective upon its signing and shall remain in full force and effect until amended or rescinded by further promulgation.

Given under my hand and under the Seal of the Patrick & Henry Community College, this 1<sup>st</sup> day of July 2021



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Dr. Greg Hodges  
President of Patrick & Henry Community College

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B. Resolution of Adoption

**WHEREAS**, The College Board of Patrick & Henry Community College is concerned with the health and well- being of its students, faculty and staff and desires that the best possible emergency service be available to them; and, the **President** is concerned with the health and well-being of its students, faculty and staff and desires that the best possible emergency service be available to them; and

**WHEREAS**, the Code of Virginia Chapter 1 of Title 23 and Title 44 requires that any public institution of higher education shall develop, adopt, and keep current a written crisis and emergency management plan; and every four years, each institution shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure the plan remains current, and the revised plan shall be adopted formally by the College Board or other governing body. Such review shall also be certified in writing to the Department of Emergency Management; and

**WHEREAS**, such a plan has been developed by Patrick & Henry Community College Staff in coordination with the Virginia Department of Emergency Management with input from Patrick & Henry Community College departments and the County of Henry Emergency Management Agency.

**NOW THEREFORE BE IT RESOLVED** that the Patrick & Henry Community College, College Board on this 19<sup>th</sup> day of July 2021 does hereby officially adopt the Patrick & Henry Community College Emergency Operations Plan, to include plans and procedures for both natural and human-caused disasters.

I, \_\_\_\_\_, do hereby certify that the foregoing writing is a true, correct copy of a resolution unanimously adopted by the College Board of Patrick & Henry Community College at a meeting held on July 19, 2021.

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Janet Copenhagen, Chair

Patrick & Henry Community College Board

C.

**Record of Changes**

<b>Change Number</b>	<b>Date of Change</b>	<b>Page or Section Changed</b>	<b>Summary of Change</b>	<b>Name of Person Authorizing Change</b>
1	12/22/15	Page 16	Evacuation Plan for Individuals with Disabilities	Gary Dove
2	12/22/15	Appendix C	Building Coordinators	Gary Dove
3	12/22/15	Appendix K	Emergency Procurement Process	Gary Dove
4	12/19/16		Update entire plan	Gary Dove
5	2/1/17		Update plan & present to Dr. Godwin for approval/ present to College Board for approval	Gary Dove
6	12/18/17	Appendix C	Update Building Coordinators and CET call tree	Gary Dove
7	1/8/18	Appendix C	Update Building Coordinators and CET call tree	Gary Dove
8	1/8/18		Update entire plan	Gary Dove
9	1/2/19		Update entire plan	Gary Dove
10	12/2/2020	Appendix N	P&HCC COVID 19 Reopening Plan	Gary Dove
11	12/2/2020		Update plan	Gary Dove
12	7/1/2021		Update entire plan	Gary Dove
13	7/1/2022		Update entire plan	Gary Dove
14	7/1/2023		Update entire plan	Gary Dove
15	8/14/2024		Personnel changes	Gary Dove



16	3/6/2025		Update entire plan	Gary Dove
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**D. Record of Distribution**

<b>Group</b>	<b>Agency/Department</b>	<b>Title of Recipient</b>	<b>How Distributed (electronic or hard-copy)</b>
College			Electronic
Law Enforcement	HCSO	Sheriff, Captain	Electronic
Law Enforcement	MPD	Chief, Captain	Electronic
Law Enforcement	State Police	1 <sup>st</sup> Sergeant	Electronic
Locality	Emergency Management	Emergency Manager	Electronic
State Agencies	Virginia Department of Emergency Management Planning Division	Region 6 All Hazards Planner	Electronic

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## II. Introduction

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An emergency can happen at any time and could impact one individual, a single building, or the entire college campus. This document is P&HCC's Emergency Operation Plan (EOP). Emergencies cause confusion and stress for all involved. In order to minimize these effects, initial activation and implementation of the emergency plan should always be handled in a calm, consistent manner. The efficient implementation of the plan will provide a clear direction, responsibility, and continuity of control for key officials and administrators. The basic idea of any well-constructed emergency plan is to minimize the possible threat to individuals and properties during an actual emergency. In order to minimize the threat of an emergency, annual evaluations and reviews need to be done to the emergency plan.

### A. Purpose

The purpose of this plan is to direct actions intended to preserve life and protect property from further destruction in the event of an emergency. The overall plan establishes an emergency organization to direct and control operations during an emergency situation by assigning responsibilities to specific entities. All essential entities are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from a natural or man-made emergency.

This plan consists of the basic plan, the appendices, and the emergency support function and incident annexes. The basic plan provides an overview of the Patrick & Henry Community College approach to emergency response and operations. It explains the policies, organization, and tasks that would be involved with the response to an emergency. The appendices give definitions to the terms and acronyms used throughout the basic plan and are the location for any supporting figures, maps, and forms. The emergency support function annexes focus on detailing the specific responsibilities, tasks, and operational actions to complete a specific emergency operations function, while the incident annexes focus on any additional special planning or response needs beyond the basic response plan for particular event scenarios.

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### III. DEFINITIONS OF EMERGENCY OPERATIONS PLANNING, EMERGENCY, AND EMERGENCY SITUATIONS

- A. Emergency Operations Planning:** The swift and effective handling of emergency or potential emergency situations to minimize injury to people, to minimize damage to College property, and to preserve the College's reputation, integrity, and image. Emergency Operations Planning also involves support for a healthy recovery from a critical incident.
  
- B. Emergency Director:** The Vice President of Financial and Administrative Services (VPFAS) and/or the Emergency Coordination Officer (ECO) serves as the overall Emergency Director during any emergency or disaster. The following definitions of an emergency are provided as guidelines to assist Building Coordinators [*See Appendix C*] in determining the appropriate response.
  
- C. EMERGENCY:** Any accident, potential or actual, which affects a person or persons, building or buildings, or which will disrupt the overall operation of P&HCC and demands immediate attention. Outside emergency services could be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the campus administration during times of emergency. Report to the Police Department/ Security Office at extensions: Police 5494, Security 0221 or Cell Phones Police 276-806-9840, Security 276-732-2406 or P&HCC Radio system 276-638-7422(P&HCC).
  
- D. Disaster:** Any event or occurrence that has taken place and has seriously impaired or halted the operations of P&HCC. In some cases, casualties and severe property damage may be sustained. A coordinated effort of all campus resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, a Command Post will be activated, and the appropriate support and operational plans will be executed.

**E. Emergency Situations:** Emergency situations can be classified into three categories: man-made disasters, natural disasters, and psychological, as indicated below:

<b>Man-Made Disasters</b>	<b>Natural Disasters</b>	<b>Psychological</b>
Fire		Crime: murder, rape,
Explosions		kidnapping, assault, active
Hazardous spills and environmental situations		shooter etc....
Utilities interruptions		Hostage situations
Computer disasters		Sniper Situations
Civil violence and unrest		Suicide
Water damage		Fraud, embezzlement,
Mechanical equipment failures		theft, financial
Bombing		irregularities
Weapons of mass destruction		Demonstrations, boycotts, sit-ins
		Strike/work stoppage
		Workplace violence

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## F. CONSTITUENCIES

During an emergency, a number of key constituencies must be considered in order to accomplish the College's goal of minimizing injury and/or damage and preserving the College's reputation, integrity, and image. The opinions and actions of each audience have varying degrees of influence on the operations of Patrick & Henry Community College. The College's key constituents during an emergency may include the following:

Students

Employees

Neighbors of P&HCC (See Appendix's D&E)

General public and surrounding communities

Significant others of students, faculty, and staff

Other organizations associated with P&HCC (P&HCC College Board, Alumni Association, etc.)

Virginia Community College System (VCCS)

Local news media (See Appendix F)

Regional and national news media (depending upon the situation) (See Appendix F)

Local government officials (See Appendix G)

Local law enforcement (See Appendix G)

VDEM Region 6 All Hazards Planner

Patrick & Henry Community College is located in Martinsville, VA/Henry County – located in the foothills of the Blue Ridge Mountains, in the southern Piedmont region of Virginia, bordered by the counties of Patrick, Franklin, Pittsylvania, and the North Carolina line. Henry County consists of 382 square miles and is composed of 12 USGS topographic maps. There are two incorporated municipalities within its boundaries, the independent city of Martinsville and the town of Ridgeway. The Smith River flows through the county, and Philpott Reservoir and Fairystone State Park comprise the upper northwest corner of the county.

P&HCC was founded in 1962 as a two-year branch of the University of Virginia's School of General Studies and became an autonomous two-year college of the University two years later. P&HCC's first students were enrolled in the old Northside Elementary School in Martinsville and moved to its present campus in the fall of 1969 with the completion of the administration building. The Learning Resource Center was completed in the spring of 1971, and the college became part of the Virginia Community College System on July 1, 1971. P&HCC serves Martinsville, Henry County, Patrick County, and the southern portion of Franklin County, accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.

The main campus is situated on 137 acres, 30 acres fertilized, and located approximately 3 miles north of the City of Martinsville. Martinsville reservoir borders the east side. P&HCC is situated on the fringe of rural Martinsville.

The total enrollment for P&HCC in the fall 2017 semester was 2962. P&HCC has over 43 full-time faculty and over 120 staff and full-time employees plus 175 wage employees. At this time, P&HCC does not provide on-campus housing for any students. During the summer semester, these numbers typically decrease by approximately 60% for students, 40% for faculty, and 0% for staff. Based on a hazard identification and risk assessment that was completed for P&HCC, the hazards that were determined as most likely to impact P&HCC are:

Hazard	Significance Ranking
<b>Natural</b>	
Hurricane	Limited
Tornado	Moderate
Severe Weather	Significant
Wildfire	Moderate
Conflagration	Moderate
Resource Shortage	Limited
Earthquake	Moderate
Flood	High, for main campus, limited for annexes
<b>Human-Caused</b>	
Terrorism	Limited
Criminal Activity	Moderate
Internal Threat Assessment	Moderate
Pandemic	Limited
Mass Casualty	Limited
Civil Unrest	Limited
Chemical Incident	Limited
Radiological Incident	Limited
Biological Incident	Limited
Explosive Incident	Limited
Nuclear Incident	Limited
Communication Failure	Moderate
Infrastructure Failure	Moderate

Hazard indices and vulnerability assessments for moderate and significant risk events were developed for the buildings on the P&HCC campus. The hazard indices evaluated the extent to which the buildings were at risk from a particular hazard. The vulnerability assessments estimated the potential impacts if a particular building were affected by a specific hazard. A variety of hazards, both natural and human-caused, have the potential to impact P&HCC. Data analysis found in the **2016 West Piedmont Multi-Jurisdictional Hazard Mitigation Plan** indicates that Winter Storms and Flooding have the most significant and frequent impacts on the P&HCC community (WPHMP 2016, V-5, Table V-2).

Human-caused hazards: Dam failure, failure of high voltage transmission lines, pipeline failures, etc. would have a significant impact on the community as a whole. It should be noted that the Martinsville reservoir borders the east side of P&HCC's property and that Dam failure is ranked as a significant hazard.

In addition to injury or loss of life and damage to property, these hazards have the potential to cause the disruption of utilities and transportation systems, which can contribute to the disruption of normal campus activities.

# IV. Emergency Operational Plan

## P&HCC EMERGENCY OPERATIONAL PLAN

The basic emergency procedures outlined in this guide are designed to enhance the protection of lives and property through the effective use of P&HCC and community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the VPFAS/and or the Emergency Planning Officer, in conjunction with the CET, may declare a state of emergency, and these contingency guidelines may be implemented. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various magnitudes.

These procedures apply to all employees, students, and visitors, as well as buildings and grounds operated by P&HCC, including non-main campus properties.

### A. ASSUMPTIONS

The P&HCC EOP is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general assumptions:

- An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- The succession of events in an emergency is not predictable; hence, published support and operational plans will serve only as a guide and checklist and may require field modification in order to meet the requirements of any emergency.
- Disasters may affect residents in the geographical location of P&HCC; municipal, state, and federal emergency services may not be available on campus.
- A major emergency may be declared if information indicates that such a condition is developing or is probable.

### B. DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the VPFAS and/or the Emergency Coordinating Officer (ECO) in conjunction with the CET as follows:

- During the period of any campus emergency, the Police/Security Department, as required, shall place into effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. Police/Security shall immediately consult with one or more vice presidents of the CET regarding the emergency and the possible need for a declaration of a Campus State of Emergency.
- Federal law requires CET to immediately notify the campus community upon **confirmation** of a **significant emergency** or **dangerous situation involving an immediate threat** to the health and safety of students or staff occurring on campus...unless issuing a notification will compromise efforts to contain the emergency.

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- When this declaration is made, only registered students, employees, and affiliates (i.e., persons required by employment) are authorized to be present on campus. **Those who cannot present proper identification, P&HCC employee/student identification, or other photo identification showing their legitimate business on campus will be asked to leave the campus.** Unauthorized persons remaining on campus may be subject to arrest in accordance with Virginia Law(s).
- Only those employees who have been assigned to the CET (see Section C: CET Duties) or have been given access by the Police/Security Department will be allowed to enter the immediate disaster site.
- In the event of an emergency, the VPFAS/ Emergency Coordinating Officer (ECO) in conjunction with the Police/Security Supervisor or his/her designee will dispatch Police/Security Officers or other individuals, as needed, to determine the extent of any damage to P&HCC property.
- In conjunction with or the absence of the CET, the VPFAS and/or the Emergency Coordinating Officer (ECO) shall assume operational control of the emergency. An emergency command post may be established. If the emergency involves a large part or all of the campus, the command post is to be set up in the office of the Police Chief/ Emergency Coordinating Officer (ECO). If this site is unavailable, an alternate location has been established in West Hall, room 226. If no campus site is appropriate, use of The MET complex 65 Motor Sports Drive Martinsville Va. will occur. At least one uniformed officer is to staff the Command Post at all times until the emergency situation has been resolved. A marshaling area for outside and local agency assistance shall be established by the Police/Security Office for operations. A conference room with facilities which is designated to accommodate multiple telephones and electrical equipment is required (SEE APPENDIX L FOR COMMAND POST ITEMS).

### **C. CAMPUS EMERGENCY TEAM (CET) DUTIES**

Team members are to be kept in constant communication with the Command Post. The general responsibilities of the team members are listed below:

#### **1. Emergency Director**

Vice President of Financial and Administrative Services (VPFAS) and/or the Emergency Coordinating Officer (ECO) or designee

- Coordinates with others in assessing the emergency and preparing P&HCC's specific response.
- Officially declares and ends, when appropriate, the Campus State of Emergency as provided for in the introduction of this guide.
- Notifies and conducts liaison activities with the CET, governmental agencies, and others as necessary.
- Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.

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- Initiates immediate contact with the College President and CET and begins assessment of the P&HCC condition(s).
- Prepares and submits an official report to the College President summarizing the final outcome of the emergency.
- Performs other related duties as may be directed by virtue of the campus emergency.
- Recruit a scribe to be located in the Crisis Command Post or where needed in order to record events occurring during the emergency.

## **2. Public/Media Relations**

Director of Public Relations or Designee

- Acts as designated spokesperson for the College.
- Begin notification process for P&HCC personnel and persons on campus, and notification to campus neighbors (Appendixes D & E), if necessary.
- Determines if and when the media (Appendix F) should be contacted and prepares statement(s) to be released for public information about the situation.
- Establishes contact with news media (Appendix F) for dissemination of information as directed by the College President and the CET.
- Establishes and maintains contact with local radio and TV stations for public announcements. (Appendix F)
- Arranges for photographic and audio-visual services as necessary.
- Advises the College President and CET of all news concerning the extent of the disaster affecting the campus.

## **3. Damage Control**

Budget and Facilities Manager

- Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and/or equipment protection.
- Provides vehicles, equipment, and operators for movement of personnel and supplies. Assigns vehicles as required to the CET for emergency use.
- Obtains the assistance of utility companies as required for emergency operations. (See Appendix G)



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- Furnishes emergency power and lighting systems as required.
- Survey habitable space and relocate essential services and functions.
- Provides facilities for emergency generators and fuel during actual emergency or disaster periods.
- Provides for storage of vital records at an alternate site; coordinates with building and area coordinators for liaison and necessary support.

#### **4. Counseling**

Dean of Student Development Services or Designee

- Assists with psychological strategies.
- Monitors team performance for stress/anxiety levels.
- Coordinates Crisis Counseling (debriefing, grief counseling, and follow-up activities) (SEE Appendix I).
- As needed, serves as liaison between the college and the investigating law-enforcement agency to ensure that the victims and witnesses of any crime occurring on campus are informed of the rights provided to them as stated in the Code of Virginia § 19.2-11.01. (Appendix J)

#### **5. Computer Services**

Dean of Information Technology

- Under the direction of the Director of Public Relations, coordinates all computer and communication services, including implementation and use of “black” website during and after a confirmed emergency.

#### **6. Building/Safety Coordinators**

The Emergency Director, in consultation with the CET, will appoint a Building/Safety Coordinator for every Building/Safety (SEE APPENDIX C). These appointed individuals are authorized to implement emergency procedures, including direction over all persons within their designated area. The Emergency Director will schedule training for all Building/Safety Coordinators with respect to their specific responsibilities. These responsibilities include, but are not limited to:

- Training in emergency techniques such as fire extinguisher usage, first aid, CPR/AED training, and building evacuation procedures.
- Each Building/Safety Coordinator is required to pass AED/CPR/First Aid, Fire Extinguisher, and Building Evacuation training. Other training may also be required by the Emergency Director.

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## 7. Emergency Preparedness

- Distribute EOP to all employees within their assigned area; include follow-up discussions, on-the-job training, or explanation as required. Contact Police/Security for assistance.
- Training in emergency techniques such as fire extinguisher usage, first aid, CPR/AED training, and building evacuation procedures.
- Review a four-minute instructional video for the Evac + Chairs at [https://www.youtube.com/watch?v=vETqg\\_O\\_cA](https://www.youtube.com/watch?v=vETqg_O_cA)  
Evac + Chairs are located in West Hall and the LRC (multi-story buildings without an on-grade exit for each floor) adjacent to stairways and may be used to transport wheelchair-bound students in the event of an emergency. Note that elevators are rendered inoperative any time the fire alarm is activated.

## 8. Emergency Situations

- Take direction from the Police Chief/Emergency Coordinating Officer (ECO).
- Inform/Instruct employees of the emergency condition.
- Evaluate the impact of the emergency and take appropriate action, including ceasing operations and facilitating building evacuation.
- Maintain emergency telephone communications with officials from their own area (or from an alternate site if necessary).
- Implement all emergency procedures, including but not limited to:
  - Meet fire/rescue and report details of the emergency, the location of stranded students, and any hazards that may exist, such as chemicals, bottled gas, etc.
  - Activate the CCERT Team
  - Ensure that no one enters the building until cleared by fire/rescue and that people remain a safe distance from the building, upwind of the smoke, and clear of responding vehicles.
  - Split duties and deputize as needed to expedite response.

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## 9. Faculty, Administration, and Staff

Each member has the following responsibilities:

- Faculty will inform their students of emergencies and initiate emergency responses as appropriate and outlined in this document.
- Departmental supervisors will inform their staff of an emergency and initiate emergency procedures as outlined in this document.
- Report all safety hazards first to Police/Security.
- All students and employees will adhere to building evacuation guidelines during any emergency and report to a designated campus assembly area outside the building and wait for directions from the Building/Safety Coordinator.
- During an emergency, the use of campus phones must be restricted to emergency communication only. In the absence of phone services, the Police/Security Department will use members of the CCERT and the campus radio system for emergency communication.

## D. COLLEGE NOTIFICATION SYSTEM

**IMPORTANT REMINDER: Individuals on the site of a potential bomb threat should not use two-way radios, pagers, or cellular telephones.** Bullhorns and designated runners should be used to pass information between the Command Post, Building/Safety Coordinators, and other emergency officials.

### 1. P&HCC ALERT SYSTEM

**Code of Virginia 23.1-803. (First warning notification and emergency broadcast system required)**

Requires CET to immediately notify the campus community upon **confirmation** of a **significant emergency** or **dangerous situation involving an immediate threat** to the health and safety of students or staff occurring on campus by activating the Patriot Crisis Alert System, Net Support Notify and utilizing the PA/Radio system...unless issuing a notification will compromise efforts to contain the emergency.

## E. EVENING/NIGHT EMERGENCY PROCEDURES

**POLICE/SECURITY OFFICER ON DUTY:** The Police/Security Department is the focal point for the two-way transmission of official emergency communications to the College. The Police/Security Officer on duty shall contact the Emergency Director or Emergency Coordinating Officer (ECO) to determine if a state of emergency should be declared.

The officer on duty will notify the Emergency Director and or Emergency Coordinating Officer (ECO) of any campus emergency. (See Section C: CET) The Emergency Director will initiate the notification system by first calling the CET as appropriate to the specific emergency.

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## **F. ON/OFF CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES**

- Police/Security. Police/Security Officers are on duty 16 hours a day from the hours of 0630 hours to 2230 hours. Police/Security is to be notified of all situations. They will contact the appropriate agency. If a situation occurs between the hours of 2330 hours and 0530 hours contact the Chief of Police at home 276-632-8519, cell 276-806-9840, or dial 911.
- Purchasing Department. Emergency procurement of materials/services can be arranged through the Purchasing Department. (See appendix K and Section VIII Administration Finance and Logistics)

## **G. CAMPUS EVACUATION**

- Evacuation of all or part of the campus grounds will be announced by Building Coordinators in conjunction with the Patriot Crisis Alert System
- PA/Radio system and Police/Security.
- All persons are to immediately evacuate the site in question and relocate to another area or part of the campus grounds as directed.
- Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know the designated area assembly points, which are located in the EOP section.

## **H. EMERGENCY EVACUATION PLAN FOR INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities or other special circumstances may have difficulty evacuating a building without assistance during an emergency situation. This may include persons with limited mobility (e.g., persons who use wheelchairs, scooters, crutches, canes, etc.), persons who are blind or have low vision, or persons who are deaf or hard of hearing. Faculty, staff, students, and visitors with disabilities or other special circumstances are responsible to develop their own evacuation plans, including one for when they are in the company of a nondisabled person and one for when they are alone, and to identify two evacuation routes from each classroom/laboratory/office/building they use (excluding the elevator).

- Students with disabilities or other special circumstances are requested to register with disability Resources to include a discussion of emergency evacuation needs and procedures and to develop a specific plan for evacuation. Students are encouraged to advise their classroom instructors and relevant staff of their plans.
- Employees with disabilities or other special circumstances are requested to register with Campus Police and to discuss emergency evacuation needs and procedures with Human Resources and their immediate supervisor and develop a specific plan for evacuation.

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- Emergency personnel may be available to assist with emergency evacuation. However, this may not always be the case. It is the responsibility of individuals with disabilities and special circumstances to be familiar with evacuation points, to identify several reliable people (evacuation assistants) to assist them in case of an emergency, and to instruct them in the best way to do
- Evacuation assistants are persons (volunteer, co-worker, classmate, or friend) who can lend assistance to individuals with disabilities or special circumstances during an emergency. Evacuation assistants provide instructions during an evacuation, help individuals with disabilities or special circumstances relocate to an area of rescue assistance, notify first responders/emergency personnel of persons unable to evacuate a building, and provide support as necessary to ensure a safe evacuation. Evacuation assistants are NOT responsible for physically evacuating an individual from a building. Except in life-threatening situations, carrying a person down a set of stairs or out of a building should only be done by trained emergency personnel.

**Persons with disabilities or other special circumstances have four basic evacuation options:**

- *Horizontal evacuation:* Individuals may use building exits to the outside ground level or, on upper floors, go into unaffected wings.
- *Stairway evacuation:* Individuals may use steps to reach ground-level exits from the building.
- *Stay in place:* Unless danger is imminent, individuals may remain in a room with an exterior window, telephone service, and a solid or fire-resistant door\*. An evacuation assistant (or other nondisabled person) should remain with the individual while another person informs emergency personnel of their location. With this approach, the individual or evacuation assistant may keep in contact with emergency services by dialing 9-1-1 and reporting their location directly. Emergency services will immediately relay this location to the on-site emergency personnel, who will determine the necessity for evacuation. If the telephone service fails, the individual or evacuation assistant can signal from the window by waving a cloth or other visible object.

The stay-in-place approach may be more appropriate for sprinkler-protected buildings or buildings where an area of rescue assistance is not nearby or available. It may also be more appropriate for an individual who is alone when the alarm sounds. Individuals who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.

\*A “solid” or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1¾ inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

- *Area of rescue assistance:* With an evacuation assistant, an individual may go to an area of rescue assistance away from obvious danger. The evacuation assistant will then go to the building evacuation point and notify the on-site emergency personnel

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of the location of the individual. Emergency personnel will determine if further evacuation is necessary.

For false or needless alarms or an isolated and contained fire, an individual with a disability or special circumstances may not have to evacuate the building. The decision to evacuate will be made by Police/Security.

### **Disability Guidelines**

Prior planning and practicing of emergency evacuation routes are important to assuring a safe evacuation.

**Limited Mobility (wheelchair/scooter user):** Every effort should be made to assist the individual in exiting the building. If the individual is not on the ground floor, every effort should be made to move the wheelchair/scooter user to the nearest area of rescue assistance and wait for emergency personnel to arrive. The evacuation assistant should then proceed to the building evacuation point and tell emergency personnel the location of the individual. In case of a false alarm or isolated fire, it may not be necessary to risk a complicated evacuation where several apparatuses (catheters, respirators, quadriplegia neck braces) are involved. Do not lift the wheelchair or scooter down the stairs. Emergency personnel use specially designed evacuation chairs to safely move individuals with limited mobility down stairways. When danger is imminent, the two-man lift technique can be used to lower a person out of the wheelchair/scooter and down the stairway.

**Limited Mobility:** Persons who are able to walk independently (with or without the use of aides, such as crutches, canes, walkers, etc.) may be able to negotiate stairs, with minor assistance, in an emergency. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (e.g., detectable smoke, fire, or unusual odor), the person may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

**Blind/Low-Vision:** Most persons who are blind or have low-vision will be familiar with their immediate surroundings and frequently traveled routes. Since an emergency evacuation route is likely to be different than commonly traveled routes, persons who are blind or have low vision may need assistance in evacuating. In the event of an emergency, inform the person of the nature of the emergency and offer to guide the person to the nearest emergency exit. The assistant should offer his or her elbow to the person and guide him or her through the evacuation route. Orient the person away from any obstacles that may be in the way.

**Deaf/Hard of Hearing:** If a visual warning device is not available, a person who is deaf or hard of hearing may not be aware an emergency exists. If the person is using a sign language interpreter and the interpreter is present, explain through the interpreter what is happening and give instructions to the nearest emergency exit. If an interpreter is not present and/or the individual does not understand verbal instructions (i.e., is unable to lip read), emergency instructions can be given by writing a short, explicit note to evacuate the building.

## EMERGENCY FIRST AID

### West Hall:

Mail room 117—Above the computer on the wall cabinet.  
Room 151—On the wall to the right of the door.  
Room 157—Sue Ann's office—on the wall, to the right, as you enter the door.  
Room 143—(Lobby) on the wall behind the receptionist's desk.  
Room 225—On the wall as you enter the office area.  
Room 205—On the outside wall, under the pencil sharpener.  
Room 207—On the outside wall, under the pencil sharpener.  
Room 305—To the left of the front door.  
Room 319—On the outside wall, under the pencil sharpener.

### Frith:

Kitchen (140)—On the wall by the door.  
Reprographics (108)—Sitting on the shredder by the door.

### Philpott

Electricity Rm (105) On the wall to the right as you enter the room.  
Wrestling room (106) In the coaches' office.  
Nursing (109)—In the center office by Stephanie Wagoner's office.  
HVAC(112)—On the wall to the left of the door.  
Physical Therapy (132)—On the wall by the door.  
Forensics' ADJ(135)—On the wall by the door.  
Forensics' lab(135(b) On the wall by the backdoor.  
Nursing classroom (137) On the wall by the door.

### Stone:

Slim Gym 111A—On the wall by the door.  
Jr's office, RM 114, On the wall to the left of the front door.  
Gym(212)- To the right as you enter the front door.  
Coach Bus: First Aid Kit  
Starcraft Bus: First Aid Kit

### Walker:

Upward Bound(117)—On the wall by the door.  
V.P office(202)- On the filing cabinet.  
Admissions: On the wall behind Pam Holland's desk.

### LRC:

Lobby area 1<sup>st</sup> floor: Attendants' drawer.  
Processing area 2<sup>nd</sup> floor: On the wall by the door.

### Maintenance:

Office area: On the wall by the door in the break room.

### MET:

Lobby—In security desk drawer  
Hallway- On beam across from the motor control lab.  
Motorsports—on a beam by the surface plate.

### Idea Center:

Lobby --By Amy Reed's desk.  
2<sup>nd</sup> floor—Copy room  
Student Lab—on the wall, to the left, as you enter the room.

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**Met II:**

Instructor Offices—as you enter from the hallway, the kit is located on the wall to the left of the door.

Welding lab—as you enter from the hallway, the kit is located to the right of the sliding doors.

Back Hallway—on the left-hand side, on the wall.

**Patrick County Site's**

Patrick County Main Site – copier room

Patrick County's Baliles & Reynolds Learning Center - entrance to main room near AED

**Non-Life Threatening Injury/Illness**

Non-Life Threatening Injuries/Illnesses are reported to the Security Office immediately if occurring on college property during normal business hours or within twenty-four (24) hours following the accident. The injured or ill individual will complete an accident report and return it to:

- Human Resources – if the individual is an employee
- Police/Security Office – if the individual is not an employee

**Serious Injury/Illness**

911 should be called immediately, then call Security. If possible, the parent/spouse/legal guardian will be notified without delay. The injured or ill individual will complete an accident report and return it to:

- Human Resources – if the individual is an employee
- Police/Security Office – if the individual is not an employee



# V. Emergency Communication Plan

## A. P&HCC Emergency Communication Plan

The Emergency Communication Plan is a component of the Patrick & Henry Community College EOP that deals specifically with the duties and responsibilities of the Public Relations Department and its staff in the event of an emergency.

P&HCC believes that open and honest communication is the cornerstone of good emergency management. The institution strives to maintain confidence and trust by providing as much disclosure as possible and communicating pertinent information quickly to key audiences. The Public Relations Department will maintain clear, concise communications to the campus, community, media, and local officials.

The following are the guidelines for implementation of the Emergency Communication Plan:

After a determination of an existing or impending emergency is made by the CET, the Director of Public Relations or designee shall:

- Collect all pertinent facts.
- Prepare a written statement to be used for all inquiries; update as often as the situation changes.
- Disseminate information via the following mediums and update as the situation changes:
  - Patriot Crisis Alert System
  - Mass emails to employees and students
  - NetSupport Notify Console
  - PA/Radio communication system
  - P&HCC “*Dark Site*” website (Appendix M)
  - Coordinate with the Director of Information Technology
  - Alternate message on the main telephone line
  - Campus marquee
  - Media
- The Director of Public Relations or the College President or his/her designee shall serve as the official spokesperson in an emergency situation. In the event of a campus emergency, all inquiries should be directed to the Public Relations Department. The Director may designate other college staff members to handle specific responsibilities in this endeavor.
- Situate media relations at a designated location; determine whether media are permitted on the scene.
- Assign photographers/videographers to take photos or video footage of the scene. This could prove helpful in responding to media inquiries, possible later litigation, and documenting the events.

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- Keep a log of all media inquiries.
- Organize and train a phone bank if needed.

### **B. Emergency Preparedness**

In preparation for any emergency situation, the Public Relations Director shall:

- Ensure a media contact list is up to date and readily available to all members of the CET and in the designated Command Post. ( Appendix F)
- Create “dark” sites/messages for the college website, P&HCC Alert, email, marquee, main telephone line, and PH TV, which will be stored and accessible by members of the CET in an easily accessible location for expedited posts.
- Provide camera(s), video camera(s) for ready access in the designated Command Post.
- Determine the best location for media relations and phone bank. Be prepared to set these areas up should a crisis occur.
- Preplan how information will be disseminated if the phones, Internet, and email do not work.

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## V. Emergency Response Plan

When possible, the CCERT team will assist in all phases of the Emergency Response Plan.

### P&HCC Emergency Response Plan

The following is an outline of procedures to follow in specific emergency situations.

#### A. Fire

- (1) **Rescue** anyone who might be in danger of fire or smoke inhalation.
- (2) **Call 911, then activate the fire alarm.**
  - Pull the nearest fire alarm
  - IN ALL CASES OF FIRE, THE POLICE/SECURITY DEPARTMENT MUST BE NOTIFIED IMMEDIATELY (Police 656-5494, 806-9840, Security 656-0221, 732-2406)
- (3) **Confine** – Close all doors, clear all exit routes, extinguish the fire, and if you can do so safely, follow fire extinguisher procedures.
- (4) **Evacuate** – everyone will evacuate quickly to the nearest marked exit and alert others to do the same.
- (5) Once outside, building coordinators will escort individuals to the designated assembly point, a minimum of 500 feet away. Designated assembly points:

<b>Building</b>	<b>Designated Area of Assembly</b>
Philpott Hall, LRC, and Stone Hall	Baseball field
West Hall	Lower end of front parking lot
Walker Hall	Lower end of front parking lot
Frith Hall	Upper parking lot between Frith & West Hall
Maintenance building	Outside of main fence gate
MET Complex	Front parking lot near main entrance
Dalton Idea Center	Fayette Street Parking Lot beside the bicycle shop
Patrick County site 1	New sign at the main entrance
Patrick County site 2	Sign at the main entrance of site 2

- (6) **Do Not Re-enter** the evacuated building unless told to do so.

## How to use a Fire Extinguisher

**Pull** – the pin

**Aim** – at the base of the fire

**Squeeze** – the handle/trigger

**Sweep** – with extinguisher as you suppress the fire

**IF THE FIRE IS LARGER THAN A WASTE CAN, DO NOT ATTEMPT TO PUT IT OUT!**

IMPORTANT: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) in the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic.

## B. Tornado

### (1) Tornado Situations

A. There are two types of messages issued by the National Weather Service dealing with tornados: Tornado Watch and Tornado Warning. Each message has a specific meaning and should not be confused with one another.

1. Tornado Watch: Issued to alert persons of the possibility of a tornado development in a specified area for a specific period of time. It is not necessary to interrupt the normal operations of the College during a tornado watch. Remind students of safe locations and the need to minimize outdoor activities until the watch has passed.

2. Tornado Warning: Issued when a tornado has actually been sighted in the area or indicated by radar. Warnings will indicate the location of the tornado, the time of detection, the area through which it is expected to move, and the time period during which the tornado will move through the affected area. When this warning is issued, the College should take immediate safety precautions.

B. Knowledge of the following characteristics of tornados is useful in tornado detection and tornado preparedness planning:

1. **TIME OF DAY:** A tornado is most likely to occur in mid-afternoon, generally between 3 p.m. and 7 p.m., but they have occurred at all times of the day.

2. **DIRECTION OF THE PATH:** A tornado's direction of travel is usually from the southwest to the northeast.

3. **LENGTH OF THE PATH:** The length of the path of a tornado averages four (4) miles but has reached as much as 300 miles.

4. **WIDTH OF THE PATH:** The average width of the path of a tornado is 300 to 400 yards, but tornados have cut paths of a mile or more in width.

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5. **SPEED OF TRAVEL:** The average speed of a tornado ranges from 25 to 40 miles an hour. Speeds ranging from stationary to 68 miles an hour have been reported.

6. **APPEARANCE:** The cloud directly associated with a tornado is a dark, heavy cloud from which a whirling funnel-shaped pendant extends to the ground.

7. **PRECIPITATION:** precipitation associated with a tornado usually occurs first as rain, just preceding the storm, frequently with hail, and as a heavy downpour immediately to the left of the path of the tornado.

8. **SOUND:** Sounds occurring during a tornado have been described as a roaring, rushing noise, closely resembling the sound of a train.

C. **Monitoring** - The Police Department/Security Office monitors the National Weather Service, and officers are on alert for any tornado developments or sightings.

#### D. Emergency Tornado Procedures

##### 1. Tornado Watch Procedures:

Police/Security Personnel – Whenever Police/Security Personnel are alerted to a Tornado Watch situation by the U.S. Weather Service, they will go to a high ready status and monitor the weather services for any changes or updates.

##### 2. Tornado Warning Procedures:

Police/Security Personnel – Whenever Police/Security Personnel are alerted to a Tornado Warning situation by the U.S. Weather Service, they will notify the campus by the P&HCC Alert System and PA/Radio system to provide direction when the situation exists.

(2) Procedures for Seeking Shelter in Each Building - DO NOT USE ELEVATORS! CROUCH DOWN MORE AWAY FROM WINDOWS AND DOORS! UTILIZE RESTROOMS AND HALLWAYS!

**IF TIME TO EVACUATE:** Evacuate persons to a safe area designated by yellow signage prior to a tornado. Persons should seek shelter in the basement of the building or in the rooms or areas designated as “**TORNADO SAFE**” to avoid windows and skylights.

**IF NO TIME TO EVACUATE:** Persons should seek shelter under heavy furniture, desks, or in a closet to avoid injury from debris (look around your area and select your shelter area after reading this policy).

<b>Building</b>	<b>Interior location in emergency</b>
	<b>All areas designated by yellow signage indicating Tornado Safe Room, Tornado Safe Area</b>
Frith	Restrooms, Small Conference Room 145, Lecture Hall 154
West	Room B101, Basement Hall, Stair Wells, All Restrooms
Walker	Basement Rooms 135, 139, Basement Hallway, Dean's Office 117 All Restrooms
Philpott	Nursing Lab 118 (Internal classroom), Room 137A All Restrooms
Stone	Basement Level Computer Labs B 100, B 101 Stairwell, Hallway outside of Locker rooms, <b><i>BUT NOT LOCKER ROOMS!</i></b> Restrooms, <b><u>DO NOT USE GYM</u></b>
Maintenance Building	Tool/Supply Room
LRC	Hallway beside Math Lab, Stairwell, Offices on the First floor marked with signage Tornado Safe Room
Patrick County Bldg.	Bathrooms or Main Hallway
Dalton Idea Center	Basement
MET Complex	Rooms with no windows

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(3) Execution of Instructions

The VPFAS or his designee shall determine when to initiate emergency tornado procedures. Designees are the Police Chief/ Emergency Coordinating Officer (ECO) or any Vice President.

(4) Miscellaneous

The Police/Security Office emergency tornado procedures or plans are designed to be flexible as a response to the varying conditions of a tornado situation. Not all tornado situations will lead to a Tornado Warning. Thus, the initiation of tornado plans has a judgment factor, particularly in terms of the tornado situation encountered.

**C. Explosions on campus or sites**

In the event of an explosion on campus, take the following action:

- (1) Immediately take cover under tables, desks, or other objects that will give protection against falling glass or debris.  
After the effects of the explosion and/or fire have subsided, call 911, then notify the Police/Security Office at (Police 656-5494, 806-9840, Security 656-0221, 732-2406)
- (2) Give your name and describe the location and nature of the explosion(s).
- (3) When told to leave by College Officials, walk quickly to the nearest marked exit and ask others to do the same.
- (4) Building Coordinators are designated to assist disabled individuals during an emergency. If a building coordinator is not available, **OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC. USE STAIRWAYS.**
- (2) Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know the designated area assembly points.
- (3) If requested, assist emergency crews as necessary.
- (4) A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a Campus Official.

IMPORTANT: After any evacuation, report to your designated assembly point.

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#### **D. Chemical and Radiation Spill(s)**

Any spillage of a hazardous chemical or radioactive material is to be immediately reported by calling 911, then Police/Security Personnel (Police 656-5494, 806-9840, Security 656-0221, 732-2406 or 632-7422)

- (1) Who in turn will notify the CET
- (2) When reporting, be specific about the nature of the involved material and the exact location. The Police/Security Personnel will contact the necessary specialized authorities and medical personnel.
- (3) The Building/Safety Coordinator should vacate individuals from the affected area at once and await the arrival of Police/Security Personnel.
- (4) Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to Police/Security Personnel.
- (5) Required first aid and clean up by specialized authorities should be started at once.
- (6) Upon notification of an emergency, walk quickly to the nearest marked exit and alert others to do the same.
- (7) Assistants are designated to assist disabled individuals during an emergency. If an assistant is not available, **OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.**
- (8) Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- (9) If requested, assist emergency crews as necessary.
- (10) A Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- (11) **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a CET Official.

#### **E. Bomb Threat**



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(See the following section for the form to be completed while on the phone with the caller.)

a. If you observe a suspicious object or potential bomb on campus,  
**DO NOT HANDLE THE OBJECT!** Clear the area and immediately call  
Police/Security at (Police 656-5494, 790-5090, Security 656-0221, 732.2406)

(2) Any person receiving a phone call bomb threat should ask the caller:

- a. When is the bomb going to explode?
- b. Where is the bomb located?
- c. What kind of bomb is it?
- d. What does it look like?
- e. Why did you place the bomb?

(3) Keep talking to the caller as long as possible and record the following:

- a. Time of call
- b. Age and sex of caller
- c. Speech pattern, accent, possible nationality
- d. Emotional state of caller
- e. Background noise

(4) The Police/Security Personnel, in conjunction with others, will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to Security. **DO NOT TOUCH THE OBJECT!!** Do not open drawers or cabinets or turn lights on or off.

(5) Upon notification, walk quickly to the nearest marked exit and alert others to do the same.

(6) Assistants are designated to assist disabled individuals during an emergency. If an assistant is not available, **OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.**

(7) Once outside, move to a clear area at least 500 feet away from the affected buildings(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

(8) If requested, assist emergency crews as necessary.

## **F. Cardio-vascular Emergencies (AED Applications)**

Automated External Defibrillators (AED) has been installed in every building on campus. AED cabinets are clearly labeled and identifiable as AED units.

LOCATIONS:

**Frith:** Across from office 118

**Philpott:** Across from room 109(Nursing office)

**Walker:** Outside of the coffee shops

**LRC:** Near the stairwell by the circulation desk

**Stone Hall:** Outside room 101, 2 are located in JR Smith's office for bus trips.

**Patrick County Site:** In the lobby

**West Hall:** Near the stairwell by the President's office

**MET I:** Back hall of the motorsports area (across from the Engineering Lab)

**Met II:** in the hallway of the welding Lab

**Patrick County Site:** In the lobby behind the reception desk.

**Baliles and Reynolds Learning Center:** On the wall on the left of the double doors entering the lab

**Maintenance:** On cabinet as you enter the building in a red case.

**Dalton Idea Center:** In the hallway as you enter the front door

**Police Department:** on the counter by the door

- (1) Upon being notified that an AED has been activated, the coordinator or officer on duty will respond immediately to the location identified to assist with CPR/AED procedures and crowd control and to ensure that 911 has been contacted.
- (2) Upon completion of CPR/AED procedure, AED must be replaced.
- (3) The responding coordinator or officer is responsible for the completion of the AED Use Report-Accident/Illness Report to be turned in to the supervisor and Police Chief.

Faculty/Staff/Student/Citizen Responsibility

- (1) Upon being notified or assessing a situation on campus that requires CPR/AED Procedure, the responding person should:
  - a. Acquire the AED from the cabinet or designated AED location in the building
  - b. Notify Police/Security as to the location/event
  - c. Begin CPR/AED procedure
  - d. After CPR/AED use, be available to answer questions for report purposes by Police/Security Personnel.

## **G. Violent or Criminal Behavior**

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Police/Security is located on the first floor of West Hall and provides you with 16-hour assistance and protection from 6:30 am to 10:30 pm. This service is provided seven days a week on a year-round basis.

For on-campus emergencies, dial 911 or Campus Police 656-5494, 806-9840, Security 656-0221, 732-2406.

- (1) Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
  - a. If you are a victim or witness to a crime, you must promptly notify Police/Security as soon as possible and report the incident. Include the following:
    1. Nature of incident
    2. Location of incident
    3. Description of person(s) involved
    4. Description of property involved
  - b. If you observe a criminal act or observe a suspicious person on campus, immediately notify Police/Security Personnel and report the incident.
  - c. Assist Police/Security Personnel when they arrive by supplying them with all additional information and asking others to cooperate.

#### **H. Active Shooter / Dangerous Person**

An active shooter or dangerous person is identified as posing an immediate threat to the P&HCC campus. If you encounter or learn that such a person is on campus, take the following immediate action:

##### **(1) Emergency Lockdown Procedures**

- **Remain calm.** Encourage others to remain calm.
- **Immediately cease all activity** (i.e., teaching, group work, meetings etc)
- If you are certain you can you can escape unharmed, do so quickly and quietly.
- If attempting to escape, do not carry phones or other objects in your hands. As you move through open/secure areas, keep your hands elevated with palms visible in case you encounter law enforcement personnel. Follow any and all instructions from law enforcement personnel.
- **Lock or barricade all doors where possible.** Close and lock windows, lower blinds, remain out of sight, turn off lights, take cover behind concrete walls, thick desks, and filing cabinets that are away from windows and doors, and try to give the impression that the room is empty. Stay low and away from windows.

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- If possible, cover any windows or openings that have a direct line of sight into a hallway.
- **Immediately put all cell phones into "Vibrate" or "Silent" mode.** Calls to 911 or Campus Police should be made only if specific information becomes available regarding the location or conduct of the intruder or if the status of the emergency changes. Follow all instructions from the 911 dispatcher.
- **Be as quiet as possible.**
- **DO NOT** respond to anyone at the door until an "all clear" text message is received or if you are certain it is safe to do so (i.e., if police are at the door).
- If you are directed by police to leave your secured area, assist others in moving as quietly and quickly as possible.
- **Do not sound the fire alarm in the building unless there is a fire.** People may be placed in harm's way when they are attempting to evacuate the building. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke or see fire in your area.
- If you are outside of a building when a lockdown is announced, if it is safe to do so, run into the nearest building and follow the above lockdown instructions. If it is not safe to run into a building, hide behind a large heavy object (i.e., vehicle, tree). Notify Campus Police of your location when it is safe to do so.
- **Be aware of alternate exits if it becomes necessary to flee.**
- Individuals should not attempt to leave the building until told to do so by police personnel.

(2) Should gunfire or explosives be discharged on campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary and then notify Police/Security Personnel.

**(3) WHAT TO DO IF TAKEN HOSTAGE:**

- a. Be patient. Time is on your side. Avoid drastic action.
- b. The initial 45 minutes are the most dangerous. Follow instructions and be alert. Don't make mistakes that could endanger your well-being.
- c. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor, who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- d. Remain calm. Avoid speculating. Comply with the instructions as best as you can. Avoid arguments. Expect the unexpected.

- e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- f. Be prepared to answer the police on the phone. Be patient and wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors, in all probability, do not want to harm the persons held by them. Such direct action further implicates the captor in additional offenses.

### **I. Peaceful, Non-Obstructive Demonstrations**

- (1) Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked. Efforts should be made to conduct P&HCC business as normally as possible.
- (2) If demonstrators are asked to leave but refuse to leave by regular facility closing time:
  - a. Arrangements will be made by the Police Chief to monitor the situation during non-business hours, or
  - b. Treat the situation as a violation of regular closing hours and, thus, a disruptive demonstration. (See section on non-violent, disruptive demonstrations below.)

### **J. Non-violent, Disruptive Demonstrations**

In the event that a demonstration blocks access to P&HCC facilities or interferes with the operation of P&HCC:

- (1) Demonstrators will be asked by the Police Chief or his/her designee to terminate the disruptive activity.
- (2) The Police Chief or his/her designee will consider having a photographer available.
- (3) Key college personnel and student leaders may be asked by the Police Chief or his/her designee to go to the area and persuade the demonstrators to discontinue their activities.
- (4) If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension and/or expulsion or possible intervention by civil authorities (see Attachment A), except in extreme emergencies. The College President will be consulted before Civil Authorities are brought onto campus.
- (5) Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.

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## **K. Violent, Disruptive Demonstrations**

In the event of a violent demonstration in which injury to persons or property occurs or appears imminent, the College President, Vice Presidents, and the Police Chief will be notified.

(1) During Business Hours:

- a. Police/Security Personnel will contact the Police Chief
- b. The Police/Security Personnel will then call the Public Relations Director to report to an advantageous location for photographing the demonstrators.

(2) After Business Hours:

- a. The Police/Security Office should be immediately notified of the disturbance.
- b. The Police/Security Department will investigate the disruption and report and notify the Police Chief.
- c. The Police Chief will report the circumstances to the College President and Vice Presidents.
- d. The Police Chief will notify key administrators and, if appropriate, the administrator responsible for the building area.
- e. If necessary, the Police Chief will call for mutual aid from the appropriate law enforcement agencies.

### **DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION (SAMPLE LANGUAGE)**

“This assembly and the conduct of each participant is disrupting the operations of P&HCC and is in violation of the rules and regulations of P&HCC. You have previously been called upon to disperse and terminate this demonstration.”

“You have been given the opportunity to discuss your grievances in the manner appropriate to P&HCC. In no event will the administration accede to demands backed by force.”

“Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, we will take whatever measures are necessary to restore order. Any individual who continues to participate in this demonstration may be subject to possible arrest for criminal violations.”

### **DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF POLICE (SAMPLE LANGUAGE)**

“You have previously been directed to terminate this demonstration, and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of P&HCC, each of you is hereby placed on interim suspension.”

“The Henry County Sheriff’s Office will now be called to assist the P&HCC Police Department by dispersing this assembly. Those who fail to leave immediately will be subject

to arrest, (for such things as Criminal Trespass, Destruction of Property, Breach of Peace, etc.)”

#### **L. Psychological Emergency**

A psychological crisis exists when an individual is threatening harm to himself/herself or others or is out of touch with reality. Typically, the disconnection with reality is due to drugs, medical reactions, or a psychotic break. A psychotic break may be manifested as hallucinations, uncontrollable behavior, or dissociative/multiple personality behavior.

If a psychological crisis occurs:

- a. Contact Police/Security Personnel at Police 656-5494, 790-5090, Security 656-0221, 732.2406 or 276-638-7422(P&HCC). Police/Security will contact other appropriate personnel.
- b. Try to keep the person calm or within your vision until assistance arrives.
- c. Maintain your own personal safety if you feel the situation is dangerous.

#### **M. Utility Failure**

- a. In the event of a major utility failure occurring during regular working hours (8 a.m. to 5 p.m., Monday through Friday), immediately notify Facilities at Ext. 0215 or call 276-732-2801.
- b. If the utility failure occurs after hours, on weekends, or on holidays, notify the office of Police/Security at Police 656-5494, 806-9840, Security 656-0221, 732-2406.
- c. When instructed to evacuate the building, walk quickly to the nearest marked exit and alert others to do the same.
- d. Individuals are designated to assist disabled individuals during an emergency. If the designated individual is not available, **OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.**
- e. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- f. If requested, assist emergency crews as necessary.
- g. A Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- h. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a CET Official.

**Always observe the above steps when the following emergencies arise:**

- a. **ELECTRICAL/LIGHT FAILURE** - Depending upon the severity of the emergency, building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is, therefore, advisable to have a flashlight and portable radios available for emergencies.
- b. **ELEVATOR FAILURE** - If you become trapped in an elevator, use the emergency phone to notify Police/Security. When the receiver is picked up, it will automatically dial the Police/Security Department.
- c. **PLUMBING FAILURE/FLOODING** - Cease all operations. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT!**  
**REMEMBER: THIS COULD CAUSE AN EXPLOSION.**
- d. **STEAM LINE FAILURE** - Vacate the area immediately.
- e. **VENTILATION PROBLEM** - If smoke is present, cease all operations and vacate the area.

SYSTEM FAILURE:	WHAT TO EXPECT:	DEPARTMENT TO CONTACT:
Computer Systems	System down	Information Technology
Electrical Power, Emergency Generators	Many lights are out	Facilities
Electrical Power	All vertical movement will have to be done by stairs	Facilities
The elevator stopped between floors	Elevator alarm bell sounding	Maintenance
Fire Alarm System	No fire alarms or sprinklers	Facilities
Natural Gas Failure or Leak	Odor, no flames on burners, etc.	Facilities
Sewer stoppage	Drains backing up	Facilities
Steam Failure	No building heat, sterilizers inoperative, limited cooking	Facilities
Telephones	No phone service	Information Technology
Water	Sinks and toilets inoperative	Facilities



Water Non-Potable	Tap water unsafe to drink	Facilities, all managers
Ventilation	No ventilation, no heating or cooling	Facilities

## N. Recovery

After an emergency situation has been brought under control, P&HCC's focus must shift to the recovery period. Actions that occur during the recovery period should assist individuals and P&HCC to return to normal as much as feasible.

During the recovery period, some of the issues that should be addressed are:

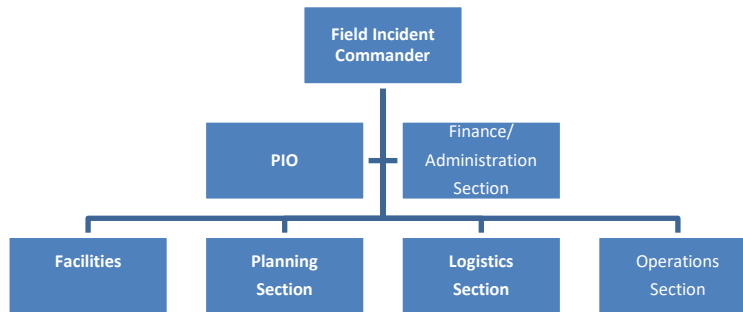
- Provide traffic and crowd control to assure site security.
- Preliminary damage assessment;
- Long-term recovery;
- Assure continued public information that is accurate, appropriate, and timely to all populations, including media. Set up a briefing location for media, if necessary.
- Assist with local, state, or federal investigations as necessary.
- Assist with the identification of injured or deceased individuals as needed.
- Behavioral/mental health assessment; (Appendix A)
- Set up a Family or Victim's Assistance Center if needed, advise victims of the Criminal Injury Compensation Fund (Appendix J)
- Assess infrastructure and determine viability for re-entry.
- Begin immediate repairs to electric, water, and sewer lines and stations.
- Complete disaster-related expense records. Begin request for reimbursement through the state or federal public assistance program if eligible.
- Within 72 hours of impact, complete an Initial Damage Assessment and submit to the VEOC, VCCS, or locality as determined by normal structure.
- Re-establishment of habitats and prevention of subsequent damage to natural resources.
- Gradual resumption of normal business activities, including conducting of classes;

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## VII. Organization

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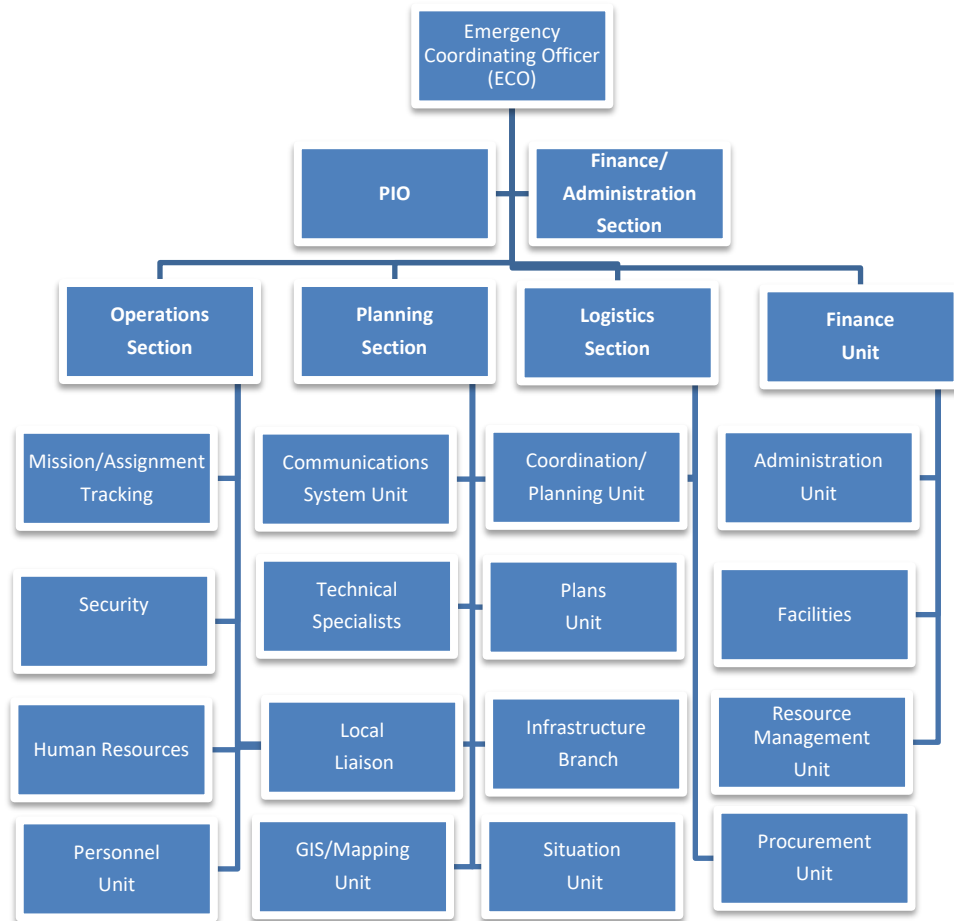
### A. Field Incident Command Structure



When the P&HCC's emergency operations center (EOC) is activated, there should be coordination between the EOC manager and the incident commander to ensure a consistent response:

- EOC follows the ICS structure, and
- The ESFs should be aligned with the ICS staff.

B. Emergency Operations Center



## VIII. Roles and Responsibilities

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### A. College Board of Patrick & Henry Community College

- Protect the lives of students, faculty, and staff and the property and assets of the Patrick & Henry Community College;
- Establish the P&HCC emergency management program;
- Designate the administrator ultimately responsible for emergency management (**President**); and
- Adopt and promulgate the Emergency Operations Plan (EOP).

### B. President / Designee

- Work with law enforcement, other emergency responders, and the Emergency Planning Coordinator to determine the need to evacuate an endangered area;
- Working with the same officials, consider the need to alter the normal business or class schedule of the institution, including delayed openings, early closings, or total closings;
- Exercise direction and control from the EOC during disaster operations;
- Hire and support the Emergency Planning Coordinator; and
- Hold overall responsibility for maintaining, exercising, and updating the plan.

### C. Police Chief/ Emergency Coordinating Officer (ECO) for P&HCC

Serves as the communication liaison between the Office of Commonwealth Preparedness, VDEM, and each agency. Pursuant to Executive Order 41 (2019), the EPC is assigned the following responsibilities, which may have been delegated to others within the organization:

- Maintain the EOC in a constant state of readiness;
- Develop and maintain the Emergency Operations Plan (EOP);
- Assume relevant duties as directed by the president or their designee;
- Develop and implement a test, training, exercise, and drill schedule to ensure all involved parties for emergency response and recovery are fully prepared to fulfill their tasks. A relevant exercise should be held at least annually; and
- Ensure that the EOP is reviewed, revised, and adopted every four years.
- Coordinate with the Department of Emergency Management on emergency preparedness, response, and recovery issues;
- Prepare and maintain designated parts of the COOP plan for which the institution is responsible.
- Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the plan;
- Maintain a roster of the institution's faculty and staff to assist in disaster operations and ensure that persons on the roster are accessible and available for training, exercises, and activations of the plan;
- Coordinate appropriate training for the institution's faculty and staff assigned to disaster operations;
- Prepare and maintain internal emergency preparedness, response, and recovery plans for the institution's resources (facilities, faculty, staff, and assets) that outline a comprehensive and effective program to ensure continuity of essential state functions under all circumstances;

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- Assure the State Coordinator of Emergency Management that preparedness plans for its facilities are coordinated with the applicable local emergency management agency.

**D. Local Emergency Manager/Coordinator:** County Administrator/Board of Supervisors Member/City Manager. The day-to-day activities of the emergency preparedness program have been delegated to the Coordinator of Emergency Management. The Director, in conjunction with the Coordinator of Emergency Management, will direct and control emergency operations for the local government in times of emergency and issue directives to other services and organizations concerning disaster preparedness. Is responsible for maintaining a primary Emergency Operations Center (EOC) from which to direct operations in time of emergency.

(The local government will appoint an individual by title to serve as a point of contact to the institution of higher education within its jurisdiction. This position will contact the VEOC with requests for resources on behalf of the institution. This operational policy to channel resource requests through the local government is consistent with the Code of Virginia §44-146.18 and §23-9.2:9, which mandates a state institution of higher education to maintain an EOP, keep it current, and integrate it with the local emergency operations plan.)

### **E. Student, Staff, and Faculty Involvement**

Patrick & Henry Community College has an active Community Emergency Response Team (CERT). The CERT is trained in a wide array of skills to include but not limited to first aid, search and rescue, triage, and fire suppression. P&HCC's CERT team is capable of serving P&HCC in times of emergency and supporting the EOC with manpower and first aid supplies. P&HCC's CERT team members range from vice presidents to administrative staff, so there is a vast array of experience and knowledge on the team.

P&HCC has one Campus CERT team with approximately 29 volunteers available to assist with emergency preparedness, response, and recovery activities. All CERT team members are issued P&HCC two-way radios and are activated by radio or cell phone.

At P&HCC, Campus CERT teams have a responsibility to:

- Develop and maintain a listing of trained CERT volunteers;
- Provide initial first-responder response to events as requested by the Emergency Planning Coordinator; and
- Assist in additional emergency response activities as requested by the Emergency Planning Coordinator.

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## **IX. Administration Finance and Logistics**

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All assets (human resources and facility and equipment resources) of the College will become the purview of the President of the College to direct in any way to respond to an emergency on campus.

The President may also appoint this authority to the VPFAS or other designee as written in a formal Delegation of Authority statement on file.

Identify policies and procedures for tracking and reporting of any costs due to an emergency. In many cases, normal procurement and financial policies will remain in effect, but in extraordinary events, additional provisions must be followed to increase the speed at which these actions can take place.

Identify required tracking and record-keeping procedures that will be put in place to ensure that all emergency costs are easily identified. (See Appendix K Emergency Procurement)

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## X. Authorities and References

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This section provides the legal basis for emergency operations and activities. It includes the following:

- Provisions for the continuity of operations (e.g., the succession of decision-making authority and operational control) to ensure that critical emergency functions can be performed.
- Lists of laws, statutes, ordinances, executive orders, regulations, and formal agreements relevant to emergencies.
- Specification of the extent and limits of the emergency authorities granted to the, including the conditions under which these authorities become effective.

### A. Succession of Authority

Continuity of emergency operations is critical to the successful execution of emergency operations. The following are examples of positions at an institution that would typically have a role in emergency management

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	<ol style="list-style-type: none"><li>1. President of the College</li><li>2. Vice President of Financial &amp; Administrative Services</li></ol>
Emergency Public Information	<ol style="list-style-type: none"><li>1. Vice President of Financial &amp; Administrative Services</li><li>2. Human Resources Manager</li><li>3. Police Chief/ Emergency Coordinating Officer</li></ol>
Campus Security	<ol style="list-style-type: none"><li>1. Police Chief</li><li>2. Police/Security Officer's</li></ol>
Grounds/Facility's Manager	<ol style="list-style-type: none"><li>1. Director</li><li>2. Assistant Director</li></ol>

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## B. Authorities

### Federal

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
2. The Homeland Security Act
3. National Response Framework
4. Local and Tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures, V. 1, Department of Homeland Security

### State

1. Commonwealth of Virginia Emergency Services and Disaster Law of 2006, as amended.
2. The Code of Virginia, Title 1, Chapter 23 and Chapter 44.
3. The Commonwealth of Virginia Emergency Operations Plan, December 2007
4. Executive Order 41

## C. References

### Local

1. West Piedmont Multi-Jurisdictional Hazard Mitigation Plan
2. Henry County – City Of Martinsville Emergency Operation Plan

### College

1. Continuity of Operations Plan (by Executive Order 41)
2. Annual Agency Preparedness Assessment
3. Pandemic Flu Plan
4. Terrorism and Security Awareness Orientation
5. SEC 2001 and SEC501 Security Audit Review and Checklist
6. VITA Risk Management
7. Information Technology Contingency Planning
8. Information Technology Systems Security
9. Data Protection
10. Facilities Security
11. Personnel Security
12. Information Technology Asset Management
13. Agency Risk Management and Internal Control Standards (ARMICS)
14. CFATS: Critical Facility Anti-terrorism Standards



## Appendix A – Glossary of Key Terms

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### **Accessible**

Having the legally required features and/or qualities that ensure entrance, participation and usability of places, programs, services, and activities by individuals with a wide variety of disabilities.

### **Agency**

A division of business or government with a specific function offering a particular kind of assistance. ICS agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

### **American Red Cross**

An organization charged by statute and agreements with the responsibility of helping meet the human needs of disaster victims.

### **Catastrophe (catastrophic incident)**

Any natural or manmade incident, including acts of terrorism that result in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, and/or government functions.

### **Command Post**

That location at which primary Command functions are executed; usually collocated with the Incident Base. Also referred to as the Incident Command Post.

### **Command Section**

One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

### **Continuity of Operations**

A process of identifying the essential functions - including staff, systems, and procedures that ensure the continuation of the agency's ability to operate.

### **Continuity of Operations Plan (COOP)**

In the context of the Virginia state government, the Governor has required all executive branch agencies to complete and exercise a plan that identifies essential functions and provides the resources to ensure the agency's ability to continue those operations. Essential functions for VERT agencies include their ability to perform their VERT roles.

### **Coordination**

The process of systemically analyzing a situation, developing relevant information, and informing appropriate personnel of viable alternatives for selection of the most effective combination of available resources to meet specific objectives

### **Crisis Management**

A predominantly law enforcement function that includes measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. (See also Consequence Management)

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### **Declaration of Emergency**

Whenever, in the opinion of the college/university's president or designated personnel, feels the safety and welfare of the people of the college/university require the exercise of extreme emergency measures

### **Decontamination**

The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the Hazardous Materials/HAZMAT

### **Emergency**

As defined by the *Code*, "any occurrence, or threat thereof, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources".

### **Emergency Alert System (EAS)**

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission to operate in a controlled manner, according to the State EAS Plan to inform the public of needed protective actions in the event of an emergency or disaster situation.

### **Emergency/Disaster/Incident**

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

### **Emergency Coordinating Officer (ECO)**

An individual appointed by the president of the university as directed by Executive Order # 41 actively plans, trains, and acts in the interest of the protection of the institution's community and coordinates with the Office of Commonwealth Preparedness.

### **Emergency Management**

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include fire-fighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

### **Emergency Operations Center**

A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

### **Emergency Operations Plan**

A document that provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

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### **Emergency Responder**

Includes local, state, and federal emergency services public safety, law enforcement, emergency medical services (pre-hospital and hospital), search and rescue, fire services, and related personnel, agencies, and authorities.

### **Emergency Services**

The preparation for and carrying out of the functions to prevent, minimize, and repair injury and damage resulting from natural or man-made disasters, together with all other activities necessary or incidental to the preparation for and carrying out of the forgoing functions. (*Code §44-146.16* for a list of included services.)

### **Emergency Support Function**

A function which takes agencies to provide or to coordinate certain resources in response to emergencies or disasters.

### **Evacuation**

Assisting people to move from the path or threat of a disaster to an area of relative safety.

### **Exercise**

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

### **Federal Disaster Assistance**

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of 1988 (PL 93-288)

### **First Responder**

Skilled personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, such as government and non-governmental police, fire, emergency medical, search and rescue, emergency management, public health, public works, and authorities.

### **Geographic Information System**

A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e., data identified according to their locations.

### **Hazardous Materials**

Substances or materials that may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored, or disposed of, which may include materials that are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, corrosive materials, and radioactive materials.

### **Hazardous Materials Emergency Response Plan**

The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for our community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions. This plan is separate from the county's Emergency Operations Plan.

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## **Incident**

An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property.

## **Incident Action Plan (IAP)**

An oral or written plan containing general objectives reflecting the overall strategy for managing an incident.

## **Incident Command System**

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span or control, pre-designed facilities, and comprehensive resource management. In ICS, there are five functional elements: Command, Operations, Logistics, Planning, and Finance/Administration.

## **Incident Commander**

The individual responsible for the management of all incident operations.

## **Initial Damage Assessment Report**

A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

## **Integrated Communications Plan**

This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

## **Joint Information Center**

A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

## **Joint Field Office (JFO)**

A temporary federal facility is established near a declared disaster area to provide a central point for federal, state, voluntary, and local officials with responsibilities for incident oversight, direction, and assistance.

## **Local Emergency**

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

## **Major Disaster**

Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion in any part of the United States that, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and federal warning centers or other federal agencies to the state warning points.

## **Mitigation**

Activities that actually eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances,

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State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes, and regulations.

### **Mutual Aid Agreement**

A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and equipment in an emergency situation.

### **National Incident Management System (NIMS)**

A system mandated by the federal Homeland Security Presidential Directive (HSPD) #5 that provides a consistent, nationwide approach for governments(federal, state and local), voluntary agencies and the private sector to work effectively and efficiently together to prepare for, respond to, and recovery from incidents, regardless of cause, size or complexity. NIMS uses a core set of concepts, principles, and terminology.

### **National Response Framework**

Establishes a process and structure for the systematic, coordinated, and effective delivery of federal assistance to address the consequences of any major disaster or emergency.

### **Preparedness**

The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises, and resources necessary to achieve readiness for all hazards, including Weapons of Mass destruction incidents.

### **Recovery**

Activities that address the short-term and long-term needs and the resources to assist, restore, strengthen, and rebuild affected individuals and communities.

### **Response**

Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs.

### **Threat**

Any indication of possible violence, harm, or danger.

### **Volunteer**

Any individual accepted to perform services by any agency that has the authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed.

### **Unified Command**

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations, and maximizing the use of all assigned resources.

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## Appendix B – List of Acronyms and Abbreviations

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ARC	American Red Cross
CONOPS	Concept of Operations
CONPLAN	Concept of Operations Plan
COOP	Continuity of Operations Plan
EOC	Emergency Operations Center
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOP	Emergency Operations Plan
EPC	Emergency Planning Coordinator
ESF	Emergency Support Function
EPZ	Emergency Planning Zone (Radiological term)
HAZMAT	Hazardous Material(s)
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
ICP	Integrated Communications Plan
IDA	Initial Damage Assessment
IDAR	Initial Damage Assessment Report
JFO	Joint Field Office
JIC	Joint Information Center
MAA	Mutual Aid Agreement
MACC	Multi-Agency Coordination Center
MACS	Multi-Agency Coordination System
MOU	Memorandum of Understanding
NGO	Nongovernmental Organization
NIMS	National Incident Management System

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NRF	National Response Framework
NWS	National Weather Service
OSHA	Occupational Safety and Health Administration
PDA	Preliminary Damage Assessment
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SOP	Standard Operating Procedure
UC	Unified Command

**Appendix C: Building Facilities Coordinators and Emergency Call Tree**

<b>Main Campus Building</b>	<b>Safety Coordinator</b>	<b>Alternate 1</b>
<b>Frith Hall</b>	Rhonda Hodges 290256	Letitia Pulliam 290250
<b>Learning Resource Center</b>	Chloe Mayhew 290348	Marcia Seaton-Martin 290228
<b>Maintenance Building</b>	Barry McDaniel 276-358-2010	Brian Boyd 290429 or 732-2932
<b>Philpott Hall</b>	Amy Webster 290248	Melissa Hubbard 290436
<b>Stone Hall</b>	Brian Henderson x0313 / 434-709-6311	J.R. Smith 290423
<b>Walker Fine Arts Center</b>	Meghan Eggleston 290285	Chris Wikstrom 290315
<b>West Hall</b>	Roberta Wright x0239	Mark Nelson 290275

<b>Off-Campus Sites</b>	<b>Safety Coordinator</b>	<b>Alternate 1</b>
<b>Patrick County</b>	Angie Brown 694-8778	Beth Pruitt x290453
<b>MET I</b>	Denver Smith x0464	Talmage Thomas x0463
<b>MET II</b>	Colin Ferguson 290349	Justin Durden 290283
<b>Idea Center</b>	Matthew Ratliff 656-5497, cell	Rhonda Hodges x0256

If a Building Safety Coordinator or alternate is unavailable on the main campus, contact Police/Security at Police 656-5494, Cell 276- 806-9840, Security 656-0221, Cell 276-732-2406.

**EMERGENCY CET CALL TREE**

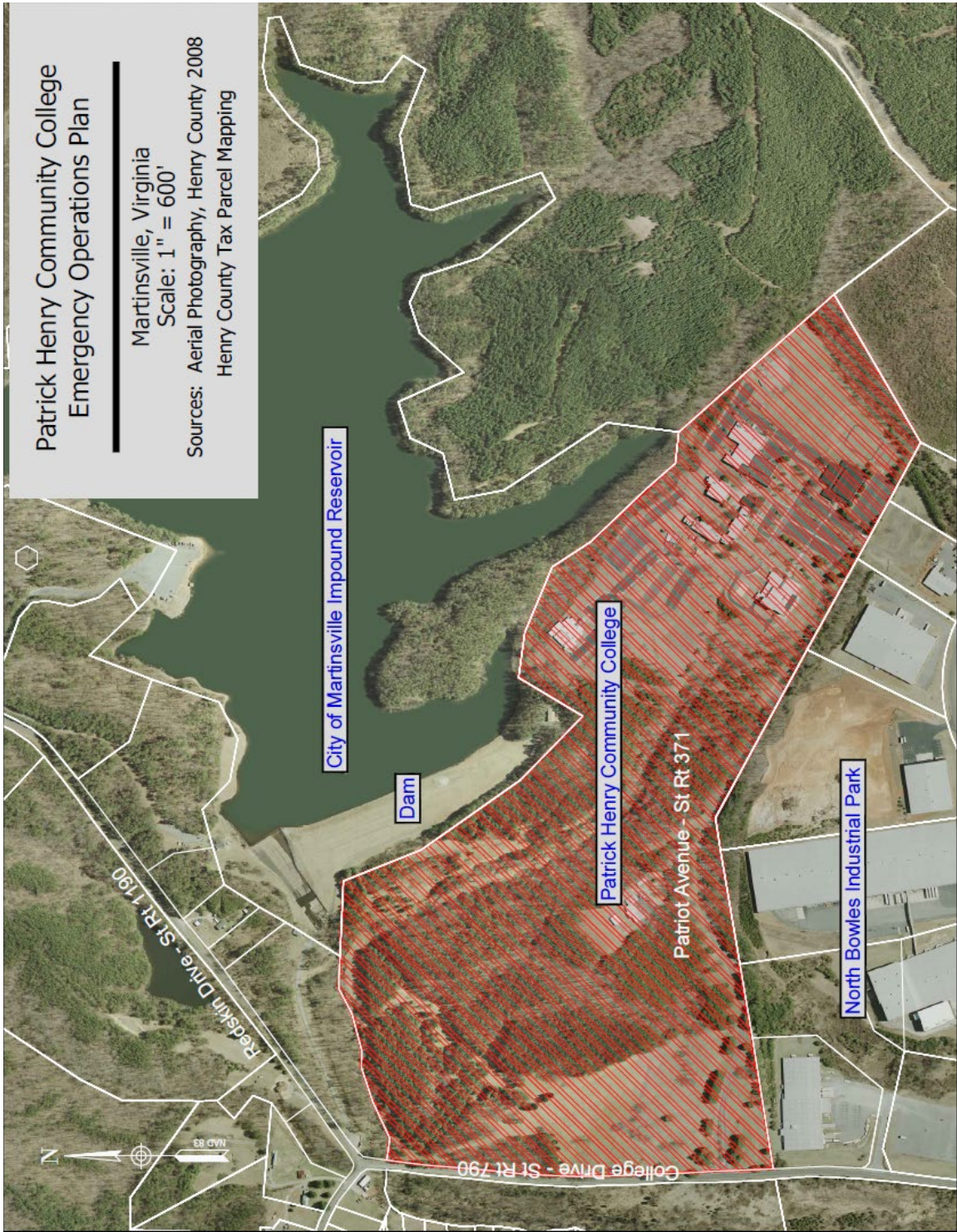
Greg Hodges (President) cell 276-340-5040 Office 276-656-0201  
 Jack Hanbury (Co Emergency Coordinating Officer (ECO)): Cell 276-224-2561  
 Gary Dove Chief of Police Cell (Co Emergency Coordinating Officer (ECO) 276-806-9840, Home 276-632-8519  
 Monica Hatchett (Public Relations) 276-656-0259 Cell  
 James Keaton: (Security Lead) 276-732-2406 Home Cell 276-226-3649  
 Roberta Wright: (Facilities Director) 276-340-1444  
 Jennifer Bowles: ( HR Director) 276-224-7738  
 Barry McDaniel (Maintenance Lead) 276-358-2010  
 Eric Arrington: (Director of Information Technology) 276-734-4139



**Appendix D****Emergency Operation Plan****Neighborhood****Contact List**

<b>Company Name</b>	<b>Street Address</b>	<b>Contact</b>	<b>2nd Contact</b>
Applied Felts	450 College Dr. Martinsville, VA	Faye Belcher "HR"	Sue Stowe, Asst. Mgr.
		276-656-1904	276-656-1904
Carter Bank & Trust	320 College Dr. Martinsville, VA	Pat Dennis	Lee Eldridge
		276-632-8000,	276-632-8021
Noland Company	591 Hollie Dr. Martinsville, VA	Albert Keatts, Mgr.	Ralph Johnson
		276-638-8706	276-638-8706
		Cell 276-226-0398	Cell 276-358-0966
Stone Dynamics Inc.	444 Hollie Dr. Martinsville, VA	Bob Lankford	G. L. Martin
		276-634-8025	276-732-1923
Boen Hardwood Floor	350 Hollie Dr. Martinsville, VA	Tom Goss	Tonya McGuire
		276-638-3700	276-638-3700
Stanley Furniture	140 Hollie Dr. Martinsville, VA	Patrick Holbrook "HR"	Larry Hagwood "OPS"
		276-627-2472	276-627-2468
		Cell 276-732-9677	Cell 276-732-9549
City Reservoir	55 West Church St. Martinsville, VA	Public Works	
		276-403-5157	
South Print	545 Hollie Dr. Martinsville, VA	Sharon Collins	
		276-403-5903	
GSI Commerce	229 Hollie Dr. Martinsville, VA	Nancy Uhran "HR"	
		276-670-6107	Cell 540-525-0735

Appendix E Map of P&HCC Neighbors



## Appendix F Patrick & Henry Community College Media Contact List

### Newspapers

<p><b>Danville Register &amp; Bee</b> 700 Monument St., Danville, VA 24541 News Room – 434-791-2299 Robert Benson, Editor <a href="mailto:rbenson@registerbee.com">rbenson@registerbee.com</a> Phone 434-791-7971 <a href="mailto:news@registerbee.com">news@registerbee.com</a></p> <p><b>The Enterprise</b> 129 N Main Street, P.O. Box 348 Stuart, VA 24171-0348 Nancy Lindsey, Editor; Gail Harding, Owner/Publisher Phone 276-694-3101 Fax 276-694-5110 <a href="mailto:mail@theenterprise.net">mail@theenterprise.net</a></p> <p><b>Martinsville Bulletin, Inc.</b> P. O. Box 3711 204 Broad Street Martinsville, Virginia 24115 276-638-8801 Toll Free: 800-334-6535 Brian Carlton, Editor <a href="mailto:info@martinsvillebulletin.com">info@martinsvillebulletin.com</a></p>	<p><b>The Richmond Times Dispatch</b> Richmond Times Dispatch 300 E. Franklin Street, Richmond, VA 23219 (804) 649-6990 / (804) 649-6331 <a href="mailto:news@timesdispatch.com">news@timesdispatch.com</a></p> <p><b>The Roanoke Times</b> 201 W. Campbell Ave., P.O. Box 2491 Roanoke, Va. 24010-2491 newsroom line: 540-981-3340 <a href="mailto:news@roanoke.com">news@roanoke.com</a></p> <p><b>Franklin News Post</b> 310 South Main, P.O. Box 250 Rocky Mount VA 24151 Phone (540) 483-5113 <a href="mailto:Editor@thefranklinnews.com">Editor@thefranklinnews.com</a></p>
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### Television/Radio

<p><b>WSET-TV 13 – ABC</b> 2320 Langhorne Rd., Lynchburg, VA 24501 Voice: (434) 528-1313 Main: 800-NEWS-TIP (800-639-7847) News Fax: (434) 847-0858 <a href="mailto:newsdesk@wset.com">newsdesk@wset.com</a></p> <p><b>WLSL 10 – NBC</b> P.O. Box 10, Roanoke, VA 24022-0010 Melissa Preas, News Director <a href="mailto:mpreas@wsls.com">mpreas@wsls.com</a> News hotline: 1-800-SEE-NEWS Phone: 540-981-9126 email for news tips: <a href="mailto:news@wsls.com">news@wsls.com</a></p> <p><b>BTW21 TV</b> P.O. Box 1131, Collinsville, VA 24078 Phone (276) 647-9289 <a href="http://www.btw21.com">www.btw21.com</a> <a href="mailto:news@btw21.com">news@btw21.com</a></p> <p><b>Star News Channel 18</b> P.O. Box 5146, Martinsville, VA 24115 Phone (276) 656-3900 <a href="http://www.wgsr47.com">www.wgsr47.com</a> <a href="mailto:starnewscorp@yahoo.com">starnewscorp@yahoo.com</a></p>	<p><b>WDBJ – 7 - CBS</b> 2807 Hershberger Rd., Roanoke, VA 24017 Phone: (540) 344-7000 Fax: (540) 344-5097 Toll-Free: 1-800-777-WDBJ (9325) E-mail: <a href="mailto:news@wdbj7.com">news@wdbj7.com</a></p> <p><b>WHEO Radio</b> 3824 Wayside Rd., Stuart, VA 24171 Phone: (276) 694-3114 FAX (276) 694-2241 <a href="http://www.wheo.net">www.wheo.net</a> <a href="mailto:wheo1270am@gmail.com">wheo1270am@gmail.com</a></p> <p><b>WYTI Radio</b> 275 Glenwood Dr., Rocky Mount, VA 24151 Phone: (540) 483-9955 FAX (540) 483-7802 <a href="http://www.wytiradio.com">www.wytiradio.com</a> e-mail <a href="mailto:wyti@wytiradio.com">wyti@wytiradio.com</a></p> <p><b>WZBB Radio</b> Ron Morris, News Director <a href="mailto:rmorris@wzbbfm.com">rmorris@wzbbfm.com</a> 276-629-7999</p> <p><b>WVTF Public Radio</b> Glenn Gleixner 540-989-8900 <a href="mailto:wvtf@vt.edu">wvtf@vt.edu</a></p>
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### VCCS

Jeff Kraus, Assistant Vice Chancellor for Strategic Relations - (804) 819-4949 - [jkraus@vccs.edu](mailto:jkraus@vccs.edu)  
Susan Hayden, Public Relations Director - (804) 819-4915 - [shayden@ph.vccs.edu](mailto:shayden@ph.vccs.edu)

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**Appendix G Emergency Telephone Numbers**

**DIAL 911 before calling the following:**

**LAW ENFORCEMENT AGENCIES:**

Henry County Sheriff Department.....	276-656-4200
Patrick County Sheriff's Office.....	276-251-2222
VA State Police.....	1-800-542-5959
Martinsville Police Department.....	276-403-5300
Federal Bureau of Investigation Lynchburg.....	1-804-261-1044
United States Secret Service Roanoke.....	1-540-857-2208

**FIRE DEPARTMENTS:**

Martinsville/Henry County.....	276-638-8751 (911)
Patrick Springs.....	276-694-6426

**HOSPITALS:**

SOVA of M-HC.....	276-666-7200
Carilion Franklin Memorial.....	540-483-5277

**UTILITIES:**

Appalachian Power.....	1-800-956-4237
Southwestern VA Gas.....	276-632-5662
Henry County Water.....	276-634-2500
Patrick County Water.....	276-694-3811

**MISCELLANEOUS:**

Blue Ridge Poison Center.....	1-800-222-1222
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**OFF CAMPUS ASSISTANCE/RESOURCES IN AN EMERGENCY**

*(When calling an off-campus number from on-campus you must first dial 9)*

Local Law Enforcement, Fire Dept, and Ambulance .....	911
American Red Cross (Martinsville).....	276-632-5127
American Red Cross (Stuart) .....	276-694-3505

## Appendix H

### Matrix of Responsibilities

	ESF # 1 Transportation	ESF # 2 Communications	ESF # 3 Public Works	ESF #4 Fire Fighting	ESF #5 Emergency Management	ESF #6 Mass Care	ESF #7 Resource Support	ESF #8 Health & Medical	ESF #9 Search & Rescue	ESF #10 Hazardous Materials	ESF #11 Agriculture & Natural Resources	ESF # 13 Public Safety	ESF #14 Long-Term Recovery	ESF #15 External Affairs
Emergency Management	S	S	S	S	CP	P	S	S	P	P	S	P	CP	S
Campus Police & Security	S	PS	S	S	S	S	S	S	PS	PS	S	CS	S	S
Institution Administration/Leadership	S	S	S		S	S	P	S	S	S	S	S	PS	P
Information Technology		PS			S		S						S	
Finance	S	S	S	S	S	S	CP	S	S	S	S	S	P	S
Transportation/Auto-Transit Dept.	CP				S	S	S	S	S	S	S	S	S	S
The College Board	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Buildings & Grounds Department	S	S	CP	S	S	S	S	S	S	S	P	S	P	S
Public Affairs		CP			S		S	S	S	S		S	S	P
VOAD	S	S		S	S	S	S	S	S			PS		

Emergency Support Function  
 C = Coordinator  
 P = Primary Agency  
 S = Support Agency

## Appendix I

### P&HCC Counseling Plan for Students Post-Crisis

#### Crisis Counseling

Individuals respond differently to disasters. A crisis can lead to stress, and students might not know how to respond to it. There may be a need to assist a victim or victims with obtaining information and/or a referral to available resources. Mental health experts say that stress can surface in many forms and might not appear for weeks or months after the crisis. Individuals affected by a crisis might experience many changes in behavior, including:

- Anger
- Loss of appetite
- Fatigue
- Depression
- Hyperactivity
- Increase in alcohol or drug use
- Inability to manage daily activities
- A dazed or disoriented appearance

If students exhibit these behaviors, encourage them to talk with a counselor on campus or in the community. Employees who may need counseling following a crisis are encouraged to take advantage of the Employee Assistance Program.

#### Identification of Counseling Staff:

After a crisis, P&HCC's Student Development Services unit will respond appropriately, given the scope and breadth of counseling services required. Should the situation warrant the need for additional counselors other than those available in Student Development Services, assistance will be requested immediately by counseling support staff of other on-campus counselors such as Student Support Services. In addition, if the perceived volume of those needing immediate counseling services is such that on-campus counselors will not accommodate the volume, local counselors will be contacted to provide volunteer counseling assistance until on-campus counselors can handle the caseload demand. They may include individuals from one or more of the following agencies or institutions:

- Piedmont Community Services
- Martinsville City Schools
- Henry County Public Schools
- Patrick County Schools
- Franklin County Schools
- The New College Institute
- Ferrum College
- Averett University
- Danville Community College
- Virginia Western Community College

The P&HCC Nursing Department will be asked to provide volunteers for immediate individual physical assessment should the need arise.

#### Logistics of Counseling Services:

In the event of a catastrophic event, the Student Development Services offices, IATCC, and Upward Bound offices in the Walker Building will be used for crisis intervention with individuals in need of counseling services. Should additional offices be needed, all offices in Walker will be utilized. Administrative support staff will maintain order and organization by signing in individuals for first-come-first served counseling

services and directing them to the next available counselor. The reception area will be housed temporarily in the foyer of the Walker Building.

**Appendix J**  
**Victim/Witness Rights**

**Code of Virginia § 19.2-11.01. Crime victim and witness rights paragraph II states:**

*As soon as practicable after identifying a victim of a crime, the investigating law-enforcement agency shall provide the victim with a standardized form listing the specific rights afforded to crime victims. The form shall include a telephone number by which the victim can receive further information and assistance in securing the rights afforded crime victims, the name, address and telephone number of the office of the attorney for the Commonwealth, the name, address and telephone number of the investigating law-enforcement agency, and a summary of the victim’s rights under § 40.1-28.7:2.*

Contact Information

Henry County Sheriff’s Office .....	276-656-4200
Martinsville Police Department .....	276-403-5300
Patrick County Sheriff’s Office .....	276-694-3161
Franklin County Sheriff’s Office .....	540-483-3000
Henry County Victim – Witness Program .....	276-634-4503
Martinsville Victim – Witness Program .....	276-403-5467
Patrick County Victim – Witness Program .....	276-694-3945
Franklin County Victim – Witness Program .....	540-483-3092

**Criminal Injury Compensation Fund**

Jack Ritchie, Director, CICF  
Criminal Injuries Compensation Fund (CICF) Department  
Virginia Workers' Compensation Commission  
1000 DMV Drive  
Richmond, VA 23220  
CICF Toll-Free: 1-800-552-4007  
Phone: (804) 367-1018  
Email: [Jack.Ritchie@cicf.virginia.gov](mailto:Jack.Ritchie@cicf.virginia.gov)  
804-307-5431 (after hours)

Leigh Snellings  
CICF Asst. Director  
800-552-4007 (normal business hours)

•  
804-212-4232 (after hours)

**Virginia Department of Criminal Justice Services**

Melissa Roberson  
Training and Critical Incident Response Coordinator  
1100 Bank Street  
Richmond, VA 23219  
Phone: (804) 840-4276  
Fax: (804) 786-3414  
Link: <http://www.dcjs.virginia.gov/research/reportemergency/>



# Appendix K

## EMERGENCY PROCUREMENT PROCESS (CODE OF VA 2.2-4303F)

### EMERGENCY PROCUREMENT

#### 9. General

##### 9.1 Types of Emergency Procurements

##### 9.2 Award of Emergency Procurements

##### 9.3 Documentation

##### 9.4 Emergency Planning

#### Annexes

##### 9-A Emergency Procurement Process Flowchart

##### 9-B Notice of Emergency Award

**9. General.** An emergency is an occurrence of a serious and urgent nature that demands immediate action. Emergency procedures may be used to purchase only that which is necessary to cover the requirements of the emergency. Subsequent requirements shall be obtained using normal purchasing procedures. The potential loss of funds at the end of a fiscal year is not considered an emergency.

**9.1 Types of Emergency Procurements.** The nature of the emergency will determine what pre-award action may be taken:

a. For an emergency purchase required to protect personal safety or property, efforts should be directed to finding a source and directing the contractor to proceed; however, such procurement shall be made with such competition as is practicable under the circumstances (*Code of Virginia*, § 2.2-4303F). This does not relieve the agency from negotiating a fair and reasonable price and subsequently documenting the procurement action.

b. For other types of emergencies, competition should also be sought to the maximum extent practicable. Vendor's qualifications may be checked as well as verification of insurance coverage, if applicable, information on warranty offered, and any other data pertinent to the procurement. An agency may procure materials, equipment, or supplies above its delegated authority with the advance written approval of DGS/DPS without requisitioning through DGS/DPS. The Procurement Exemption Request form in Annex 13-D should be used for this purpose.

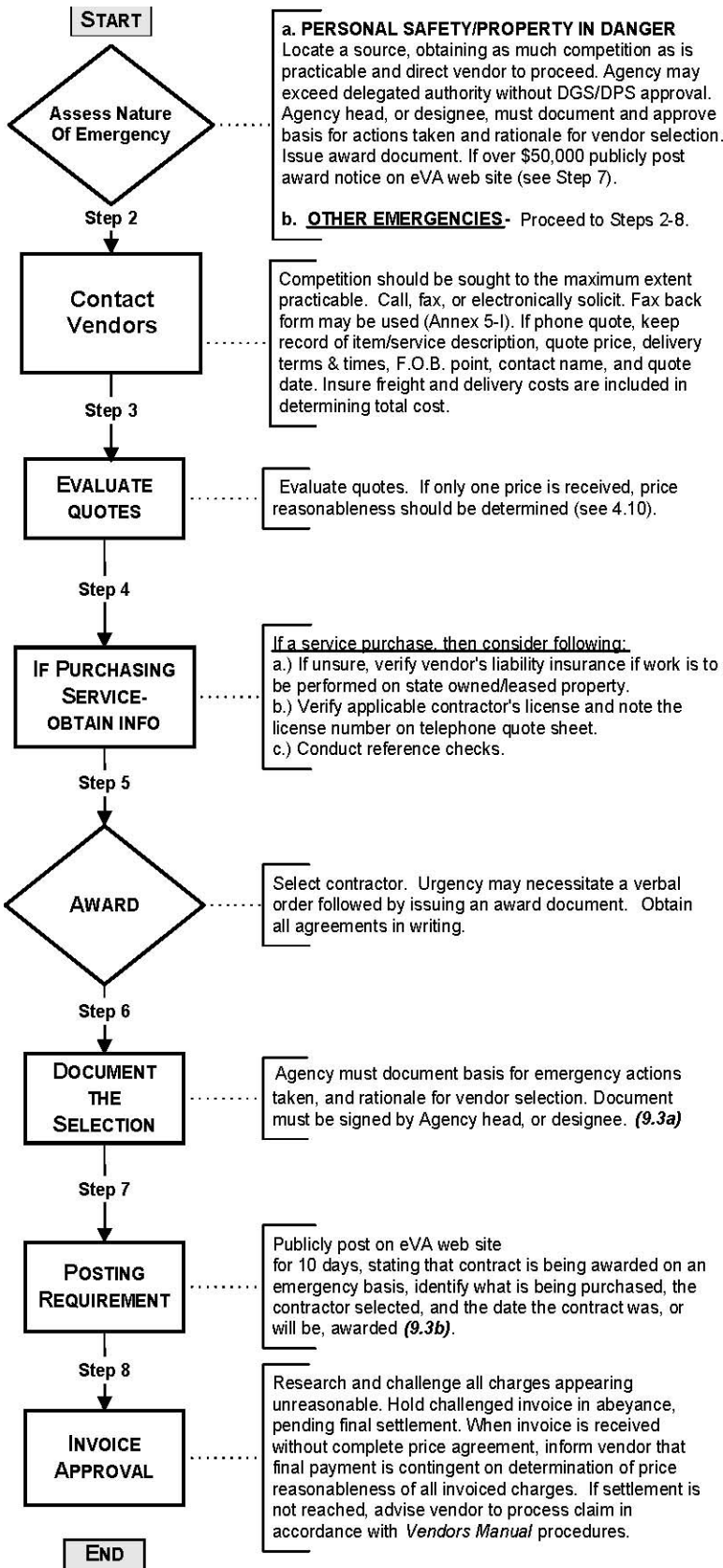
**9.2 Award of Emergency Procurements.** The agency must prepare a confirming contract or agency purchase order as soon as practicable after directing the contractor to proceed. Care should be taken to include in detail any agreements, including price, that were made orally with the contractor.

#### **9.3 Documentation.**

a. **Written Determination.** Prepare a written determination for signature by the agency head or designated representative indicating the nature of the emergency and the reason for selection of the particular contractor, and include such determination with the file.

b. **Posting Requirements.** Issue, post, and/or publish the required written notice. All emergency notices shall be posted on the DGS/DPS eVA VBO and, at a minimum, state that the procurement has been declared an emergency and must also state that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. Notice may also be published in the newspaper (*Code of Virginia*, 2.2-4303). See 3.18 for further guidance and [www.eva.virginia.gov](http://www.eva.virginia.gov) for instructions for uploading procurement notices. See Annex 9-B for the proper form for internal posting if desired.

**9.4 Emergency Planning.** In many cases, procurement planning can reduce the need for using emergency procedures. Each agency should prepare and keep current a list of local sources of goods and services that might be needed in an emergency. Information on rates and charges should be established and agreed upon in advance. In addition, "on call," "as needed" annual contracts for various services may be competitively bid to expedite action, ensure adequate support, and reduce the cost of meeting emergency requirements



•  
**COMMONWEALTH OF VIRGINIA  
NOTICE OF EMERGENCY AWARD**

DATE: \_\_\_\_\_

COMMODITY: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PURCHASE ORDER OR CONTRACT NUMBER:

\_\_\_\_\_  
CONTRACTOR(S)/VENDOR(S):  
\_\_\_\_\_

\_\_\_\_\_  
RECORDS FOR THIS PROCUREMENT ARE NOW  
AVAILABLE FOR INSPECTION.  
(PURCHASE OFFICER/CONTRACT OFFICER) (SIGNATURE)  
NAME TYPED OR PRINTED

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
E-MAIL ADDRESS

## **Appendix L Command Post Items**

The Command Post default location is the Emergency Planning Coordinator's Office/Police Department. The following items will be kept in that office and available for use at all times in the event of an emergency:

- (1) Communications Capabilities (telecommunication and/or radio, portable public address system, etc.)
- (2) Barricades/barrier tape for the scene
- (3) First Aid Kits
- (4) Crisis I.D. Jackets/Vests
- (5) A district map
- (6) A campus map
- (7) An aerial photograph of the campus
- (8) Background information (enrollment, number of employees, etc.)
- (9) Background information on the College President and administrators of the college
- (10) An updated list of media contacts, including phone and fax numbers
- (11) College Mission Statement
- (12) Photographs of pertinent individuals and places, such as the College President and campus buildings
- (13) Diagrams of all college buildings and wiring systems, telephone and radio communications equipment
- (14) Listings of auxiliary personnel to assist in the crisis and their phone numbers
- (15) Telephone tree for all staff and campus phone directory
- (16) Organizational Chart
- (17) Hospital information
- (18) Other emergency telephone numbers
- (19) Crisis recovery network roster
- (20) Crisis Management Plan copies
- (21) Laptop computer
- (22) Batteries
- (23) Camera
- (24) Labeled set of keys
- (25) Any additional information deemed important and necessary

It is the responsibility of the Emergency Planning Coordinator to maintain these items in anticipation of a potential crisis or emergency situation.

## Appendix M

### “Dark Site” Procedures

P&HCC uses <https://sites.google.com/a/ph.vccs.edu/emergency/> or [www.ph.vccs.edu/emergency](http://www.ph.vccs.edu/emergency) as an emergency “dark site” for administrators, faculty, staff, students, emergency rescue, law enforcement, and the citizens of the college’s service region to find important information during an emergency. The following procedure describes how the P&HCC “dark site” will be maintained, used, and tested.

The content of the P&HCC “dark site” will be maintained by the Public Relations office in the Institutional Advancement department at the college. This will provide a centralized location where the message can be composed with utmost consistency and integrity and then posted on the college’s emergency “dark site” by individuals who are closest to the emergency command post during an actual emergency.

The Public Relations and Marketing Manager will be the primary person responsible for adding content to the dark site. The Communications Specialist or PR Assistant will provide back-up. In case all three individuals are unavailable to add content in the time of an actual emergency, the Director of the Patrick County off-campus site is the designated person to add content to the dark site.

Content will be added by using the college’s intranet at <https://google.com/a/ph.vccs.edu/>

During an actual emergency in which campus Internet access is impacted, the Emergency Director or the Emergency Coordinator will send, or direct someone else to send, an email to the VCCS System Office NSS staff distribution list to initiate the redirection of P&HCC’s website ([www.patrickhenry.edu](http://www.patrickhenry.edu)) to P&HCC’s Emergency Action Page (<http://sites.google.com/a/ph.vccs.edu/emergency>).

**Sample email to [dlist\\_its\\_nss@vccs.edu](mailto:dlist_its_nss@vccs.edu):** P&HCC is currently in a state of emergency, and we need to redirect users to our external Emergency Action Page. Please change DNS host records [www.patrickhenry.edu](http://www.patrickhenry.edu) and [www.ph.vccs.edu](http://www.ph.vccs.edu) as well as the [patrickhenry.edu](http://patrickhenry.edu) zone Host record to 164.106.248.143. We will advise you when this can be reversed. Thank you very much.

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A yearly test of the redirection of the P&HCC emergency dark site is mandatory.