

**SOUTHWEST VIRGINIA COMMUNITY COLLEGE  
EMERGENCY PLAN AND PROCEDURES  
April, 2010**

**Introduction**

Southwest Virginia Community College is committed to protecting the health and safety of all students, staff, faculty and visitors at all college facilities. In conjunction with this commitment is the inherent responsibility for minimizing any danger to life and property resulting from the effects of explosions, hazardous waste spills, fire, natural disaster or other events. When an emergency occurs, an immediate organized response by college personnel will be activated.

Our efforts in this area will only be effective through a cooperative effort by all college staff, faculty and students. All faculty, staff and students are encouraged to provide suggestions for improving this Plan. There will be an annual evaluation and review of the Emergency Plan by key administrators, Campus Police, Health and Safety Committee, and Building Monitors. This evaluation/review may also include other personnel as appropriate.

**General**

Many emergencies may be encountered in the academic setting ranging from technological or natural disasters to civil disturbances. Such emergencies cause confusion and stress for all involved. The initial activation and implementation of the Emergency Plan and Procedures should always be the same. Efficient implementation of the plan will provide clear direction, responsibility and continuity of control for key officials and administrators. Responsibility for emergency management rests with administrators.

The Emergency Plan will only be implemented when there is actual or imminent danger to a large number of people. Routine management for isolated incidents will not require activation of the Emergency Plan unless the incident becomes out of control. Campus Police are available to assist with various incidents that may occur on campus to assist in appropriate conflict resolution.

**Emergency Types**

This plan recognizes three basic types of emergency situations, as defined below.

***College***

An emergency that endangers the overall safety and well being of students, personnel, visitors and structures within the confines of the college. The emergency could impact a

single building or the entire College, depending on the nature of the emergency. The most important consideration in dealing with an emergency is the health, safety, and welfare of the students, faculty and staff.

### ***Community***

An emergency in the immediate vicinity of the college campus and/or one of the off-campus centers which could create a large number of casualties or have an impact upon the college.

### ***State or National Emergency***

These emergencies will normally be managed by the local Office of Emergency Management or other assigned state/federal agencies. The Campus Police Department will assist other outside agencies and serve as the College's liaison.

The College will follow the Commonwealth of Virginia Homeland Security guidelines (enclosed) regarding terrorist threat conditions and take the required actions. If there is an incident or a suspected potential incident, the State Police (1-866-488-8554) and/or Virginia Emergency Management (1-888-594-6121) will be notified immediately.

### **Emergency Command Center**

An unusual amount of unplanned activity, panic, confusion and a possible breakdown of communications and other public utilities can occur during emergency incidents. Regaining and maintaining control of all college functions during such events will be expedited by the President's activation of the Emergency Command Center (ECC). The ECC will monitor all activity from the emergency location, direct necessary support to the site and direct any appropriate evacuation or protective action by campus personnel.

### **Organization and Responsibilities**

In emergencies, procedures sometimes must be changed at an instant's notice. Key qualified personnel have been selected and given the authority to make necessary modifications as required. Most of these individuals conduct these tasks on a day-to-day basis. The major difference is that under potential or actual emergency conditions, all resources and personnel will be applied to the management of the situation under the direction of the ECC. In the event that the President or his designated representative is not available, the Administrator-in-Charge will assume responsibility for the Emergency Plan operation and management.

### ***President***

The President is responsible for the overall operation and management of the Emergency Plan.

- Only the President or the Administrator-in-Charge can activate the Emergency Plan.
- When the Emergency Plan is activated, the President will move to the ECC and manage all college activities with the assistance of the ECC team members and necessary support personnel.
- Direct all activities of faculty and staff in the management of the emergency.
- Stay in contact with the leaders of the emergency services agencies and the law enforcement agencies working with the emergency.
- Authorize the release of information to the public.
- Advise the Virginia Community College System Chancellor (804-819-4893) of the emergency status.
- Notify the Department of Risk Management (804-786-0362) of the emergency status.

***Vice-President of Administration***

The Vice-President of Administration will be the primary point of contact for the On-Scene Coordinator and ECC members.

When the Emergency Plan is activated, the Vice-President of Administration will:

- Monitor all activities.
- Gather all data.
- Ensure all key personnel are notified.
- Ensure all building wardens have been notified and apprised of current events.
- Ensure that all necessary state and federal officials have been appropriately notified.

***Director of Facility Maintenance***

- Provide necessary logistical support for the emergency, or the impending emergency area, including buildings, equipment and required services.
- Provide necessary vehicles and operators required to support the impending or actual emergency. First priority will be given to college vehicles and equipment.

- Inspect building for signs of structural damage and, if necessary, recommend the building be evacuated and secured.
- Obtain the assistance of utility companies as required for emergency.
- Furnishes emergency power and lighting systems as required.
- Provide facilities for emergency generators fueled during emergency/disaster.
- Provide qualified personnel to ensure the sanitation of shelter areas and provide for the personal hygiene needs of shelter occupants.
- Ensure that floor plans for each building are accessible.
- Ensure that the responsible person in each building is aware of the construction and unique features of the buildings to which they are assigned.
- Ensure all emergency equipment and supplies for operating the ECC are available and operational.
- Review all fire safety inspections and coordinate any necessary corrective actions.

### ***Campus Policy Chief***

The Campus Police Chief maintains emergency equipment in a state of constant readiness.

- Monitors campus emergency warning and evacuation systems.
- Takes immediate and appropriate action to protect life and property, and to safeguard records as necessary.
- Obtains assistance from city, county and federal emergency aid resources as required.
- Provides traffic control, access control, perimeter and internal security patrols, and fire prevention services as needed.
- Provides and equips an alternate site for the Emergency Command Center.
- Maintains liaison with Telephone Company for telecommunications support as necessary.

### ***Public Relations Coordinator***

The Public Relations Coordinator will be responsible for the preparation and release of all public announcements. All releases will be coordinated with the President or the Administrator-in-Charge. All inquiries by the media during an emergency situation will be referred to the Public Relations Coordinator. All media events will be scheduled at times and in a location to be determined by the Public Relations Coordinator.

### ***Food Services***

Furnish meals and refreshments to evacuees and personnel involved in the management and support of the emergency situation. If the Food Services Department is unable to meet these needs, then this service will be contracted.

### ***Responsibilities of Employees***

#### **Administrators, Vice-Presidents, Division Deans, and Department Heads**

Every Administrator, Vice-President, Division Dean and Department Head has the following general responsibilities prior to and during any emergency.

#### Emergency Preparedness

- Building evacuation information shall be distributed to all employees with follow-up discussions, on-the-job training, or explanation, as required.
- Time shall be allotted to train employees in emergency techniques, such as fire extinguisher usage, first aid, C.P.R., and building evacuation drills.
- Orienting and informing visitors of procedures to be followed in case of a building alarm or emergency.
- Follow-up on reported safety hazards to minimize accidents.
- Participate in drills and training as required.

#### Emergency Situations:

- Inform all employees under their direction of the emergency condition.
- Evaluate impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.

- Maintain emergency telephone communications with officials from their own activity (or from an alternate site, if necessary).

**IMPORTANT:** Inform all students, staff and faculty to conform to building evacuation guidelines during any emergency, and to report to a designated campus area assembly point outside the building where a head count will be taken.

### **Teaching Faculty:**

Each faculty member has the responsibility to:

- Educate their students and/or employees concerning college emergency procedures as well as evacuation procedures for their building and/or activity. This information should be shared during the first week of class or at the start of a seminar.
- Inform their students and/or staff of an emergency, and to initiate and follow emergency and evacuation procedures, as outlined in this policy.
- Evaluate and survey their assigned building facility or activity, in order to determine the impact that an emergency could have on their facility.
- Assure that persons with disabilities have the information they need. The instructor should be familiar with the student's plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.
- Participating in drills and training as required.
- Report all safety hazards to their Dean or Vice-President.

### **Classroom Emergency Procedures**

#### ***When you hear the fire alarm:***

- Everyone should calmly collect his or her coats and books and exit the classroom.
- Leave the classroom and go to the nearest building exit. Know the location of alternate exits.

**The elevators cannot be used during a fire alarm.**

***When there is a power outage:***

- Everyone should stay in their seat to see if the outage is temporary and to let their eyes adjust to the lower light level.
- If the outage appears to be long term, everyone should calmly collect their materials and carefully exit the building.

**The elevators cannot be used during a power outage.**

***If there is an earthquake:***

- Drop and cover your head for protection from material that might fall from the ceiling or walls.
- After the shaking stops, calmly evacuate the building.

**The elevators cannot be used during or after an earthquake.**

**Classified Employees**

Each classified employee has the responsibility to:

- Have knowledge of the college emergency procedures as well as evacuation procedures for their building/work areas.
- Follow the college emergency procedures as well as the evacuation procedures.
- Evaluate and survey their assigned work areas in order to determine the impact that an emergency could have on their area.
- Participating in drills and training as required.
- Report all safety hazards to their supervisor.

**PERSONAL PREPAREDNESS PLAN AT WORK**

Besides taking part in training and drills, each employee should take measures to become personally prepared at work. The following suggestions will help employees to become fully prepared:

- Become familiar with the location of nearby exits and alternative evacuation routes.
- Know the location of fire extinguishers, fire alarms, and first aid kits.
- Keep a small supply of emergency food on hand (e.g., energy bars, non-perishable snack items, as well as bottled drinking water.
- Arrange nearby file cabinets so that heavier items are in the bottom, to lessen the potential of the cabinets falling over.
- Do not place items on top of cabinets.
- Do not store items under desks or tables, as these spaces will be needed during the “duck and cover” activity required in certain emergencies.
- In cases of special dietary or medical needs, keep a small supply of such food and medicine on hand, and advise a fellow staff member of their location.

### **EMERGENCY COMMAND CENTER**

The President during a potential or actual emergency situation will head the Emergency Command Center (ECC). The ECC will serve as the single point for monitoring and coordinating all response activities during the emergency.

The ECC will be restricted to the following personnel, or their designated representative:

- President
- Campus Police
- Vice-President of Administration
- Vice-President of Instruction
- Associate Vice-President of Student Services
- Director of Facility Management
- Information Technology Manager
- Human Resources Manager
- Health & Safety Committee
- Clerical Staff and others as requested.

### **EMERGENCY COMMAND CENTER LOCATIONS**

The following locations have been selected as areas for establishing the Emergency Command Center:

Primary – President’s Conference Room, Tazewell Hall, T-307

Secondary – Community Center, Conference Room 1<sup>st</sup> Floor

Tertiary – Maintenance Building

Personnel will be informed of the location of the EEC at the time of their notification. Other locations may have to be selected depending upon the situation.

## **COMMUNICATIONS**

Various forms of communication available to campus organizations areas follow:

- Telephone
- Campus Police Radio Network
- Campus Electronic Mail System

## **FIRE SAFETY**

Although the potential for fire always exists, routine inspections, maintenance and training are effective elements in reducing bodily injury, loss of life and damage to property.

Faculty, staff and students should be knowledgeable of those elements, which cause fires, and how to eliminate them. Everyone should be aware of basic fire safety regulations and conditions that have the potential to start a fire such as the use of extension cords, space heaters, or the improper storage of chemicals, paint, cleaning supplies, rags, papers, etc.

Routine inspections and maintenance of fire extinguishers, sprinkler systems, fire hydrants, smoke alarms, pull stations and alarms are essential. At the same time, each facility should have posted evacuation plans, illuminated exit signs, functional emergency lights, self-closing fire doors and any necessary special fire safety equipment.

If you are trapped by smoke, stay low, cover your mouth (preferably with a web cloth), stay near a window, open it, but do not break it, and hang something out the window to let emergency personnel know you are there. Put something in cracks around the door, and phone 911 if possible.

Following fire drills, a Fire Drill Report will be completed by the appropriate Building Warden to determine strengths and weaknesses. The strengths and weaknesses will be reviewed to ascertain if any recommendations should be made regarding emergency plan additions/revisions.

## **Critiquing the Drill**

The following should be verified by the Building Wardens and Campus Police:

- Building Wardens responded to assigned area and performed assigned duties.
- Staff could hear clearly and respond to the alarm and any additional instructions.
- Building Wardens accounted for missing occupants, guided occupants to safety, completed floor checks and reported to the Campus Police Chief.
- Persons with disabilities were accounted for and helped.
- No one attempted to use elevators for evacuation.
- Occupants reported to nearest stair or exit and proceeded to an evacuation assembly point where applicable.
- Occupants who exited did not re-enter prematurely.

## **Recording the Drill**

The Campus Police Chief will summarize and critique comments. He/She will inform the Vice-President of Administration and Finance to initiate appropriate follow-up for items that need improvement.

## FIRE DRILL REPORT

Date: \_\_\_\_\_

Building: \_\_\_\_\_

Building Monitor: \_\_\_\_\_

Alternate Monitor: \_\_\_\_\_

Starting Time of Drill: \_\_\_\_\_

Time of Drill Completion: \_\_\_\_\_

Total Evacuation Time: \_\_\_\_\_

Weaknesses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Strengths: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **BUILDINGS WARDENS**

Armory	Tammy Austin Don Lowe – alternate
Community Center	Mark Wildman Bill Akers – alternate
Buchanan Hall	Bob Chambers Barbara Davis – alternate
Dickenson Hall	Jerry Stinson
King Hall	Peggy Barber Gwen Slone – alternate
Russell Hall	Teresa Alley Margaret Dye – alternate
Tazewell Hall	Windell Turner Rod Moore Amanda Bohon – alternate

### **Duties of the Building Warden**

- Be familiar with this plan.
- Know where persons with disabilities are located in your area and what their alarm response will be.
- Coordinate with other building wardens to work together and avoid duplication of tasks.
- Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and routes to the re-assembly area.
- Attend training sessions and meetings to review procedures and duties, if necessary.
- Know where hazardous conditions or situations in you area may exist. Know the location of flammable, radioactive and other hazardous materials.

- Know where the pull stations are and know HOW to turn in an alarm.
- Know how the alarm system responds.
- Coordinate with key building administrators on building occupation and operation issues. *Silencing the alarm is not considered an all-clear signal.*

### **Procedures to Follow in the Event of a Fire**

When reporting or extinguishing a fire, cautionary judgment and common sense should serve as the best guides. The following procedures should be followed if possible:

#### **Small Controllable Fires:**

- Use appropriate available extinguishing methods
- Dial Campus Police Emergency Number – HELP (4357)
- Even though the fire may appear to be completely extinguished, the incident must be reported to the Campus Police since the underlying cause for the fire may still be remaining.

#### **Major, Uncontrollable Fires**

- Pull the nearest fire alarm pull station.
- If able, pull Campus Police button on outside of building.
- Help evacuate students, employees, and visitors.
- Emergency fire drills shall be conducted for each building at least once per year.

### **Fire Evacuation Rules**

- NEVER use elevators to evacuate a burning building.
- Note the posted Evacuation Routes and follow to the nearest exit.
- Go immediately to the designated assembly area and wait for further instructions.
- Stay clear of emergency response personnel and equipment.

### **Designated Assembly Areas**

Tazewell Hall – Flagpole between Tazewell and Buchanan Halls

Russell Hall – Sidewalk across the street from main steps

Davis Hall – Parking Lot

Dickenson Hall – Employee/Student Parking Lot

Armory – Parking Lot

King Community Center – Parking Lot

***Other areas may have to be identified depending upon specific incident.***

## **Emergency Evacuation for Persons with Disabilities**

### ***General***

- Be familiar with evacuation options.
- Seek evacuation assistants who are willing to assist in case of an emergency.
- Ask supervisors, instructions, or Campus Police about evacuation plans.

### ***Evacuation Options***

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have three basic evacuation options.

- Stairway evacuation: using steps to reach ground level exits from the building.
- Stay in Place: unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire-resistant door. With this approach, the person may keep in contact with emergency services by dialing 9-911 and reporting his or her location directly. Emergency services will immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. If the phone lines fail, the individual 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 refuge” is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds.

- Areas of Refuge: with an evacuation assistant, go to an area of refuge away from obvious danger. The evacuation assistant will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

## **Disability Guidelines**

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

### ***Mobility Impaired – Wheelchair***

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. If the person with a disability is alone, he/she should phone emergency services at 911 and advise of their present location and the area of refuge they are headed to.

If the stair landing is chosen as the area of refuge, wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stair evacuation of wheelchair users should be conducted by trained professionals. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

### ***Mobility Impaired – Non-Wheelchair***

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is not immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using other options, until the emergency personnel arrive and determine if evacuation is necessary.

### ***Hearing Impaired***

The fire alarms are equipped with strobe lights. Persons with hearing impairments may not hear audio instructions and will need to be alerted of emergency situations.

### ***Visually Impaired***

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a

visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

### **Fire Extinguishers**

- All fire extinguishers shall be inspected on a monthly basis.
- Discrepancies such as low pressure, missing parts, or damaged supporting brackets shall be immediately reported to the Director of Facilities Maintenance.
- Each fire extinguisher shall have unrestricted accessibility.
- Qualified personnel must hydrostatically test each fire extinguisher, in accordance with the manufacturer specifications.
- Personnel will be trained regarding location of fire extinguishers and the use of fire extinguishers.

### **Fire Safety and Evacuation Procedures for Individuals with Disabilities**

- Plan ahead. Be prepared. Know what you are going to do before an emergency arises. Determine what your alternatives are.
- Each faculty member with individuals with disabilities in their specific class shall designate specific students in that class to be the primary and backup personnel to assist evacuation of the disabled person(s) during a fire or bomb threat emergency.
- Faculty, staff, & students should become familiar with the buildings they occupy; look it over and locate the most available telephones, note horizontal exits and ramps, note exit signs, note rooms that would make good areas of refuge, and note the location of fire alarm pull stations.
- When an alarm sounds, it's important to determine the nature of the emergency and act accordingly.
- Elevators are not to be considered as an exit option unless directed so by Fire Department personnel.
- Individuals who walk with assistance devices (crutches, canes, etc.) should evacuate as expeditiously as possible with the assistance of designated student helpers. Once outdoors, these individuals should meet in the designated area of assembly for the evacuated building.

**NOTE:** A common assumption is that because a building is on fire, the telephones won't work. In fact, even though there is a fire in the building most of the phones remain in

operation. If the telephone doesn't work, try signaling from a window by waving a cloth or other visible object. If the window can't be opened, yell for help. If your cries aren't heard, throw something through the windows. This should be used as a last resort when danger is imminent since broken glass may injure the person throwing the object or bystanders below. In addition, an open window may allow smoke to enter the room or feed oxygen to the fire.

### **Fire Prevention**

- Multiple, UL approved outlet cords, equipped with internal surge protection are authorized for office and departmental use. Units without internal surge protection or overload cutout are not authorized.
- Waste must be stored and properly disposed of to prevent the creation of a fire and safety hazard.
- Flammable materials should be stored in properly labeled flame resistant cabinet.
- Do not overload outlets with multiple outlet cords or multiple plug adapters.
- Keep closets free of old rags, paper or other combustible odds and ends.
- Keep all walkways and stairwells free from obstructions at all times.
- The use of personal space heaters is discouraged.

### **Fire Containment**

Fire doors shall remain closed unless they are equipped with automatic closing devices. Ventilation systems controls shall be tested for activation when exposed to smoke or extreme heat.

## **CIVIL DISTURBANCE**

### ***Dial Campus Police 4357 (HELP)***

A civil disturbance is any situation where a person or group of persons disrupts operations or threatens the safety of individuals. Precautionary protective measures must be taken. When encountering a civil disturbance, remain calm and do not promote aggression.

The following activities are considered unacceptable and will not be permitted. They are:

- When impromptu gatherings appear to have been taken over by one person or small group of people who seem to be changing the purpose and tone of the meeting, advocating violence or the breaking of laws:
- The support of action through unlawful means; interference with accepted functions or activities of the college and the educational program;
- Unauthorized occupancy of the college facilities or blocking access to or from such areas;
- Interference with approved college traffic or other authorized persons to gain access to any College facility for the purpose of attending class, participating in an interview, college conferences and/or other college activities.

If one or more of the above listed unacceptable actions occurs, the President or his/her designee will be called to the scene to inform the participants that they are in violation of College rules and regulations and/or state laws and ask them to disperse. If the participants fail to comply with the request to disperse, they will be informed that their actions constitute a violation of state law and can result in appropriate fines and/or incarceration. At this time, the participants will be reminded that if they do not immediately disperse, they will be subject to college disciplinary action and/or prosecution under state law. If they still ignore the request to disperse, the administrative officials in charge shall call the appropriate law enforcement officials to remove the participants from the campus.

Any person requesting permission to have a demonstration should be referred directly to the Associate Vice-President of Students or in his absence the counselor responsible for Student Activities. These individuals will sit down with the individual requesting the demonstration to assist in discussing the application request in accordance with the written policy in the faculty and staff handbooks.

Acts of violence and threats of violence will not be tolerated. These acts may include, but are not limited to, verbal and non-verbal treats of aggression which create fear of bodily harm, cause or are capable of causing death or bodily injury, or threaten the safety of a co-worker, student, faculty member, or member of the general public. Such acts may include threats, harassment, abuse or intimidation, gestures, hitting, pushing, shoving, kicking, touching and assault, rape, or other acts such as arson, sabotage, vandalism and stalking. Any acts of violence, threats of violence, or reasonable suspicion should be reported directly to the Campus Police and appropriate law enforcement authorities will be contacted when the college or any individual deems it appropriate. In addition, employees who are victims of or witness to violence or threats of violence must also immediately report such conduct to the appropriate supervisor and the Human Resources Manager.

At the discretion of any student, faculty member, or staff person, any individual may be reported to the authorities given reasonable suspicion. Reasonable suspicion is the degree

of knowledge sufficient to induce an ordinarily prudent and cautious person to believe that the circumstance being presented are more likely to be true than not. Reasonable suspicion must be based on an articulable, specific and objective basis and may include direct observation; or information received from a source believed to be reliable.

Weapons will not be allowed on state property. A weapon includes a device, instrument, material or substance that is used for, or is readily capable of causing death or bodily injury, or damage to property. Weapons include, but are not limited to: an explosive or an explosive weapon, a device principally designed, made or adapted for delivering or shooting an explosive weapon, a machine gun, a rifle or shotgun, a handgun, a firearm silencer, a switchblade knife or any other type of knife, or brass knuckles, or any other implement for infliction of bodily injury, damage to property, or death which has no common lawful purpose. Pocket knives or knives used solely for eating, food preparation or distribution, are not considered to be “weapons.” All faculty, staff and students shall report weapons to the Campus Police.

## **VIOLENT OR CRIMINAL BEHAVIOR**

In an emergency dial 9-911 and Campus Police – 4357 (HELP).

- Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
- If you are a victim or are a witness to any on-campus criminal offense, avoid risks and call Campus Police – 4357 (HELP) immediately.
- If you observe a criminal act or a suspicious person on campus, notify Campus Police immediately.
- When reporting the incident, promptly include the following:

- Nature of incident
- Location of incident
- Description of person(s) involved
- Description of property involved

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

**Should gunfire or discharged explosives be a hazard on the campus, you should take cover immediately, using all available concealment. After the disturbance, seek emergency first aid if necessary.**

## **BOMB THREAT**

## Dial Campus Police Help Line – 4357

Terrorist activities could take the form of bomb treats or involve threats to the personal safety of individuals, or the taking of hostages. If circumstances permit, you will receive warnings and directions from Administration or law enforcement agency. If you observe a suspicious object or potential bomb on campus, do not handle the object. Clear the area and immediately call Campus Police – 4357 (HELP).

The procedures outlined below should be followed as nearly as possible if a telephone threat should occur:

- The person receiving the call should be calm and courteous. The person receiving the call should listen to the caller and should not interrupt the caller.
- The person receiving the bomb threat should dial 4357 (HELP) immediately and report the bomb treat.
- After appropriate notification, the person receiving the call should complete the following bomb threat record:

**BOMB THREAT RECORD**

Today's date:

Time of day/night:

Exact words of the person calling:

**Questions the person receiving the call should ask:**

When is the bomb exploding?

Where is the bomb right now?

What kind of bomb is it?

**Try to determine the following: (Check as appropriate.)**

**Caller's Identity:**

Male                      Female  
Adult                      Juvenile  
Age                              Years

**Voice:**

Loud                      Soft  
Raspy                      Pleasant  
Intoxicated              Other

**Accent:**

Local                      Not Local  
Regional                  Foreign

**Speech:**

Fast                      Slow                      Distant  
Distorted                  Stuttering              Nasal  
Slurred                      Lisp

**Language:**

Excellent                  Good                      Fair  
Poor                          Foul                      Other

**Manner:**

Calm                      Angry                      Rational                  Irrational  
Coherent                  Incoherent              Deliberate              Emotional  
Laughing                  Intoxicated

**Background noises:**

Office machines                      Factory machines  
Bedlam                                      Trains  
Animals                                      Music  
Quiet                                      Voices                      Mixed  
Airplanes                                  Street traffic                  Party atmosphere  
Other

### **Additional Information:**

The Campus Police will contact local/state authorities and coordinate bomb threat responses. Campus Police will contact the President, Vice-President of Administration, Director of Facility Maintenance, and other designees authorized by the President.

### **HAZARDOUS MATERIAL EXPOSURE**

Follow evacuation procedures.

Dial Campus Police – 4357 (HELP)

### **HANDLING SUSPICIOUS PACKAGES OR ENVELOPES**

- Do not shake or empty the contents.
- Put the item in a plastic bag or other container.
- Leave the room and close off the area.
- Wash your hands with soap and water.
- Report the incident to Campus Police.
- Make a list of all persons present.

Individuals who have handled the letter or package will be informed by the Emergency Medical Service responders of actions to take and of symptoms to be alert for in case of inadvertent exposure.

### ***IF A SUSPICIOUS SUBSTANCE HAS SPILLED OUT***

- Do not try to clean it up.
- Cover the spilled contents immediately.
- Turn off fans and air handling systems.
- Leave the room and close off the area.
- Wash your hands with soap and water.
- Report the incident to campus police.
- Remove heavily contaminated clothing as soon as possible.

- Make a list of all people in the room or area.

Appropriate hazardous materials teams and local/state law enforcement agencies will respond and take charge of the scene and issue recommendations for further action.

### ***PHONED-IN-THREAT, WITH NO CONTAINER IDENTIFIED***

#### **Recommended Procedures**

- The person receiving the call should remain calm and courteous. The person receiving the call should listen to the caller and should not interrupt the caller.
- Immediately after the call, the person receiving the call should call Campus Police – 4357 (HELP).
- The person receiving the call should complete the checklist included in the bomb threat section of the Emergency Plan.
- Campus Police will coordinate with local/state law enforcement authorities and take appropriate action to ensure the safety of faculty, staff, students and visitors.

### **BLOODBORNE PATHOGENS**

Any exposure to bloodborne pathogens is to be reported to the Campus Police for exposure incident investigation. The college follows the methods of compliance as mandated by the OSHA standard. The college's plan is available online at: <http://www.sw.edu/facstaff.htm>

### **PSYCHOLOGICAL CRISIS**

A psychological crisis exists when an individual is threatening harm to him/herself or to others; or is out of touch with reality due to a severe drug reaction or psychotic break. A psychotic break may be manifested by hallucinations, uncontrollable behavior, or complete withdrawal. If a psychological crisis occurs:

- Contact Campus Police – 4357 (HELP)
- The responsible Administrator should be informed.
- The family of a minor will be notified in the event of hospitalization.

#### **For Unusual or Potentially Dangerous Situations:**

**NEVER try to handle a situation on your own that you feel is dangerous.** Assess your best resources for the situation.

- Notify Campus Emergency of the situation. Dial Campus Police – 4357 (HELP) and/or 9-911.
- Clearly state that you need immediate assistance.
- Give your name, the nature of the incident and location of incident.

### **EXPLOSION, AIRCRAFT DOWN, CRASH ON CAMPUS**

In the event of an explosion or downed aircraft (crash) on campus:

- Immediately take cover under tables, desks and other such objects, which will give protection against falling glass or debris. Hold onto the furniture if possible.
- When safe to do so, notify Campus Police – 4357 (HELP).
- Assist individuals with disabilities and those that may need help in exiting the building.
- Do not return to an evacuated building unless the “all clear” signal is given. Do not take unsafe actions, such as returning to the building before it has been declared safe, getting too close to the aircraft, or lighting matches, candles.

### **MEDICAL EMERGENCY**

If a serious injury of illness occurs on campus, immediately dial 4357 (HELP) and 9-911. Give your name describe the nature and severity of the medical problem and the campus location of the victim.

**NOTE:** The Campus Police Officers are certified EMTs. In addition there are several employees on campus that have various emergency medical training. In case of serious injury or illness, Red Cross trained personnel should provide first aid treatment.

### **PANDEMIC FLU**

Similar to the impact the African Aids pandemic has had on that continent, a worldwide flu pandemic is expected to affect 25% of the world’s population resulting in extreme mortality rates and social and economic chaos. The level of preparedness will influence the final death toll.

Recently, the Congressional Budget Office predicted that a severe flu pandemic could infect 90 million people and kill more than 20 million in the U.S. alone. These staggering numbers can be compared to the average of 200,000 typical flu cases per year in the U.S. with about 35,000 related deaths.

With the current technologies, it is estimated that it will take at least five or six months before vaccines based on a new influenza strain can be produced on a large scale. But even then, most countries without production facilities will have limited access to vaccines during the first pandemic wave. Research into new vaccines may improve the global situation. Countries with production facilities are being encouraged to support and ensure by all means that rapid and large-scale production can take place during a pandemic.

The college's plan will address life safety, protection of property, preservation of financial stability, crisis communications; and identify and appoint those who will serve in a "command and control" function.

The college will work in conjunction with the Department of Health facilities in Tazewell and Russell Counties; and follow established guidelines developed by the Virginia Department of Health for the Public Schools. If any of the college's service region public schools close, then the college will be closed immediately. Students participating in distance education and compressed video classes will be able to continue their course work. Traditional classroom students will be offered the ability to complete current coursework via distance education, or assigned incompletes for the semester.

Employees that feel sick, exhibit symptoms, or have sick family members at home will be encouraged to remain at home so as to limit exposure to co-workers and students.

The key areas of the college that need to remain accessible include: payroll, public relations, campus police, maintenance, housekeeping, and information technology.

Payroll is largely an automated process and could be done by telecommuting. One employee might be periodically required to come to the office to complete any reports or to submit payroll.

The Public Relations Office could perform its duties by telecommuting. By daily communication with the Campus Police and other members of the Emergency Operations Center, the Public Relations Officer would be able to remain in contact with all forms of media via email, telephone, or fax.

The Campus Police will assume the role of Incident Command and be responsible for protecting the college's physical assets, life safety, crisis communications, and identify the individuals who need to be on-campus. Only those employees deemed essential to operations will be allowed on-campus if the campus is closed.

Maintenance and housekeeping employees will be required to be on-campus to perform the essential services. The contractor (Meridian Management) will follow its policy and work with the college in establishing and performing essential services.

The college does not have dorms, living facilities, student health/medical centers, or laboratories involved in animal research. Students in the Allied Health Programs will follow the Department of Health guidelines for healthcare professionals and clinical facility practices.

## **SEVERE WINTER STORMS AND INCLEMENT WEATHER PLAN**

- Winter Storm Watch – indicates that severe winter weather may affect the local area.

- Winter Storm Warning – indicates that severe weather conditions are definitely on the way.
- Blizzard Warning – means that large amounts of falling or blowing snow and sustained winds of at least 35 MPH are expected for several hours.
- Traveler’s Advisory – indicates that severe winter conditions may make driving difficult or dangerous.
- Frostbite – a severe reaction to cold exposure that can permanently damage its victims. A loss of feeling and a white or pale appearance in fingers, toes, or nose and ear lobes are symptoms of frostbite.
- Hypothermia – a condition brought on when the body temperature drops to less than 55 degrees Fahrenheit. Symptoms of hypothermia include uncontrollable shivering, slow speech, memory lapses, frequent stumbling, drowsiness and exhaustion.

**NOTE:**

If frostbite or hypothermia is suspected, begin warming the person slowly and seek immediate medical assistance. Warm the person’s trunk first. Use your own body heat to help. Arms and legs should be warmed last because stimulation of limbs can drive cold blood toward the heart and lead to heart failure. Put the person in dry clothing and completely wrap them with a blanket.

Never give a frostbite or hypothermia victim something with caffeine in it (like coffee or tea) or alcohol. Caffeine, a stimulant, can cause the heart to beat faster and hasten the effects that the cold has on the body. Alcohol, a depressant, can slow the heart and also hasten the ill effects of cold body temperatures.

**General Information**

Severe winter storms bring heavy snow, ice, strong winds and freezing rains. Winter storms can delay or prevent employees and students from reaching the college campuses, leading to a temporary disruption of administrative functions and classes until roads and parking areas can be cleared. Heavy snow and ice can also cause structural damage or power outages.

During inclement weather conditions when classes are cancelled or delayed, students, faculty and staff should use their discretion when snow or icing conditions prohibits safe travel.

For additional information, please refer to the college’s Inclement Weather Policy located in the student, faculty, and staff handbooks.

## **ATTACKS – Dial Campus Police – 4357 (HELP)**

### **SITUATION:**

In the event of an attack against the United States, Southwest Virginia Community College could sustain damage. To avoid needless loss of life and provide the resources for support for damage control and mission continuity, it is essential that a plan be developed for maximum survival and minimum damage.

### **MISSION:**

This policy covers the responsibility and procedure for preparing SWVCC for attack. Action is directed toward minimizing casualties and loss of resources, mission continuity, and maximizing the retention of operational capability. Required actions are considered in three phases:

### **EXECUTION:**

- Pre-attack (notification) actions include evacuation and preparation.
- Trans-attack (response) action is required for mission continuity.
- Post-attack (recovery) action is dictated by the degree of damage sustained and resources that remain.

### **PRE-ATTACK TASKS:**

- The President decides when to close the college.
- The Emergency Command Center will be responsible for notifying students, staff, and local communication mediums of closure.
- The Vice-President of Administration will oversee the preparation of building and ground for an attack. (This may include securing gas lines, closing heating and air conditioning systems, securing buildings, deployment of personnel and security and any other measure deemed appropriate by the President, The Emergency Command Center, or the Vice-President of Finance and Administration).

### **TRANS-ATTACK TASKS:**

As the college will be closed during the trans-attack or wartime phase, the Emergency Command Center will monitor the security of campus buildings and property.

### **POST-ATTACK TASKS:**

#### **College President:**

- Decides when the college will reopen.
- Oversees damage assessment and recovery procedures.
- Isolates disposal areas for contaminated waste and provides for decontamination of facilities and equipment.

#### **Designated Medical Services:**

- Advises the President on medical matters and on any hazardous exposure tolerance levels.
- Provides technical assistance in support of this policy.

#### **Health & Safety Committee/Other Key Personnel**

- Review/evaluate the incident and make recommendations for plan revisions/additions following conclusions of emergency.
- Solicit comments from faculty, staff and students.

### **EARTHQUAKE**

Dial Campus Police – 4357 (HELP)

An earthquake will be felt as a trembling in the ground or floor.

- If caught outside remain outside. Protect yourself from falling items. Stay away from glass, utility poles, wall, downed wires and other objects that might fall.
- If indoors remain indoors and seek shelter in the center of the building or under a secure doorway (DO NOT USE THE ELEVATOR).
- Watch for falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. If in danger,

get under a table or desk, into a corner away from windows, or into a structurally strong location such as a hall by a pillar. Do not run outside.

- Do not dash for exits since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.
- When the shaking stops, check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.
- Check for fires or fire hazards – spills of flammable or combustible liquids, or leaks of flammable gases.
- Faculty should also assign persons to assist disabled (“special needs”) students/faculty/staff in case an evacuation becomes necessary.
- Once you have exited the building, do not reenter until the building has been declared safe by trained emergency personnel.
- Use the telephone system only for urgent matters.

## **FLOOD**

Dial Campus Police – 4357 (HELP)

It is unlikely that SwVCC will experience flooding; however, flooding may occur in or around the off-campus centers and/or sites. In the event that flooding is predicted, the faculty, staff, and students should follow the direction of the local Emergency Management Agency regarding evacuation of the area(s) if possible. If possible, every effort should be taken to protect SwVCC property prior to evacuation.

## **BUILDING LEAKS**

Any building leaks should be reported to the Director of Facilities Maintenance and Campus Police. After examining the situation, appropriate action will be followed to minimize property damage and injury to faculty/staff, students and visitors.

## **PANDEMIC FLU**

### BRIEF HISTORY

According to the World Health Organization (WHO), “An influenza pandemic occurs when a new influenza virus appears against which the human population has no immunity, resulting in several simultaneous epidemics worldwide with enormous numbers of deaths and illness. With the increase in global transport and communications,

as well as urbanization and overcrowded conditions, epidemics due to the new influenza virus are likely to quickly take hold around the world.”

Influenza is a highly contagious respiratory virus that is responsible for annual epidemics in the United States and other countries. Each year an average of 200,000 people are hospitalized and 36,000 die in the U.S. from influenza infection or a secondary complication. During an influenza pandemic the Level of illness and death from influenza will likely increase dramatically worldwide. The impact of an influenza pandemic on the local economy and business processes could be devastating. It is estimated that 15-35% of the population will be affected. There is a potential for high Levels of illness and death, as well as significant disruption to society and our economy, making planning for the next influenza pandemic imperative.

In the event of a pandemic due to avian influenza, Southwest Virginia Community College will implement specific measures to be taken in order to provide for the health and safety of the students, staff and faculty. This plan will be reviewed at least annually and may be updated more often if needed.

The Pandemic Coordinator and Response Team have the overall responsibility of reviewing and updating this policy. Additionally, the pandemic coordinator and response team will recommend to the President, or his designee, of the actions to take in the event of a pandemic avian influenza. Members of this team include the following:

Vice President of Administration	Pandemic Coordinator
Contract Facilities Manager	Response Team Member
Emergency Coordinating Officer	Response Team Member
Human Resources Manager	Response Team Member
Business Manager	Response Team Member
Chief of Campus Police	Response Team Member
Vice-President of Instruction	Response Team Member
Vice-President of Institutional Advancement	Response Team Member
Associate Vice-President of Students	Response Team Member
Dean Math, Science & Allied Health	Response Team Member
Dean of Business	Response Team Member
Dean of Engineering	Response Team Member
Public Relations Coordinator	Response Team Member
IT Manager	Response Team Member

Southwest Virginia Community College’s response to a pandemic avian influenza must be flexible and have the ability to rapidly change to meet the type of emergency that is present. In order to accomplish this, the college’s response is divided into three different response Levels. Definitions of the Levels are as follows:

Level 1 – Pre planning up to and including confirmed cases of human-to-human transmission of avian flu.

Level 2 – Suspected case(s) on Campus or suspected/confirmed cases in Southwest Virginia.

Level 3 – Confirmed case(s) on Campus (Only essential personnel required to report to campus). College could be closed 8-12 weeks or even longer.

Appendix A lists actions to take at each Level and the individuals/departments responsible.

Rapid communication between the staff and faculty is critical in implementing the college's response to a pandemic avian influenza outbreak. The college's web site, e-mail, telephone and other means will be used to inform staff, faculty and the general public of current actions the college is implementing as the situation develops.

Students will obtain current information through the college's web site and faculty members. Course specific information will be communicated directly from the faculty to the student through e-mail, Blackboard, and/or by telephone.

As part of preparedness planning in Level 1, the Emergency Coordinating Officer will provide flu prevention information to students, staff and faculty primarily through the college's web site. The Emergency Coordinating Officer will develop a web page specifically dedicated to the avian flu. Avian flu updates from all departments will be placed on this web page. The goal is for students, staff and faculty to go to one page to get the latest information on the avian flu and what actions the college has implemented. Students, staff and faculty will be instructed to check the college's avian flu web page for the latest information. Other means of rapidly disseminating information will be used such as e-mails, open forums, flyers, etc. Appendix B lists the procedures for handling individuals with flu-like symptoms prior to contacting the Health Department.

- The Emergency Coordinating Officer will closely coordinate and work with the Cumberland Plateau Health Office and the Virginia Department of Health (VDH) to insure the college receives up-to-date information. As stated above, current information will be transmitted to students, staff and faculty primarily through the college's web site.
- The Contract Facilities Manager will provide maintenance and custodial services for all campus buildings. Infection prevention devices such as gloves, respiratory masks, hand sanitizing products, etc. will be stocked and available for distribution as required. Essential Buildings and Grounds personnel will be on duty to perform essential maintenance tasks, assist in the cleaning/disinfection of buildings and control the heating and ventilation systems to provide ventilation in infected areas. At Level 3, the Contract Facilities Manager will begin facilities shut down procedures as directed by the President or his designee.

Essential services such as academics, police/safety, maintenance and payroll will be provided regardless of the Level. In essential areas, supervisors need to be prepared to perform the duties of faculty and staff in the case of extended employee absenteeism. Additionally, supervisors who perform essential services will coordinate with their counterparts at other institutions to assist in cases of extreme absenteeism.

- The Chief of Campus Police will provide police/safety staff as needed, seven days a week at a Level that provides for the safety of individuals on campus and the protection of equipment. Additionally, the office of Campus Police will serve as a department that collects information on individuals that have flu like symptoms and report this information to the President or his designee through the Emergency Coordinating Officer.
- The Public Relations Coordinator will have access to all the information that the Response Team gathers and will disseminate it as appropriate to local media. This Public Relations Coordinator will also be responsible for maintaining Pandemic information on SwVCC's web site.
- The Emergency Coordinating Officer will maintain contact with the Cumberland Plateau Health Department, Department of Human Resources Management, Virginia Community College System HR Office and the Office of Commonwealth Preparedness. As policies and procedures are implemented at the state Level, local actions regarding pay and benefits will be implemented.
- The Vice President of Instruction and Student Services will notify the President of the number of students absent and of the number of flu cases that he/she has been notified of from student contacts.
- The Business Manager will provide essential Business Office functions including payment to vendors and employees and coordination of insurance benefits with the Virginia Community College System (VCCS) and other vendors.
- The Deans will help keep track of absentees (faculty and students); they will also provide information to their respective area from the Response Team.
- The Information Technology Supervisor (IT) will assure that all vital records are stored and safe. In addition, this position will ensure that network operations are maintained to allow for communication between the college and the community.

If the college is closed for normal operations, Southwest Virginia Community College must be prepared to resume normal operations after the avian flu threat has subsided. Appendix C lists the steps to be taken prior to the college resuming normal operations.

## APPENDIX A

### LEVEL 1

Confirmed cases of human-to-human transmission of avian flu

<b>Action Person/Department</b>	<b>Action</b>
Response Team	Keep the President advised on the avian flu threat  Make recommendations to the President or his designee as to the college's response to the threat  Update Pandemic Avian Flu Policy  List essential personnel at Level 2 and 3
President's Office	Receive recommended action(s) from the Response Team  Receive fit test and training on respiratory protection  Based on U.S. State Department recommendations, recommend campus community not to travel to affected countries
Essential Personnel	Receive fit test and training on respiratory protection  Directs implementation of the college's response  Receive fit test and training on respiratory protection
Public Relations Coordinator	Prepare internal and external bulletins and announcements for the college and media

Coordinate with the media keeping the community aware of the college's action(s)

Initiate campaign on self protection measures

Keep students, staff and faculty informed on preventive measures to reduce the risk of avian flu and current actions the college is implementing

Track reported cases of flu-like symptoms and brief the Response Team and/or the President or his designee

Open line of communications with Cumberland Plateau Health Department and the Virginia Department of Health (VDH)

Monitor web sites: [www.pandemicflu.gov](http://www.pandemicflu.gov)  
Red Cross: <http://www.redcross.org>

Virginia Department of Public Health:  
<http://www.vdh.virginia.gov/pandemicflu/>

U.S. Center for Disease Control:  
<http://www.cdc.gov/>

Keep the college's web site current on the avian flu threat, preventative measures and action(s) the college is taking

Assess, recommend and purchase respiratory protection resources for staff, faculty and essential personnel

Conduct in-service training on the Pandemic Avian Flu Plan

Pandemic Coordinator

Advise President of the status of the college's preparedness

Update Pandemic Avian Flu Plan with the Response Team

	Assist the Public Relations Coordinator in keeping students, staff, and faculty informed on the college's response to the avian flu
	Contact vendor for possible biohazard pickup and cleaning of protective equipment
	Receive fit testing and training on respiratory protection
	Train campus police/security on the Pandemic Avian Flu Plan
Campus Police	Receive training on avian flu
	Alert President of anyone having flu-like systems
	Receive fit test and training on respiratory protection
	Assist in implementing directives of the President or his designee
	Safeguard people, buildings and property
Vice President of Instruction	Identify key persons who will meet and determine adjustments in academic calendar, opportunities for online teaching and/or alternate teaching sites
	Develop guidelines to address academic concerns of students absent from classes due to illness or quarantine
	Develop plans for students who are in isolation or quarantine to obtain class notes and assignments
	Determine proactive ways teaching staff can anticipate classroom teaching disruptions with students, e.g. contingency syllabi changes for 2-3 weeks cessation of classes.
Contractor Facilities Manager	Identify building ventilation systems

	Essential personnel receive training and fit testing on respiratory protection
	Train personnel on ways to clean that prevents the spread of the avian flu virus
	Implement additional cleaning procedures, if directed
	Keep anti-bacterial soap dispensers filled
Human Resources	Keep staff and faculty advised of any changes to leave policy
	Identify steps that can be taken to monitor and protect insurance coverage for employees
Information Technology	Assess supplemental telecommunication/computing hardware/software needs
	Assess needs for webpage support
	Posts updated avian flu information on the college web site
Business Office	Coordinate with VCCS for possible payroll assistance if we go to Level 2 or Level 3
	Identify risk exposures for which insurance can and cannot be obtained including financial impact
Student Services	Monitors any overseas travel of students

**Level 2**

Suspected case(s) on campus or suspected/confirmed cases in Southwest Virginia

<b>Action Person/Department</b>	<b>Action</b>
Response Team	Recommend protective masks be issued to essential personnel
President's Office	Activate Response Team members Receive respiratory protection equipment  Evaluate information on institutional effects of the incident and set response priorities as appropriate
Essential Personnel	Receive respiratory protection equipment
Pandemic Coordinator	Implement directives of the President  Arrange for medical waste pickup
Campus Police	Receive respiratory protection Safeguard people, buildings and property
Vice-President of Instruction	Disseminate alternative procedure for completing course work  Implement plan for completing course work
Public Relations Coordinator	Issue press release on what actions the college is taking  Write bulletins and updates  Request students, staff and faculty report any flu cases to the College Nurse including family members of students, staff and faculty
Contract Facilities Manager	Essential personnel receive respiratory protection equipment  Implement cleaning procedures around campuses

Human Resources	Advise staff and faculty of leave procedures Coordinate with insurance carriers and advise staff and faculty of any insurance issues
Information Technology	Post current information from departments on avian flu web page
Business Office	Advise staff and faculty of payroll procedures  Coordinate with VCCS for future assistance, if needed
Student Services	Advise students through the avian flu web page and e-mails of action(s) required at Level 2
<b>Level 3 (in addition to Level 2 actions)</b>	
Confirmed case(s) on Campus	
Response Teams	Advise the President or his designee on actions to implement  Keep the President informed on issues that need to be addressed
President's Office	Provide oversight for student, staff, and faculty notifications, if appropriate  Cancel all classes
Essential Personnel	Report to work as directed
Pandemic Coordinator	Issue protective masks as needed Implement directives of the President or his designee
Campus Police	Report to work as directed  Secure buildings and property and post signage  Issue protective masks as needed

Public Relations Coordinator	Issue press release on what actions the college is taking up to and including closure
Contract Facilities Manager	Stand by to shut off facilities as directed by the President or his designee  Stand by to shut off utilities, if directed
Human Resource Mgr	Assess actual risk/insurance claims issues
Information Technology	Post current information from departments on avian flu web page
Business Office	Continue payroll activities  Disseminate payroll/insurance information thorough e-mail and post on avian flu web page
Student Services	Advise students through the avian flu web page and e-mails of action(s) taken at Level 3

## APPENDIX B

### Procedures for handling students, staff, faculty, and visitors

Adopted from the Centers for Disease Control and Prevention  
[www.cdc.gov/flu/index.htm](http://www.cdc.gov/flu/index.htm)

#### FLU FACTS

Flu symptoms include fever, headache, chills, body aches, tiredness, dry cough, sore throat, and nasal congestion.

Flu is spread when a person who has the flu coughs, sneezes, or speaks and sends the flu virus into the air. The virus enters the nose, throat or lungs of a person and multiplies. Flu spreads less frequently when a person touches a surface that has flu viruses on it.

If you get the flu: rest drink plenty of fluids, and avoid alcohol and tobacco.

#### PROCEDURE

Maintain a distance of three to six feet (as recommended by CDC) from person exhibiting respiratory symptoms, or put on a surgical mask.

Give tissues and a surgical mask to any student who is coughing or sneezing and advise them to go home.

Advise individual to seek medical attention from their medical doctor, area hospital or health information call centers. The health information call centers for this area are Ask A Nurse (Mountain States Health Alliance) at 800.888.5551 or Wellmont Nurse Connection (Wellmont) at 877.230.6877

Do NOT give aspirin to a child or teenager who has the flu.

A sick student or employee is advised to stay at home during the first days of illness when symptoms are most severe and the infection is most contagious (At least five days after onset of the symptoms). Most can return to school when symptoms are improving and no fever has been detected for 24 hours.

Always wash hands with soap and water for at least 15 to 20 seconds or use alcohol-based hand sanitizer after contact with a person who has symptoms of a respiratory infection and after removal of masks and/or gloves. In the absence of visible soiling of hands, approved alcohol-based products for hand disinfection are preferred over antimicrobial or plain soap and water because of their superior microbicidal activity, reduced drying of the skin, and convenience.

## APPENDIX C Recovery Plan

Action Person/Department	Action
Response Team	Recommend to the President to implement the recovery plan  Assist in disseminating information to students, staff and faculty
President's Office	Call staff and faculty back to campus  Call students to report to campus
Essential Personnel	Keep the President current on avian flu threat  Assist in disseminating information to students, staff, and faculty  Continue to monitor web site <a href="http://www.pandemicflu.gov">www.pandemicflu.gov</a>  Continue to coordinate VCCS health officials advising them of our recovery plan  Keep the college's web site current on the avian flu threat, and the recovery action(s) the college is taking  Assist in preparing an After Action Report
Pandemic Coordinator	Coordinate with Contract Facilities Manager to insure the campus environment is safe to resume normal operations  Prepare After Action Report
Campus Police	Prepare After Action Report

Public Relations	Coordinate with the media keeping the community aware of the college's action(s)
Human Resources	Keep staff and faculty advised of any changes to leave policy  Post insurance and payroll information on the college's avian flu web page
Information Technology	Posts updated information on the college's web site on our plan to resume normal operations
Business Office	Notify students, employees, and/or vendors of any policy changes  Prepare report documenting any emergency purchases
Student Services	Monitors any overseas travel of students