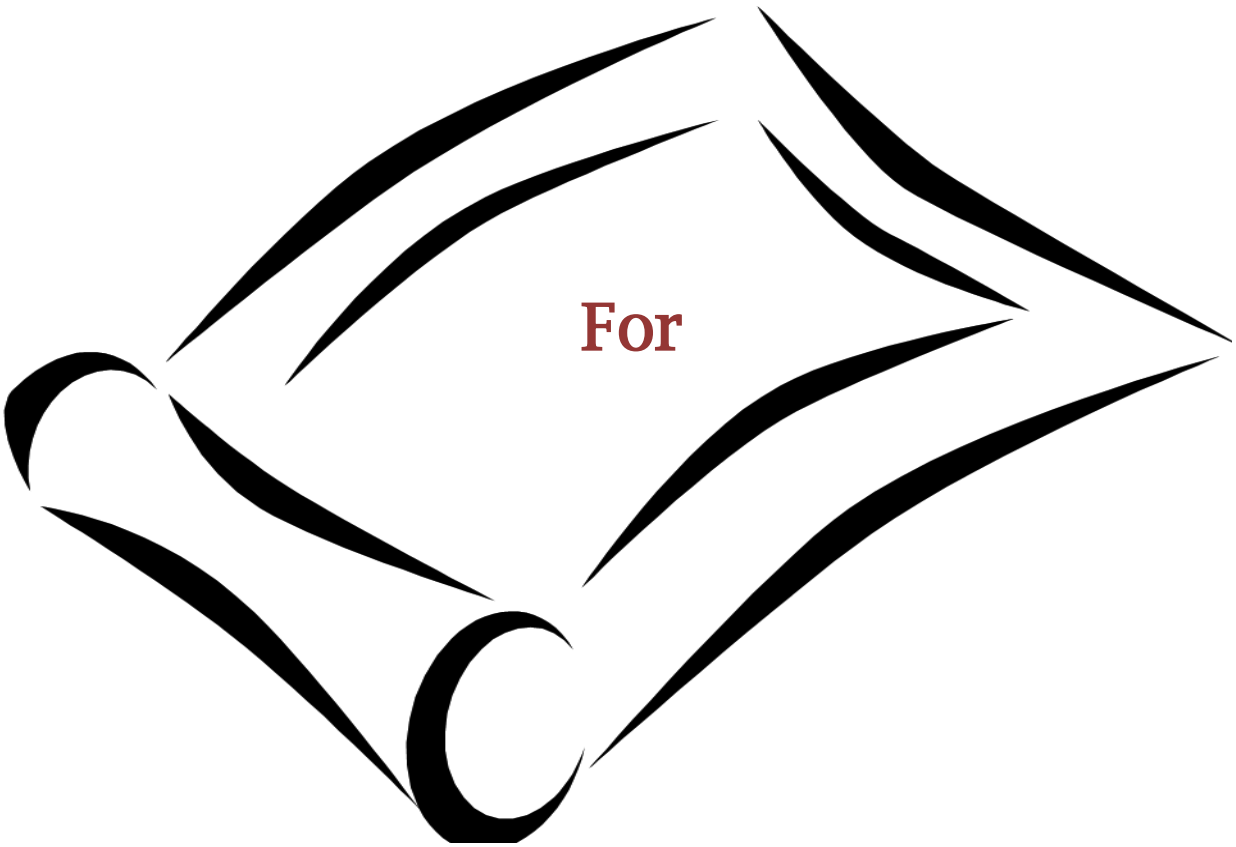
Emergency Operations Plan (EOP)



Southside Virginia Community College

Christanna Campus Alberta, VA 23821

John H. Daniel Campus, 200 Daniel Road, Keysville, VA 23947

Adopted: October 12, 2011

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I. Plan Documentation

Promulgation of the Southside Virginia Community College Emergency Operations Plan

By virtue of the authority vested in me by as President of Southside Virginia Community College (SVCC) and as the administrator ultimately responsible for emergency management on campus, I hereby promulgate and issue the Southside Virginia Community College Emergency Operations Plan ("the Plan") dated October 21, 2011. The Plan provides for college'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 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 Emergency Coordination Officer, the Vice President of Finance and Administration, on behalf of the President, is hereby authorized to activate the SVCC Emergency Operations Center ("EOC") in order to direct and control SVCC emergency operations. Augmentation of the EOC shall constitute implementation of the Plan.

Furthermore, the Emergency Coordination Officer is hereby authorized, in coordination with the Executive Staff, to amend the Plan as necessary to ensure the continued health and safety of the students, faculty, staff and property of the college.

In accordance with the duties and responsibilities assigned in the Plan, the head of each designated SVCC department or program shall appoint a lead and at least one alternate Emergency Coordination Officer for the department or program. The Emergency Coordination Officer is assigned the following responsibilities:

1. Coordinate with the college administration, faculty and staff on emergency preparedness, response, and recovery issues;

2. Prepare and maintain designated parts of the Plan for which the program is responsible;

3. Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the Plan;

4. Maintain a roster of department or program 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;

5. Coordinate appropriate training for department of program personnel assigned to disaster operations;

6. 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;

7. Assure that preparedness plans for the college are coordinated with the applicable local emergency management agency.

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 Southside Virginia Community College, this _12th___day of October 2011 _.

(signature on file)
Dr. John J. Cavan, President
Southside Virginia Community College
(SVCC)

Attest:
Witness *(signature on file –Nancy T. Turner)*

Approval and Implementation

RESOLUTION OF ADOPTION

WHEREAS, the Local Board of Southside Virginia Community College (SVCC) is concerned with the health and well- being of its students, facility 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, facility 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 *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 board of visitors 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 Southside Virginia Community College Staff in coordination with the Virginia Department of Emergency Management with input from SVCC departments and the Brunswick and Charlotte Counties Emergency Management Agencies;

NOW THEREFORE BE IT RESOLVED that the Southside Virginia Community College Local Board, on this 12th day of October, 2011, does hereby officially adopt the Southside Virginia Community College Emergency Operations Plan, to include plans and procedures for both peace time and war-caused disasters. * * * * *

I, Lealand Luck, do hereby certify that the foregoing writing is a true, correct copy of a resolution unanimously adopted by the Local Board of Southside Virginia Community College at a meeting held on October 12th, 2011.

SIGNED

(signature on file)
Lealand D. Luck, Chairman
SVCC Local Board

Record of Changes

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Record of Distribution

Group	Agency/Department	Title of Recipient	How Distributed (electronic or hard-copy)
College/University	SVCC/President's Staff	John Cavan Peter Hunt Al Roberts John Sykes Chad Patton Shannon Feinman Paula Gastenveld Linda Sheffield Tom Wisbey Jack Ancell Mary Jane Elkins Michelle Edmonds	Electronic
	SVCC Building & Grounds Department	Eddie Bennett Roger Wray	Electronic
	Human Resources	Bethany Harris	Electronic
	Public Information Officer	Christie Hales	Electronic
	Student Services	Judy Shepherd Dorothea Sizemore	Electronic
	Administrative Council	Tom Wisbey Michelle Edmonds Natalie Coronas Gary Cifers John Sykes Al Roberts Chad Patton Sally Tharrington Paul Gastenveld Dorothea Sizemore Peter Hunt Shannon Feinman Wayne Talbert Janice Phillips Jerry Chaney Roger Wray Robbie Washburn Letina Giles Michael Dunson Marika Peterson	Electronic

Group	Agency/Department	Title of Recipient	How Distributed (electronic or hard-copy)
Brunswick County	Emergency Management	Buddy Hyde	Electronic
Charlotte County	Emergency Management	Coan Agee	Electronic Contact: 434-736-9217
State Agencies	Virginia Department of Emergency Management, Planning Division	Gene Wills Mike Cocker	Electronic Contact: 804-840-3200
	Virginia Community College System	Mary Savage	Electronic

II. Introduction

A crisis or emergency can happen at anytime and could impact one individual, single building or the entire college campus. This document is the Southside Virginia Community College 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. Efficient implementation of the plan will provide a clear direction, responsibility and continuity of control for key officials and administrators. The basic idea to 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 evaluation and reviews need to be done to the emergency plan.

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 and overview of the college's 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 definition 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.

Scope

This plan and all it contents applies to all of the college's students, facility and staff. Major emergencies may impact the surrounding community in addition to the campus. If this occurs, SVCC will make every effort to cooperate with local, state, and federal officials in their delivery of emergency services.

Personnel or partner who has a roll will have access and be knowledgeable of the EOP.

Situation

Southside Virginia Community College is one of twenty-three colleges that form the Virginia Community College System. Created in 1961 by the act of the General Assembly of Virginia SVCC has two campuses known as the Christanna campus and the John H. Daniel campus. The Christanna campus is located in rural Brunswick

County at the intersection of Route #1 and Highway #46. The John H. Daniel Campus is on Route #40, 1 mile east of the Town of Keysville in Charlotte County.

The Christanna campus opened in 1970. The campus is sited on 110 acres that include lawn, wooded areas, tennis courts, a nature trail and a pond. There are currently nine buildings, serving the education, administrative and support services for approximately 4,000 students. Existing buildings provided approximately 71,000 gross square footage (gsf) of instructional, administrative, faculty offices and associated support space. This campus has only one (1) point of access with entrance/exit on VA Highway #46.

The John H. Daniel campus opened in 1971. The campus is sited on 110 acres that include lawn, wooded areas, tennis courts, a nature trail and a pond. There are currently seven buildings, serving the education, administrative, and support services for approximately 4,000 students. Existing buildings provide approximately 75,000 gross square footage (gsf) of instructional, administrative, faculty office and associated support space. This campus has two points of access, one on Route #40 and on State Route #628 County Line Road.

Based on a hazard identification and risk assessment that was completed for the **college, t**he hazards that were determined as most likely to impact SVCC are:

Hazard	Significance Ranking
Natural	
Hurricane	Significant
Tornado	Limited
Severe Weather	Limited
Wildfire	Limited
Earthquake	Limited
Snow	Limited
Ice Storm	Moderate
Extreme Temperatures	Limited
Drought	Limited
Human-Caused	
Terrorism	Limited
Criminal Activity	Moderate
Shooter	Moderate
Pandemic	Significant
Mass Casualty	Limited
Civil Unrest	Limited
Chemical Incident	Limited
Radiological Incident	None
Biological Incident	None
Explosive Incident	Limited
Nuclear Incident	None
Communication Failure	Significant
Infrastructure Failure	Significant

Assumptions

- The Coordinator or Emergency Management will mobilize resources and personnel as required by the situation.
- Incidents are managed initially by the College.
- SVCC will have mutual aid agreements with neighboring jurisdictions and other colleges and universities.
- SVCC will use the National Incident Management System (NIMS) and the Incident Command Structure (ICS).
- Extra resources and assistance will be available from within the local community. The college will request resources and assistance during an emergency or disaster situation through the local emergency management organization's emergency operations center (EOC). (e.g. fire and police departments, emergency rescue squads and other life agencies).
- A college administrator within the decision-making chain will be able to implement the necessary requirements needed within the emergency plan.
- Full cooperation between faculty, administrative staff, staff members and students will be present.
- Virginia Department of Criminal Justice Services and the Virginia Criminal Injury Compensation Fund shall be contacted immediately to deploy assistance in the event of a criminal action incidental to an emergency and involving victims as defined by Code of Virginia §19.2-11.01.

III. Concept of Operations

General

A primary goal of college is to provide a safe environment for the students, faculty and staff members. The college does not currently have a security force, but the college uses the Building and Grounds staff for this purpose. The college has 24/7 coverage.

The emergency plan will only be employed when there is an actual or imminent threat to a large population. If and when an emergency or crisis strikes, SVCC will need to be prepared to handle the initial impact of the disaster until further assistance can be given. The number of casualties and the amount of destruction suffered during an emergency could be reduced if the emergency plan is followed and order is maintained.

In the event an incident exceeds the SVCC's emergency response capabilities, outside assistance may be available, either through mutual support agreements with nearby jurisdictions or volunteer emergency organizations.

Sequence of Action

Preparedness

This section contains procedures for responding to emergencies that may occur in the operation of the college. The primary goal of these procedures is to protect the personal safety and health of every student and employee of Southside Virginia Community College. In any emergency, once the life and safety of everyone has been preserved, then attentions should be given to the protecting the property and equipment of the college. In any case, if there is doubt as to which procedure to follow, first contact should be made to the switchboard on either campus. The switchboard operator shall then contact the proper authorities including, if necessary, police, and fire or rescue departments.

The following procedures are included in this section:

1. Administrator in Charge
2. Emergency Numbers – Christanna Campus
3. Emergency Numbers – John H. Daniel Campus
4. Power Outrage Procedures
5. Bomb Threat Procedures
6. Emergency Shelter Procedures
7. First Aid and Personal Injury Procedures
8. Disruptive Classroom Behavior Procedures
9. Theft and Vandalism Procedures
10. Active Shooter

Administrator in Charge

The following is the list of administrators in charge in the order of who would assume responsibility in case of emergency. The switchboard operator shall work their way

down the list until one of the individuals has been contacted (either at work or at home). A listing for emergency numbers for all administrators is provided on the college phone lists. Note: from time to time acting administrators may be named and should be contacted.

Christanna and John H. Daniel campuses

1. Campus Provost
2. Campus Deans
3. Evening Coordinators
4. Vice President of Finance & Administration
5. Director of Student Affairs
6. President

Emergency Numbers – Christanna campus

In case of emergencies requiring notification of outside agencies, the following emergency departments should be notified:

1. Brunswick County Sheriff's Department 911
2. Virginia State Police 1-800-582-8350 (non-emergency) 911
3. Brunswick County Fire/Rescue 911
4. VCCS, Office of the Chancellor 804-819-4902

Emergency Numbers – John H. Daniel campus

In case of emergencies requiring notification of outside agencies, the following emergency departments should be notified:

1. Charlotte County Sheriff's Department 911
2. Virginia State Police 1-800-552-9965
3. Charlotte Rescue Squad 911
4. Charlotte Fire Department 911
5. VCCS, Office of the Chancellor 804-819-4902

Evacuation Procedures

Fire evacuation procedures (with floor plan) are posted in each classroom. In general, these direct occupants to leave through the nearest exit and to proceed to the parking lot in the event of fire or other emergency. In order to comply with state requirements, faculty should review the evacuation procedures with students at the first class meeting each semester, including each summer session. This review is intended to serve the same purpose as a fire drill for students.

Buildings should be evacuated whenever fire alarms are sounded, recognizable as an uninterrupted loud pulsating buzz or ringing, or when so notified by college personnel such as campus security, facilities or administrators. Each faculty member is responsible for ensuring that their students are evacuated from the building, including students with disabilities. Direct students to the initial gather point for your building, per the attached table. From that area, the Administrator in Charge, their alternate, Building and Grounds Superintendent or Campus Security will direct staff and students to the secondary gathering point or other location, in order to evade hazards such as smoke and clear the way for emergency response vehicles, as needed.

In the event of fire, the wheelchair elevator located in the Workforce Center should not be used. If handicapped individuals are unable to exit through the rear of the building, use the Area of Rescue located adjacent to the lift. There is a call box located inside the Area of Rescue that you activate to call for help. Facilities Department employees will canvass all rooms, as can safely be done, to ensure that no one remains. Administrators will assist in this effort as soon as they are able to respond.

In the event that a chemical mishap necessitates the evacuation of the building, the laboratory technician or instructor will meet the Building and Grounds Superintendent at the evacuation location outside the building to convey information about any hazards that might exist inside, such as noxious fumes or volatile chemicals. These conditions require specialized personal protective equipment and may preclude canvassing of the building by college personnel. In such instances, the Building and Grounds Superintendent will await response by the Fire and Rescue Department and advise them of the hazards so that county fire fighters may take appropriate precautions prior to entering the building.

Fire alarms and other fire and life safety systems are inspected and tested on a regular basis through Facilities Management Services. Fire extinguishers are inspected monthly, with annual testing performed during the summer. Alarms will be sounded as part of these routine tests. However, advance notice will generally be provided through e-mail. Alarms sounded as part of testing will be short duration, but repeated until all devices are tested. Please be aware that alarms can cause hearing damage depending on proximity and lengthy of exposure. The volume, which is governed by code, is intended to compel occupants to leave the building. Do not stand near alarms. Move away from alarms as they are sounded.

Actions to be taken event of a fire:
Individuals discovering or suspecting a fire or life threatening situation will activate the fire alarm. The college fire alarm systems consist of horn signals, smoke detectors, and heat detectors and pull stations that can be activated from any pull box. Pull boxes are clearly marked and located throughout the classrooms, hallways and in shops. Building and Grounds staff are trained annually on the use of fire extinguishers.

Please take the following steps if you discover a fire or other hazard that warrants evacuation of the building.

1. Activate a fire alarm pull station. These are located on the walls near most exists and will have wording to the effect “Pull in the event of fire”.
2. Notify the campus receptionist at “0” or use the emergency call stations located in the parking lots.
3. Faculty and staff assist and ensure that students are evacuated from the building.
4. Do not attempt to fight even a small fire unless you have been trained in the use of a portable fire extinguisher. Fire extinguishers are only intended for use by trained personnel to fight initial or beginning stage fires.
5. If receptionist cannot be reached, notify the county emergency 911.
6. Keep the road exits clear for emergency crews and vehicles.

Evacuation Gathering Locations:

Building	1st Gathering Point	2nd Gathering Point
CHR Main Bldg.	Campus Main Parking Lot	Parking Lot
CHR Facilities Bldg.	Campus Main Parking Lot	Maintenance Parking
JHD Main Bldg.	Campus Main Parking Lot	Main Front Field
JHD Main Bldg.	Workforce Bldg. Parking lot	Main Front Field
JHD Facilities Bldg.	Campus Main Parking Lot	Ball field

Notes:

1. Meet at initial gathering points for fire drills.
2. In cases of evacuation resulting from a real emergency, the Administrator in Charge, or designee, Building and Grounds Superintendent or Campus Security will direct students to the secondary gathering point or other location, in order to evade hazards such as smoke and clear the way for emergency response vehicles as needed.

Responsibility of switchboard operator: Upon hearing the fire alarm, the switchboard operator is to notify the following appropriate emergency departments and personnel using the special telephone located in the receptionist's office;

1. Brunswick County Sheriff's Department 911
2. Virginia State Police 911
3. Brunswick County Fire/Rescue 911

Or

1. Charlotte County Sheriff's Department 911
2. Virginia State Police 1-800-552-9965
3. Charlotte Rescue Squad 911
4. Charlotte Fire Department 911

The receptionist is to make these calls through the switchboard or on emergency phone line in the Provost office if the college's electrical power is out. The operator must remain on the line giving requested information until operator is required to exit the building.

Power Outage Procedures

Upon the loss of power to the campus, staff and students will be initially asked to vacate their offices and classrooms and move to the student lounges which are equipped with emergency lights. The administrators in charge, in consultation with the B & G supervisor, the provosts and the VP of Finance & Administration will decide what action should be taken. Action may include:

- Wait for power to be restored; this can be done if there is reason to believe the power will be restored within one hour.
- Take action to close the campus (or college, if outage effects both campuses) if the available information suggests a long-term power outage. If the decision is made to close, then all staff and students will be asked to exit the building and the campus deans will notify the appropriate media outlets.

Each campus has the capability for five power fail phones (must be analog) that can be operated even after the loss of power. These five phones shall be located in the following offices:

Christanna	**John H. Daniel**
Campus Provost Office	Campus Provost office
Buildings & Grounds Supervisor	Buildings & Grounds Supervisor

These phones have the phone numbers of the other emergency phones listed on the phone. To facilitate usage of the phones, either emergency lights or rechargeable mag lights are located in the following office Campus Provost offices on both campuses, VP of Finance & Administration office on both campuses, business offices on both campuses, and facilities management office.

Bomb Threat Procedures

If the college receives a bomb threat, it probably will be by telephone or mail. The utmost concern is for the safety of all individuals at the college. If a bomb threat is made by telephone, the individual at the switchboard would normally receive the call. The following actions/observations need to be made:

1. Note the date and precise time of call.
2. Note if caller is male or female
3. Note the age of caller (older, normal, young, etc.)
4. Note any dialect.
5. Listen for any background noises (trains, cars, music, noisy, etc.)
6. Record any text of conversation (as many details as possible)
7. Ask the following questions:
    a. What time is the bomb set to go off?
    b. Where is the bomb?
    c. In what area of the school?
    d. In what type of container has the bomb been placed?
    e. How was the bomb delivered to the college?
    f. Why are you picking this college?
    g. What is your name? (Note: the caller will probably hang up after this question)

The person who received the bomb threat should report it to the campus administrator in charge and the campus security supervisor. The college's fire alarm will be sounded. All students and staff will be evacuated.

If a bomb threat is received by letter, note, or package, the following procedure are to be followed:

1. Handle the letter, note, or package and enclosures with extreme care.
2. Carefully lay down letter, note or package.
3. Evacuate and secure area by locking doors.
4. Report findings to college administrators and safety officer.

The college administrator and the campus security will determine if further action is deemed necessary. The college's fire alarm will be sounded. All students and staff will be evacuated.

Active Shooter Procedure

1. Remain calm, do not engage the intruder.
2. A quick and quiet escape is suggested, if it can be done safely.
3. If attempting to escape, keep your hands elevated with open palms visible, especially if encountering law enforcement officers. Follow all instructions officers may give you. If you cannot safely exit the building, seek secure shelter.
4. Close and lock windows, lower blinds, remain out of sight, turn off lights.
5. Once secured inside, take cover behind concrete walls, thick desks, and filing cabinets that are away from windows and doors.
6. Remain quiet, turn off cell phones ringers.
7. Only one person from the room should call police at 911 and tell them where you are, where the dangerous person is, and the condition of others with you. Follow their instructions. If you cannot speak, leave the line open so the dispatcher can hear what is going on.
8. Assist others if they are injured.
9. Do not respond to any unfamiliar voice commands until you can be sure they are coming from a police officer.
10. After the arrival the police officer, the college's ECO is then in charge.

Emergency Shelter Procedures Overview

Southside Virginia Community College's emergency plan for shelter in the event of tornadoes, hurricanes, high winds, nuclear attack, or nuclear accident, the college will implement the following procedures decided by the administrator in charge. If possible, the college will be closed and everyone evacuated. The local county emergency teams have a copy of the college's emergency procedures and notification phone numbers. The reception and building and grounds have hand-held radios that can be used for campus communication should the power or cell towers go down.

There is NOAA weather/hazard/AMFM radios located at:

- Buildings and Grounds Superintendent's Office

The campuses will receive emergency notifications by one of the following ways:

Receptionist

Local emergency authorities by emergency phone number, NOAA weather/hazard radio, facilities emergency radio, local radio stations, weather bug, and work of mouth.

Facilities Management

NOAA weather/hazard radio, facilities emergency radio, local radio stations, weather bug, and word of mouth. Once a notification is received it will be determined if the college has enough time to evacuate. If time allows, follow fire alarm procedures. If not enough time, the following procedures will be followed.

Christanna Campus

The Receptionist will:

- Call the buildings and grounds supervisor or designee by radio or cell phone
- Call college administrator in charge (see administrator in charge section)

The Administrator will:

- Call facilities manager office or cell phone and the VP of Finance and Administration (the college Emergency Coordination Officer (ECO)

Then proceed to EOC (room 108 Workforce Development Center) with:

- College emergency hand-held radios
- AED
- Flashlight

The facilities superintendent or designee will notify employees and students by PA system and Southside Alert.

- For occupant's safety, no one is to leave the building until the building is cleared
- Door and windows are to be shut
- Lights turned off
- Acquire radios and flashlights from facilities office (if feasible)
- Proceed to EOC once building is secure
- Once EOC location, activate camera laptop computers and assign a facilities staff member to the parking lot exits to secure the doors.
- Connect (2) emergency phones turn on NOAA weather radio, check flashlights and lanterns for operation.

John H. Daniel Campus

The receptionist will:

- Call the buildings and ground supervisor or designee by radio or cell phone
- Call college administrator in charge (see administrator in charge section)

The administrator will:

- Call facilities superintendent or designee office or cell phone and VP of Finance & Administration (the college Emergency Coordinator Officer (ECO)

Then proceed to tornado safe room #125 in the Workforce Development Center (marked with signs) with:

- College emergency hand-held radios
- AED
- Flashlight

The facilities supervisor or designee will notify department employees by radio to start room by room notification

- For occupant's safety, no one is to leave the building until the building is cleared
- Door and windows are to be shut
- Lights turned off
- Acquire radios and flashlights from facilities office (if feasible)
- Proceed to shelter once building is secure
- Once in EOC location, activate camera laptop and assign a facilities staff member to the parking lot exits to secure the door.
- Connect (2) emergency phones, turn on NOAA weather radio, check flashlights and lanterns for operation.

Off-Campus Centers
The college will use Southside Alert System to notify off-campus centers. If there is no time for notification, the occupants will proceed to the designated shelter space for that area which is the restrooms or inside rooms marked tornado safe.

All-Clear Signal
Once notification is received for the all-clear:

- The administrator in charge and/or facilities supervisor will conduct a building safety inspection to ensure no hazardous conditions exist.

Once this inspection is conducted, they will report to the administrator in charge their findings.

- If hazardous conditions exist, the procedures in the COOP Plan will be followed.
- If no hazardous conditions exist, the shelter will be opened and personnel will be allowed to leave.

The college serves as a mass shelter for Brunswick and Charlotte counties. The State Department of Social Services will activate and support the college shelters.

First Aid and Personal Injury Procedures

- First aid kits have been installed in numerous locations around campus. A list of those locations and kit contents is provided on the following pages. Facilities staff will inspect and restock these kits on a monthly basis. In the event that supplies are needed before the monthly restocking, please contact the Facilities Supervisors.
- These kits have been installed to provide for treatment of minor injuries.
- When rendering first aid assistance be aware of the potential for transmission of blood borne pathogens, such as AIDS and Hepatitis B.
- Band-aids should be given to the injured party for self-treatment of minor cuts and abrasions.
- College personnel other than those trained as medical emergency first responders are not expected to render treatment in situations that might expose them to blood or body fluids, which may contain blood borne pathogens. If an employee chooses to assist, then they do so under the “Good Samaritan” law and are not covered by the provisions of OSHA regulations or the college’s “Exposure Control Plan”. Rubber gloves are provided in the first aid kit for use in such instances. Remember to turn the gloves inside out as you remove them to avoid contact with blood. If assistance is needed in treating a cut or an injury of a more serious nature occurs, please contact the campus receptionist at “0” or the buildings and grounds superintendent.
- Facilities management personnel and other college personnel have been trained in first aid with certification in CPR and use the Automated External Defibrillator (AED) which is located at the campus receptionist’s office on each campus. They are trained treat injuries involving blood and can render assistance until a rescue squad is dispatched.
- If the campus receptionist for First Aid dispatch cannot be reached, you may contact the county emergency by dialing 911.
- First aid kits an emergency road kits (flashlight, jumper cables, flares, spare fuses, etc.) have been installed in each of the pool vehicles. If any these

supplies are used, please advise Facilities Superintendent when the vehicle is returned to assure a prompt restocking.

First Aid Kit & Safety Equipment Locations -- Christanna Campus

Building Location	Room	Equipment
Maintenance Building	100	AED
Student Services	B22	AED
Workforce Center Lobby	114	AED
Provost Office	A02	First Aid Kit
Receptionist		First Aid Kit
President's Office	A26	First Aid Kit
Student Activity	B05	First Aid Kit
Snack Bar	B04	First Aid Kit
Library (Behind Circulation Desk)	B12-A	First Aid Kit
Student Services	B22, B25	First Aid Kit
Admissions	B17	First Aid Kit
Secretary's Offices	C06-B38	First Aid Kit
Biology Lab	C12	First Aid Kit
Air Conditioning Lab		First Aid Kit
Nursing Lab	C11	First Aid Kit
ODU	C40	First Aid Kit
Network Services	C17	First Aid Kit
Workforce Center(Lobby)	114	First Aid Kit
Governor School	Room 1	First Aid Kit
Art	Room 2	First Aid Kit
Computer Lab	Room 7	First Aid Kit
Middle College	Room 2	First Aid Kit
Tractor Shed		First Aid Kit
Maintenance Building	100	First Aid Kit
EMS Building		First Aid Kit
Public Safety Training Building		First Aid Kit

First Aid Kit & Safety Equipment Locations – John H. Daniel Campus

Building Location	Room	Equipment
Student Services	Room 35	AED
Workforce Development Center	Room 104	AED
Maintenance Building	Room 100	AED
Receptionist Areas	Room 1	First Aid Kit
Biology Lab	Room 28	First Aid Kit
Chemistry Lab	Room 31	First Aid Kit
Student Services	Room 34C	First Aid Kit
Automotive Lab	Room 66	First Aid Kit
Buildings & Grounds Office	Room 125	First Aid Kit
Workforce Development Center Kitchen	Room 125	First Aid Kit
Maintenance Building	Room 100	First Aid Kit

These are actions that are implemented during non-emergency or disaster periods that will prepare SVCC for potential emergency response if necessary.

Pre-Incident

These actions that are implemented if the Emergency Coordination Officer receives notice of a potential emergency from the local emergency operations center, Virginia Emergency Operations Center (VEOC), federal Homeland Security Advisory System, National Weather Service, or other reliable sources.

Some issues to consider at this point in the incident are:

- Communication alert and warning
- Public health and safety
- Responder health and safety
- Property protection, and
- Possible partial activation of the EOC

Actions:

1. Brief the SVCC executive staff of the impending situation.
2. Access hazard-specific experts to determine potential impacts.
3. Determine any protective action measures that need to be implemented in preparation for the situation.
4. Alert emergency response personnel and develop a staffing pattern.
5. Set up the Emergency Operations Center (EOC) in room 108 WFDC (CHR) or 123 WFDC (JHD).
6. Prepare the financial tracking structure for potential costs related to the event.
7. Notify students, faculty and staff, when determined appropriate, of the situation and any protective actions measures they should take. Utilize all appropriate sources of alert notification.

Response

These actions are taken to preserve life, property, the environment and the social and economic structure of the college.

Some issues to consider at this point in the incident are:

- Law enforcement
- Protection of responder health and safety
- Fire
- Emergency medical services
- Evacuations
- Dissemination of public information
- Actions to minimize additional damage
- Urban search and rescue
- Public health and medical services
- Distribution of emergency supplies
- Debris clearance and
- Protection and restoration of critical infrastructure

Examples:

1. Daily functions of SVCC that do not contribute directly to the emergency operation may be suspended for the duration of the emergency response.
2. Efforts and resources may be redirected to accomplish an emergency task.
3. If not already completed, set up and staff college EOC.
4. Implement delegations of authority for emergency response activities.

5. Monitor the situation and adjust response actions as needed.
6. Implement evacuation orders as needed.
7. Maintain security.
8. Close routes of ingress and egress as deemed necessary for the situation.
9. Open and staff emergency shelters as needed.
10. Assure public information is accurate, appropriate and timely to all populations including media. Set up a briefing location for media if necessary. Consider early notification for the college's Public Information Officer (PIO).
11. Assure all available resources are applied directly and effectively to disaster response.
12. Monitor resource needs and request additional resources through appropriate means as required.
13. Accurately track financial costs utilizing prepared event cost-tracking system.

Requesting resources from the VEOC by the institution:

If state resources are needed by the institution during an emergency, the request should be made by the local government on the institution's behalf. This is consistent with recent amendments to the Code of VA §44-146.18 and §23-9.2.9

The local government should designate a point of contact by title to make requests for resources to the Virginia Emergency Operations Center on behalf of the institution.

The Emergency Coordination Officer is the point of contact with VDEM. The contact information should be available at the institution and when an emergency occurs at the institution and local assistance is required, this individual should be contacted immediately.

This individual shall remain as a point of contact and a liaison to the institution and the VA Emergency Operations Center during the response. This individual should be designated by title in the roles and responsibilities of the local EOP and the institution's EOP. The buildings and grounds superintendent on each campus are designated as ECOs in the VP of Finance and Administration absence. Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations, and if applicable, hazard mitigation.

Recovery

These actions occur after the initial response has been implemented. These actions should assist individuals and SVCC to return to normal as much as feasible. During the recovery period, some of the issues that will need to be handled are:

- Behavioral/mental health assessment
- Preliminary damage assessment
- Gradual resumption of normal business activities, including conducting of classes
- Long-term recovery
- Clean-up and restoration of public facilities, businesses and residences
- Re-establishment of habitats and prevention of subsequent damage to natural resources
- Protection of cultural resources during other recovery operations

Examples of Recovery Actions:

1. Provide traffic and crowd control to assure site security.
2. Assure continued public information that is accurate, appropriate and timely to all populations including media. Set up briefing location for medical if necessary.
3. Within 72 hours of impact, complete an Initial Damage Assessment and submit to the VEOC, VCCS or locality as determined by normal structure.
4. Assess the mental and behavioral health impacts to students, faculty, staff and responders and request appropriate resources to address issues as needed. Set up a Family or Victim's Assistance Center if needed.
5. Assist with local, state or federal investigations as necessary.
6. Assist with identification of injured or deceased individuals as needed.
7. Assess infrastructure and determine viability for re-entry.
8. Begin immediate repairs to electric, water and sewer lines and stations.
9. Complete disaster-related expense records. Begin request for reimbursement through the state or federal public assistance program if eligible.

Mitigation

1. Review local All-Hazard Mitigation Plan and update as necessary any mitigation actions that could be of value in preventing similar impacts for a future disaster.
2. Work with the Virginia Department of Emergency Management Mitigation Program to develop mitigation grant projects to address the most at risk areas.
3. Implement mitigation measures in the rebuilding of infrastructure damage in the event.

The President of the college or campus Provost may activate the EOC if this becomes necessary. However, the college Coordinator of Emergency Management may activate the EOC 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.

Availability of staff and operation needs may allow or require positions to be combined, or positions to not be filled (responsibilities held by the next higher position).

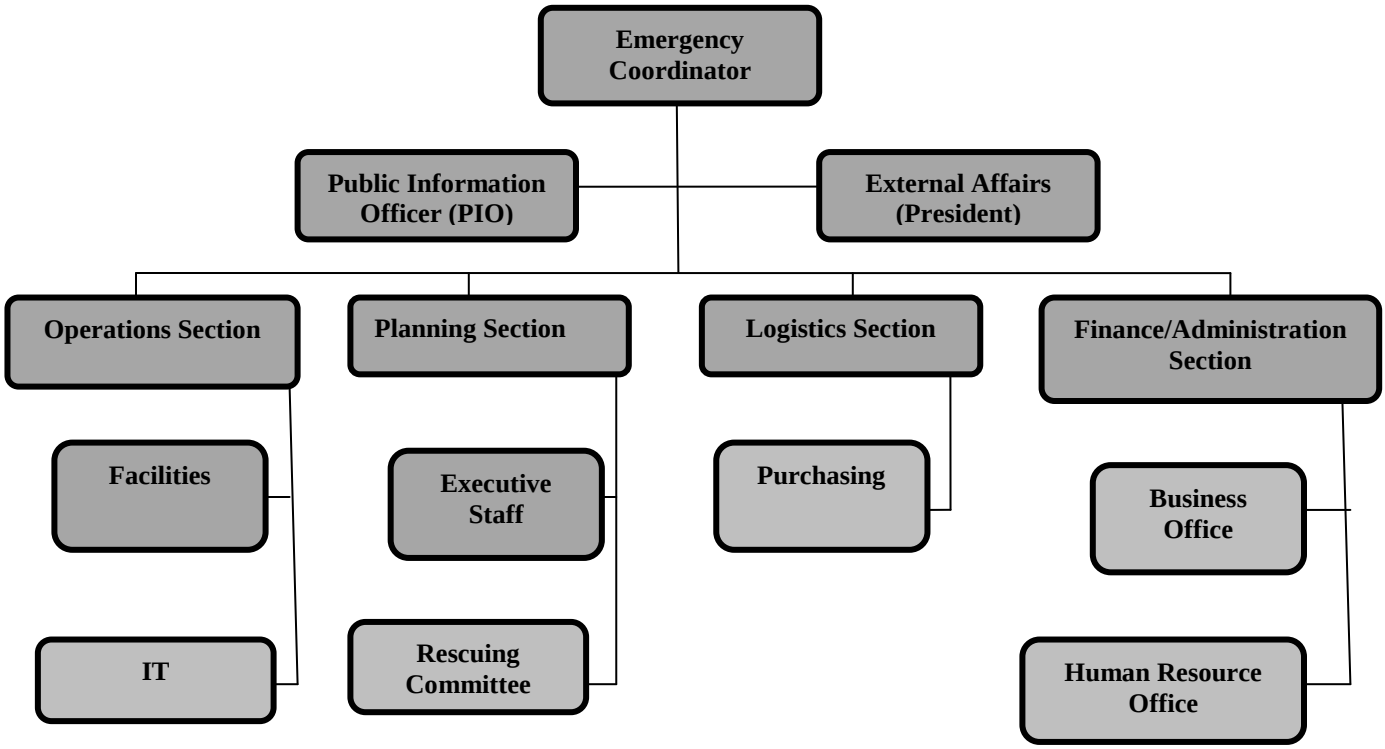
Communication, alert and warning will be provided to the public via the Southside Alert System, the college website and Facebook.

IV. Organization

When the college 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 Incident Command System (ICS), and
- The Emergency Support Functions (ESF) should be aligned with ICS staff.

The diagram on below is an example of an EOC Staff.



V. Roles and Responsibilities

President (Designee)

- Work with law enforcement, other emergency responders and the Coordinator of Emergency Management 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;
- Hold overall responsibility for the maintaining, exercising and updating the plan.

Emergency Coordination Officer (ECO) – Serves as the communication liaison between the Veterans Affairs & Homeland Security, VDEM and each agency. Pursuant to Executive Order 65 (2004), the ECO is assigned the following responsibilities which may have been delegated to others within the organization:

- Develop and maintain the Emergency Operations Plan (EOP)
- Assume relevant duties as directed by the president or designee
- Develop and implement a test, training, exercise and drill schedule to assure all involved parties for emergency response and recovery are fully prepared to fulfill their tasks. A relevant exercise should be held at least annually;
- 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 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 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;
- Assure the State Coordinator of Emergency Management that preparedness plans for its facilities are coordinated with the applicable local emergency management agency.

Local Emergency Manager for Brunswick and Charlotte counties will direct and control emergency operations for the local government in time of emergency and issue directives to other services and organizations concerning disaster preparedness.

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.

Emergency Support Functions (ESFs)

ESF #1 Transportation

- The Buildings and Grounds Superintendent or designee takes control of all vehicles.
- Vehicles to be used at the discretion and on the authority of the emergency management coordinator or designee.
- Lake Gaston Bus Company (252-586-3866) may be chartered for mass transportation.
- Bay Transit may be used for mass transportation if local counties declare an emergency and direct Lake Gaston Bud company's participation.

ESF #2 Communication

- SVCC's IT Department will maintain or recover campus telephone, internet and the Emergency Notification System (Southside alert)
- The facilities department operates intra-campus radios.
- The Public Information Officer is liaison with the press and is the outlet for official information.
- Office public statements will be vetted by the college president or designee and the emergency management coordinator or designee.

ESF #3 Public Works

- The facilities department will maintain or recover the public infrastructure: access/roads, water and power.

ESF #4 Firefighting

- County and local fire departments will respond to fires

ESF #5 Emergency Management

- The college President is responsible for emergency management
- The ECO leads and directs the on-campus response and recovery.
- The President may direct the ECO.
- The college ECO and the executive staff will subordinate leadership and authority to local, state or federal emergency responders in compliance with National Incident Management System (NIMS) and Incident Command System (ICS) protocols.
- The ECO may decide in consultation with the President and executive staff when to close the college or campus.

ESF #6 Mass Care

- Fire departments and EMS from the counties will provide mass care.

ESF #7 Resource Support

- The college Business Office will implement emergency procurement procedures
- The college will request state and federal support through the local county emergency administrators.
- Virginia Department of Criminal Justice Service and the Virginia Criminal Injury Compensation Fund shall be contacted immediately to deploy assistance in the event of a criminal action incidental to an emergency and involving victims as defined by Code of Virginia §19.2-11.01.
    - **Criminal Injury Compensation Fund**
      Mary Vail Ware, Director, CICF
      Criminal Injuries Compensation Fund (CICF) Department
      Virginia Workers' Compensation Commission
      1000 DMV Drive
      Richmond, VA 23220
      CICF Toll Free: 1-800-52-4007
      Phone: (804) 367-1018
      Email: maryvail.ware@vwc.state.va.gov
      804-399-8966 (after hours)

      Shannon Freeman (alternate)
      800-552-4007 (normal business hours)
      804-614-5567 (after hours)

    - **Virginia Department Criminal Justice Services**
      VACANT UNTIL FILLED per Mary Vail Ware: CICF will own responsibility for calling out the team until the position is filled.

ESF #8 Health and Medical

- The college will rely on county EMS and local hospitals for medical response.

ESF #9 Search and Rescue

- The college will rely on local fire, EMS and law enforcement for search and rescue operations.

ESF #10 Hazardous Materials

- The facilities department will contain and clear hazardous materials to the extent of the college's faculty and staff expertise.
- Local firefighters will provide additional hazardous material response.
- Brunswick and Charlotte Counties have hazmat trailers.

ESF #11 Natural Resources

- The facilities department will manage the campus natural resources

ESF #12 Energy

- The facilities department will maintain energy on campuses.
- Facilities will coordinate with the electric utility companies.
- Facilities will request generators from state agencies.
- Facilities will acquire (with the help of the business office) fuel and gasoline.

ESP #13 Public Safety

- The facilities staff serves as the first response security and safety officers supported by all college faculty and staff.
- Following National Incident Management System (NIMS) protocol SVCC staff will pass public safety management to responding law enforcement agencies.

ESP #14 Long-term Recovery

- The college COOP Plan would be implemented to facilitate long-term recovery.

ESP #15 External Affairs

- The president will lead external communication and policy.
- The PIO will speak for the college and communicate with the press.
- The PIO will manage the logistics and hospitality for the media.

VI. Administration, Finance and Logistics

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

The President may also appoint this authority to his designee or the Emergency Coordination Officer as written in a formal Delegation of Authority statement on file.

Tracking and reporting of any costs due to an emergency will be made by Business Office staff in the Administrative/Accounting Information System (AIS). 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 of which these actions can take place.

If the emergency exceeds the college's capability to handle, SVCC is aware of the outside resources availability through their locality, nearby localities, state, and or federal assists. SVCC has worked with external localities, agencies and non-profits to address those needs that may overwhelm the internal capability to respond.

- Brunswick County Emergency Planner
    - Buddy Hyde 434-532-5994 (cell)
- Charlotte County Emergency Planner
    - Coan Agee 434-736-9217

VII. Plan Development and Maintenance

The Code of Virginia Title 23 and Title 44, as amended, require public institutions of higher education to develop, adopt, and keep current a written crisis and emergency management plan.

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 board of visitors or other governing body.

Such review shall also be certified in writing to the Department of Emergency Management.

Drafting an emergency plan is a community effort and relies heavily on the college administrators and experts to provide comprehensive guidance to the college president on hazard analysis, exercise design, evacuation planning, emergency management, mitigation, recovery, emergency preparedness, and educational awareness.

Examples of plan participants:

- President of College
- Emergency Coordination Officer
- SVCC President's Staff
- SVCC Administrative Council
- SVCC Facility Maintenance
- Representatives from internal groups:
    - Business Office
    - Human Resources
    - Student Services
    - Faculty
    - Administrators

- Representatives from external groups:
    - Locality Emergency Management
    - Locality Emergency Medical Services
    - Locality Fire Department
    - Locality Police Department
    - Locality Sheriff's Department
    - Local Hospitals
    - Red Cross

The college's ECO will update the Emergency Operations Plan as needed. The ECO will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability.

It is the responsibility of the ECO to assure that the plan is tested and exercised on a scheduled basis.

It is planned that a functional drill for some portion of the plan will be held each semester; a tabletop exercise of the plan or full-scale exercise will be held annually.

The ECO will maintain the schedule and assure that the appropriate resources are available to complete these activities.

After each drill, exercise or actual event, a hot wash and/or after-action review will take place. Any findings from these post-event reviews will be incorporated into an update of the plan.

VIII. Authorities and References

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 and

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

Organization/Service Function	Authority in Line of Succession
Direction and Control	1. President of the College 2. VP of Finance & Administration (ECO) 3. Campus Provosts
Emergency Public Information	1. Incident Commander/B & G Superintendent 2. Incident Commander Designee
Campus Security	1. CHR B & G Superintendent/designee 2. JHD B & G Superintendent/designee
Grounds/Facility's Manager	1. JHD Grounds man 2. CHR Grounds man

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 44

References

Local

1. Local Emergency Operations Plan

College

1. Continuity of Operations Plan (by Executive Order 44)
2. Annual Agency Preparedness Assessment
3. Pandemic Flu Plan (See COOP Plan)
4. Terrorism and Security Awareness Orientation
5. Information Technology Contingency Planning (See COOP Plan)
6. Information Technology Systems Security
7. Facilities Security
8. Personnel Security
9. Threat Management (Violence Prevention Committee and Threat Assessment Team)
10. Agency Risk Management and Internal Control Standards (ARMICS)

Appendix A – Glossary of Key Terms

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 statue 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 results 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 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.

Declaration of Emergency
Whenever, in the opinion of the college's **president or designated personnel**, feels the safety and welfare of the students, faculty, staff, general public and property at SVCC 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 (Southside Alert System)
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 (SVCC)
An individual appointed by the president of the college as directed by Executive Order # 44 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 which provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

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

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 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 for the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Field Office (JFO)
A temporary federal facility 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, 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 use 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 authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed. Washington Area Warning System (WAWAS) – A regional warning system that serves Northern Virginia, the District of Columbia, selected federal agencies, and certain southern Maryland jurisdictions in the National Capital Region (NCR).

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.

Appendix B – List of Acronyms and Abbreviations

ARC	American Red Cross
B & G	Buildings and Grounds
CHR	Christanna Campus
CONOPS	Concept of Operations
CONPLAN	Concept of Operations Plan
COOP	Continuity of Operations Plan
ECO	Emergency Coordinating Officer
EOC	Emergency Operations Center
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOP	Emergency Operations Plan
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
JHD	John H. Daniel Campus
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
NRF	National Response Framework
NWS	National Weather Service
OSHA	Occupational Safety and Health Administration
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SOP	Standard Operating Procedure
SVCC	Southside Virginia Community College
UC	Unified Command
WFDC	Workforce Development Center

Appendix C – Maps and Charts

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 #12 Energy	ESF # 13 Public Safety	ESF #14 Long-Term Recovery	ESF #15 External Affairs
County Firefighters				X		X				X					
Student Health Services															
Campus Police & Security/Sheriff's Office															
Physical Plant	X		X							X	X	X	X	X	
Institution Administration/Leadership					X									X	X
Information Technology		X												X	
Finance							X								
Public Affairs Officer & President															X
Alberta Rescue Squad								X	X						

Tornado Shelter Locations

Interior rooms and restrooms that are marked with tornado safe signage on each campus.

Christanna Campus – Alberta, VA

All occupants of **A Building** will relocate as follows:

A Building (North Side Rooms). All occupants on the north side will relocate to the rest rooms.

A Building (South Side Rooms). All occupants on the south side will relocate to rooms A-22 and A-29.

All occupants of **B Building** will relocate as follows:

Occupants of rooms B10, B11, B13, B33, B34, B35, B3 and B45 will remain in place.

Occupants of rooms B3, B12, B14, and B16 will relocate to B10 and B11.

Occupants of rooms B46, and B47 will relocate to B6 and B8 (restrooms), B10, and B45.

Occupants of rooms B17 through B31 will relocate to B33, B34, B35 and B36.

C-Hall

Occupants of C12, C13, C14, C16, C17 and C18 will remain in place.

Occupants of C2, C11, C28, C31 and all offices will relocate to C12 and C13.

ODU

All occupants of ODU classroom and offices will relocate as follows:

ODU classrooms and offices, C19 – C26, will relocate to C16 and C18.

John J. Cavan Workforce Development Center

All occupants of the John J. Cavan Workforce Development Center will relocate as follows:

Occupants of rooms 103 and 108 will relocate to rooms 106, 107 and 110. Occupants of rooms 124, 120 and 118 will relocate to the stage area behind the curtains.

Trailers

All occupants of Trailers TT1, TT2, TT3, TT4 and TT5 will relocate as follows:

TT1 and TT2
Occupants of TT1 and TT2 will relocate to C18.

TT3, TT4 and TT5
Occupants of TT3 will relocate to B13.
Occupants of TT4 will relocate to B35.
Occupants of TT5 will relocate to B36.

Maintenance Building

All occupants of the Maintenance Building will relocate as follows:
All occupants will relocate to the Men and Women's restrooms.

OFF CAMPUS SITES

Estes Center:

Occupants of the Estes Center will relocate as follows:

Occupants of the SIMS Lab, Nursing Lab and Classroom G will relocate to Classrooms C and D.

Occupants of Classroom B, Conference Room, Student Lounge and Science Classroom will relocate to Classrooms D and E.

Occupants of Classrooms C, D, E and F will remain in place.

LCAKC:

Occupants of the Lake Country Advanced Knowledge Center will relocate as follows:

Occupants of Classrooms C, G and F will relocate to Classroom E.

Occupants of Classroom H, Computer Labs A and B will relocate to Classroom D, the Computer Network Room and the Bookstore.

Occupants of the Cyber Café and the Concourse Area will relocate to Classrooms D and E and the Men and Women's Restrooms.

Occupants of the Industrial Arts Area will relocate to the Door area in the Industrial Arts Classroom.

Occupants of classrooms C, D and E will remain in place.

Southside Virginia Education Center:

Occupants of the Southside Virginia Education Center will relocate as follows:

Occupants of the Office Area and Room 101 will relocate to Room 116 and the Men and Women's Restroom.

Occupants of Classrooms 125, 126, 127, 128, 129 will relocate to Classrooms 131, 133, and 136.

Occupants of Classrooms 148, 149, 150 and 151 will relocate to the Men and Women's Restrooms and Classrooms 130, 131, 132 and 134.

John H. Daniel Campus – Keysville, VA

All occupants of the Main Instructional Building will relocate as follows:

A-Section [Rooms 1-20]

Occupants of the Administration section will relocate to the Men and Women's restrooms In that section.

West B- Section [Rooms 21-32g,34b]
Occupants of rooms 21,22,25,32a-32g,34b will remain in place.
Occupants of room 28 will relocate to the Student Services
Occupants of room 29 will relocate to the Women's handicapped Restroom
Occupants of room 31 will relocate to Student Services
Occupants of the Student Lounge will relocate to Rooms 21 and 22.

East B-Section[Rooms 34c-45]
Occupants of rooms 34c-35f [Student Services], 36, 40, 41, 42-42f, 43, 44 will remain in place.
Occupants of room 38 and 39 will relocate to the Men's Handicapped Restroom across the hall
Occupants of room 45 will relocate to room 44
Occupants of rooms 46a-47d will relocate to room 48 [Faculty/Staff Lounge].

C Section [Rooms 57-72]
Occupants of rooms 57-60g will relocate to room 70
Occupants of rooms 62-64 will relocate to room 65
Occupants of room 66 will relocate to room 67
Occupants of rooms 68-68d, 71 will relocate to room 67

D Section [Rooms 51-55]
Occupants of rooms 54-54e will remain in place
Occupants of room 51 and 52 will relocate to room 43

Occupants of rooms 53-53f, 55 will relocate to Men and Women's restrooms across the hall from Student Services

Unassigned maintenance personnel will relocate to the maintenance restrooms

All occupants of External Buildings will relocate as follows:

Middle College Building [M4]
Occupants of this building will relocate to Student Services

Bookstore/ODU Building [M2]
The occupants of this building will relocate to Student Services

Governors School Building [M1]
The occupants of this building will relocate to room 54 [Governor School Offices]

All occupants of the **Workforce Development Center** will relocate as follows:

Occupants of room 103 will relocate to the Men and Women's restroom in the lobby area
Occupants of room 108 will relocate to the Men and Women's restroom in the lobby area
Occupants of room 127 [multi purpose room] will relocate to the stage area behind the curtains

All occupants of the **Maintenance Building** will relocate as follows:
Occupants will relocate to the Men and Women's restroom

OFF CAMPUS SITES

Occupants of the **Occupational Technical Center** will relocate as follows:

Diesel Technician occupants will relocate to the two restrooms and locker room in the shop area.
Truck Driving and Heavy Equipment occupants will relocate to the Men and Women's restrooms next to the break room.

The occupants of the **Cumberland Middle College Site** will relocate as follows:
Occupants of this site will relocate to the Restroom

Occupants of the **Farmville Practical Nursing Program** will relocate as follows:
Occupants of the P.N. building will relocate to Holly Manor Nursing Home.

Occupants of the **Truck Driver Training School in South Boston** will relocate as follows:

Occupants of the TDTS will relocate to the Lasco Plant

First Aid Kits & Safety Equipment Locations

Christanna Campus

Building Location	Room	Equipment
Maintenance Building	100	AED
Student Services	B22	AED
Workforce Center Lobby	114	AED
Provost Office	A02	First Aid Kit
Receptionist		First Aid Kit
President's Office	A26	First Aid Kit
Student Activity	B05	First Aid Kit
Snack Bar	B04	First Aid Kit
Library (Behind Circulation Desk)	B12-A	First Aid Kit
Student Services	B22, B25	First Aid Kit
Admissions	B17	First Aid Kit
Secretary's Offices	C06-B38	First Aid Kit
Biology Lab	C12	First Aid Kit
Air Conditioning Lab		First Aid Kit
Nursing Lab	C11	First Aid Kit
ODU	C40	First Aid Kit
Network Services	C17	First Aid Kit
Workforce Center(Lobby)	114	First Aid Kit
Governor School	Room 1	First Aid Kit
Art	Room 2	First Aid Kit
Computer Lab	Room 7	First Aid Kit
Middle College	Room 2	First Aid Kit
Tractor Shed		First Aid Kit
Maintenance Building	100	First Aid Kit
EMS Building		First Aid Kit
Public Safety Training Building		First Aid Kit

John H. Daniel Campus

Building Location	Room	Equipment
Student Services	Room 35	AED
Workforce Development Center	Room 104	AED
Maintenance Building	Room 100	AED
Receptionist Areas	Room 1	First Aid Kit
Biology Lab	Room 28	First Aid Kit
Chemistry Lab	Room 31	First Aid Kit
Student Services	Room 34C	First Aid Kit
Automotive Lab	Room 66	First Aid Kit
Buildings & Grounds Office	Room 125	First Aid Kit
Workforce Development Center Kitchen	Room 125	First Aid Kit
Maintenance Building	Room 100	First Aid Kit