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I. Plan Documentation

Promulgation of the Danville Community College Emergency Operations Plan

By virtue of the authority vested in me by the College Board as President of Danville Community College and as the administrator ultimately responsible for emergency management on campus, I hereby promulgate and issue the Danville Community College Emergency Operations Plan (“the Plan”) dated February 1, 2010. The Plan provides for DCC’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 DCC Coordinator of Emergency Management, the Vice President of Finance, on behalf of the President, is hereby authorized to activate the DCC Emergency Operations Center (“EOC”) in order to direct and control DCC emergency operations. Augmentation of the EOC shall constitute implementation of the Plan.

Furthermore, the DCC Coordinator of Emergency Management (also referred to as Emergency Manager) or his designee is hereby authorized, in coordination with the President’s Office, to amend the Plan as necessary to ensure the continued health and safety of the students, faculty, staff and property of Danville Community College.

The President will appoint a Safety Committee consisting of individuals representative of college departments and programs. The Safety Committee is assigned the following responsibilities:

1. Coordinate with the Coordinator of Emergency Management on emergency preparedness, response, and recovery issues;

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

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

4. Ensure that persons identified on the DCC Directory and Org chart are 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 the Coordinator of Emergency Management that preparedness plans for its department facilities are coordinated with the applicable local emergency management agency.
Danville Community College  
**Continuity of Operations (COOP) Plan**

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 Danville Community College this 15 day of March 2010.

B. Carlyle Ramsey, President  
Danville Community College

Attest:  

Witness
Danville Community College  
Continuity of Operations (COOP) Plan

Approval and Implementation

RESOLUTION OF ADOPTION

WHEREAS, Danville Community College Board 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 DCC Staff in coordination with the Virginia Department of Emergency Management with input from DCC departments and the Danville Emergency Services;

NOW THEREFORE BE IT RESOLVED that the Danville Community College Board on this 15th day of March 2010, does hereby officially adopt the Danville Community College Emergency Operations Plan, to include plans and procedures for both peace time and war-caused disasters.

MARK C.
Thacker

I, Thacker, do hereby certify that the foregoing writing is a true, correct copy of a resolution unanimously adopted by the College Board of Danville Community College at a meeting held on 15 March 2010.

SIGNED

MARK C. Thacker
Chairperson, College Board
PRIVACY STATEMENT
Public disclosure of this document would have a reasonable likelihood of threatening public safety by exposing vulnerabilities. It contains sensitive and confidential information that is not subject to FOIA under Virginia Code §2.2-3705.2. Accordingly, DCC is withholding this plan from full public disclosure. Refer any request for a copy of this document to DCC’s Vice President of Finance or the Virginia Attorney General’s office.

Record of Changes

All updates to this document will be tracked. This section includes the format in which states date of change, page or section of change, name and title of person making the change.

<table>
<thead>
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<th>Change Number</th>
<th>Date of Change</th>
<th>Page or Section Changed</th>
<th>Summary of Change</th>
<th>Name of Person Authorizing Change</th>
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<td>1</td>
<td>2/1/2010</td>
<td>Entire Document</td>
<td>Changed from Emergency Response Plan to Emergency Operations Plan to comply with new state law and required template</td>
<td>Scott Barnes, Vice President Finance</td>
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**Record of Distribution**

The record of distribution is used to verify that those tasked within the plan have acknowledged receipt, reviewed and accepted the plan. If it is distributed to the public, the plan should be “clean” or without any sensitive or personal information.

<table>
<thead>
<tr>
<th>Group</th>
<th>Agency/Department</th>
<th>Title of Recipient</th>
<th>How Distributed (electronic or hard-copy)</th>
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<td>CMT</td>
<td>College Management Team</td>
<td>Electronic</td>
</tr>
<tr>
<td>Locality</td>
<td>Department of Emergency Services</td>
<td>Director of Emergency Services</td>
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</tr>
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<td>Virginia Department of Emergency Management, Planning Division</td>
<td>Local Planning Assistance Program Manager</td>
<td>Electronic</td>
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<td>Human Resources</td>
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<td>Electronic</td>
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<tr>
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<td>DCC CERT Team</td>
<td>CERT Commander</td>
<td>Electronic</td>
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II. Introduction

A crisis or emergency can happen at any time and could impact one individual, single building or the entire college campus. This document is Danville Community College’s Emergency Operation Plan (EOP). Emergencies cause confusion and stress for all involved. In order to minimize these effects, initial activation and implementation of the emergency plan should always be handled in a calm, consistent manner. 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.

With these thoughts in mind, Danville Community College has undertaken the necessary planning to protect personnel and property from unexpected disaster, to maintain reasonable continuity of operation, and allow expedient recovery and return to normal operating schedules. It must be emphasized that this is only a general plan and cannot go into the minute details required for every eventuality. This plan may be utilized as a basis for more detailed planning when an actual disaster presents itself.

Purpose

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

This plan consists of the basic plan, the appendices, and the emergency support function and incident annexes. The basic plan provides an overview of DCC’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 identify responses to specific emergency situations, 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 its contents applies to all of DCC students, faculty and staff. Major emergencies may impact the surrounding community in addition to the campus. If this occurs, DCC will make every effort to cooperate with local, state, and federal officials in their delivery of emergency services.

Personnel or partner who has a role in implementation and/or administration of this plan will have advanced access and will be knowledgeable of the EOP.
Situation

PHASES OF COLLEGE EMERGENCIES

In most emergencies, it is the intention of Danville Community College to utilize local police, fire and other emergency resources to provide overall direction and control of the emergency. Danville Community College will develop and implement prevention and emergency response strategies for the initial response to the emergency and contact local emergency authorities at the earliest time in accordance with details of this plan. Once on the scene, Danville Community College will coordinate with and assist local authorities as necessary to assure an appropriate response to the emergency.

It is generally recognized that emergency planning and response will most likely occur in three (3) phases.

1. Prevention and Preparation Phase

Through training and awareness, the School will take appropriate action to prevent emergencies from occurring. The school will take the actions necessary to maximize preparation for emergency situations. The Preparation Phase is inclusive of all preplanning steps and will include:

   a. Distribute Emergency Plan and College Directory;
   b. Review the Plan (s) regularly;
   c. Develop supply and equipment lists for the plans;
   d. Conduct drills and training;
   e. Provide awareness activities for stakeholders.

2. Response Phase - The College will ensure that there are sufficient resources available to handle emergency situations and assist local emergency authorities as necessary in order that normal College functions can be resumed as quickly as possible.

3. Recovery Phase – The College will take appropriate steps to evaluate and facilitate rapid and thorough recovery from an emergency situation in order that normal College functions can be resumed.

Command and Control

1. The President of Danville Community College will direct the emergency response operations and preparations on campus, including the suspension and reconvening of classes. The President will designate an Emergency Director to be responsible for all aspects of the School’s Emergency Plan, including but not limited to planning, communications, training, and implementation.

2. In accordance with paragraph # 1 of this section, the President appoints the Vice President of Financial and Administrative Services to serve as Emergency Director for the College. He will function as the emergency preparedness coordinator and emergency operations officer for DCC. In the event the Emergency Director is not available, this responsibility will be assigned in the order shown on page 10 of the Plan.

3. When local emergency response officials are on campus and have assumed direction operations as prescribed by law, the president and/or Emergency Director will provide support as requested.

The following situations impact the Danville Community College Emergency Operations Plan:

- Danville Community College is located in Danville, Virginia approximately 150 miles southwest of Richmond.
o DCC’s approximately 76 acre campus has 12 buildings (including RCATT) and has a student enrollment of approximately 6,000. It employs more than 350 full and part-time faculty and staff. The college offers day time and night time classes in college preparatory curricula, trade and technical programs.

o The school is located near a major thoroughfare and railroad tracks that can carry hazardous materials. While the school has not had an accident on campus, there is always a possibility that an accident on public highways and/or the railroad can affect the school’s ability to carry out its essential functions.

o Leadership and employees will continue to recognize their responsibilities to public safety and exercise their authority to implement this COOP plan in a timely manner when confronted with disaster.

o The Emergency Operations Plan (which is an appendix to the COOP plan) addresses a number of incidents that may possibly occur and could be implemented by responsible management even if the COOP plan is not implemented.

o DCC will rely on the expertise of well trained emergency responders from various Danville community and Pittsylvania County agencies who have been involved with and are aware of the COOP and emergency response planning process.

o The school is located approximately 1 mile from a regional hospital and the school will be able to get immediate medical assistance from the hospital.

o DCC has a very active and effective safety organization, policies and a Community Emergency Operations Team (CERT) that ensures the presence of well trained personnel on campus to respond to an on campus emergency.

o In the event of a disaster, DCC may need to rely on services of adjacent jurisdictions and institutions for recovery. The COOP plan can serve as a foundation for future development of a regional plan with neighboring institutions or resources that could incorporate mutual aid agreements, alternative facility locations and inter-organizational communications plans to ensure a coordinated response in the event of a disaster.

o A properly implemented COOP and Emergency Operations Plan will reduce or prevent disaster-related losses.

Based on a hazard identification and risk assessment, the hazards that were determined as most likely to impact Danville Community College are:

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Significance Ranking</th>
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<tbody>
<tr>
<td>Hurricane</td>
<td>Limited</td>
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<tr>
<td>Tornado</td>
<td>Moderate</td>
</tr>
<tr>
<td>Severe Weather</td>
<td>Moderate</td>
</tr>
<tr>
<td>Fire</td>
<td>Moderate</td>
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<tr>
<td>Conflagration</td>
<td>Moderate</td>
</tr>
<tr>
<td>Resource Shortage</td>
<td>Moderate</td>
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<tr>
<td>Earthquake</td>
<td>Limited</td>
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<tr>
<td>Flood</td>
<td>Limited</td>
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</table>
Hazard indices and vulnerability assessments for moderate and significant risk events were developed for the buildings on the DCC campus. The hazard indices evaluated the extent to which the buildings were at risk from a particular hazard. The vulnerability assessments estimated the potential impacts if a particular building were affected by a specific hazard.

The Safety Committee is responsible for conducting capability assessments. Capability assessments indicate the strength and knowledge of the faculty and staff in emergency procedures, the importance of the installed and tested emergency alert system throughout the campus, and reinforce the need to continue efforts to integrate campus response with the locality’s response plans.

Capability assessments (a series of exercises and debriefings) are scheduled throughout the year by the DCC Safety Committee.

**Assumptions**

- That generally a warning will be received by the College to alert the decision-making personnel to the possibility of a general disaster in the making.
- That some assistance will be available from local area resources; e.g., the department of emergency services, fire and police departments, hospitals, medical and nursing facilities, emergency rescue squads, and other life saving agencies.
- That a College administrator will normally be available in the decision-making chain to implement the necessary disaster procedures.
- That full cooperation between faculty, staff, administrators, and students will exist.
- That, in the event it becomes necessary, the plan ensures that all college personnel will be evacuated in a timely and expeditious manner.
- That proper authority, if necessary, will restrict the routes of ingress and egress to College property.
III.  Concept of Operations

General

A primary goal of Danville Community College is to provide a safe environment for the students, faculty and staff. The following Emergency Management Team is responsible for administration of the emergency plan:

<table>
<thead>
<tr>
<th>Position</th>
<th>Telephone Number</th>
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<tbody>
<tr>
<td>President</td>
<td>797-8400</td>
</tr>
<tr>
<td>Vice President of Financial and Administrative Services</td>
<td>797-8409</td>
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<tr>
<td>Vice President of Academic and Student Services</td>
<td>797-8410</td>
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<tr>
<td>Vice President of Workforce Services</td>
<td>797-8430</td>
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<tr>
<td>Dean of Student Success &amp; Academic Advancement</td>
<td>797-8524</td>
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<tr>
<td>Dean of Business and Engineering Technology</td>
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<td>Dean of Arts and Sciences</td>
<td>797-8402</td>
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<tr>
<td>Director of Learning Resources</td>
<td>797-8454</td>
</tr>
<tr>
<td>Director of Public Relations &amp; Minority Affairs</td>
<td>797-8458</td>
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</tbody>
</table>

This 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, DCC 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.

Danville Community College will use internal resources for some emergencies and will call on outside assistance from state and local resources as necessary.

Preparedness

DCC will prepare for emergency events by using a variety of resources to communicate emergency response to students, faculty and staff. These include but are not limited to the following information:

1. Public information and educational materials will be provided to the students, faculty and staff via newsletters, brochures, publications, in telephone directories, web-sites, flat-screen television communications and other media/methods available to the school.
2. Assure that faculty communicates emergency response contingency plans to students on the first day of class for each semester.
3. Develop, review, exercise and update emergency operations plans and standard operating procedures.
4. Develop training and drills to enhance readiness of emergency response.
5. Test and maintain emergency resources and equipment.
6. Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts.
7. Assure that all relevant continuity of operations plans (COOP) are current.

Pre-Incident

These are actions that are implemented if the DCC Emergency Manager 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, local emergency personnel or other reliable sources.

Some issues to consider at this point in the incident are:
- Communication alert & warning;
- Public health and safety;
- Responder health and safety;
- Property protection; and
- Possible partial activation of the EOC.

Examples of Actions:

1. Alert the Emergency Management Team
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. Prepare the financial tracking structure for potential costs related to the event.
6. Notify students, faculty and staff, when determined appropriate, of the situation and any protective action 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/university.

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 Danville Community College 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 the EOC, if needed.
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. Ensure public information is accurate, appropriate and timely to all populations including media. Set up a briefing location for media if necessary. Consider early designation of a Public Information Officer (PIO).
11. Ensure 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 point of contact for requests for resources to the Virginia Emergency Operations Center on behalf of DCC is the Director of Emergency Services for the City of Danville. This point of contact for DCC is designated to carry out this function identified in the local EOP and the DCC EOP. He will be contacted immediately when deemed necessary by the DCC Emergency Management Team. In addition, he will remain as the point of contact during the emergency as long as local assistance is required. The alternate point of contact is 911.

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 the college/university to return to normal as much as feasible. Where appropriate, recovery actions will be directed by one or more of the COOP Reconstitution Teams listed in Appendix C of the COOP Plan. 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;
- Cleanup and restoration of public facilities, businesses, and residences;
- Re-establishment of habitats and prevention of subsequent damage to natural resources; and
- Protection of cultural or archeological 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 a briefing location for media 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

These actions are completed to reduce or eliminate long-term risk to people and property from hazards and their side effects.

- Grant programs for loss reduction measures (if available);
- Delivery of loss reduction building-science expertise;
- Coordination of Federal Flood Insurance operations and integration of mitigation with other program efforts;

Examples of Mitigation Actions

1. Review the Disaster Resistant University (FEMA) or 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 damaged in the event.

Activation of the Emergency Operations Center (EOC)

The President of Danville Community College or his designee may activate the EOC if this becomes necessary. However, the DCC Emergency Manager 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 DCC emergency operations plan is implemented to control the major emergency or disaster event.

Availability of staff and operational 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 Emergency Alert System (EAS).
Examples of systems that are available to DCC for alerting students, faculty and staff include:

- The ROAM Secure System utilizing text messages and email alerts,
- Emergency Notification System,
- Outdoor warning systems,
- On-foot alert routes.
- NOAA Radio

IV. Emergency Organization

This plan identifies the DCC personnel that will participate in the emergency response and detailed descriptions of their roles. DCC will use the Incident Command Structure (ICS) and the National Incident Management system (NIMS) that include the following structures:

- Incident Commander (the DCC Emergency Manager or his designee)
- Incident Command Posts, on-scene using the ICS system;
- Area Command (if needed);
- Emergency Operations Centers (if necessary);
- Local Director of Department of Emergency Services;

The President will be kept informed of all actions taken to deal with general disasters.

Responsibilities of the Emergency Manager include but are not limited to: (1) serve as the College’s Emergency Manager, (2) be responsible for assuring that all equipment is in working order and all procedures are clearly published, (3) coordinate the decisions about operating schedules, including closing and resuming classes, and (4) fully brief personnel to cope with a disaster. In addition, he will insure that instructions are written and published to all personnel under his supervision so that they will be knowledgeable of the proper action for them to take. Personnel under the control of the Vice President of Financial and Administrative Services will coordinate all efforts in accordance with instructions received from the Control Center.

The person discovering an emergency will dial 911 followed immediately by a call to Campus Security at 797-8533 to sound the appropriate alarms. It is also possible to contact Campus Security by pressing the button on the Emergency Call Boxes located on the grounds of the College Campus. When reporting an emergency, the person reporting it should give the appropriate outside authority the location, situation, extent of damage, and their name.

Once notified, Campus Security will immediately notify the Emergency Manager (the Vice President of Financial and Administrative Services). If the Emergency Manager is not available, Campus Security will contact the Supervisor of Buildings and Grounds and, if he is not available, Campus Security will begin calling the names on the Emergency Management Team on page 12 of this document until reaching someone. Once a responsible person is contacted by Campus Security, the responsible person will notify the President of the emergency. If Campus Security is unable to contact anyone on the Emergency Management Team, he or she must contact the President to inform him of the emergency.

In the event injuries have been sustained by faculty, students or staff, the Emergency Manager will coordinate first aid treatment and ensure the resources are available to transport the injured to an adequate shelter or safe haven to await medical attention. Should the Vice President of Financial and Administrative Services be incapacitated, the President will serve and in the event that the President and Vice President are incapacitated, the Vice President of Academic and Student Services will serve.
All other Members of President's Staff will assist to ensure the proper execution of the Emergency Plan.

**Lines of Communication**

It is the intention of Danville Community College to notify local community emergency response authorities (911) immediately when the School becomes aware of an emergency on campus.

In the event of a general disaster, the primary line of internal communication with faculty, staff, and students is the Emergency Notification System that utilizes the flat screen information kiosks located in each building. This system also sounds an audible alarm using the flat screen’s internal speakers and stand-alone speakers located inside and outside all buildings. The Emergency Notification system has default announcements for:

1. Weather Emergency
2. Lockdown Emergency
3. Evacuation Emergency
4. School Closure
5. Weather Closure
6. Resume Normal Operations

The flat screen information system can be operated remotely by the following members of the campus administration:

1. Vice President of Financial and Administrative Services
2. Vice President of Academic and Student Services
3. Building and Grounds Supervisor
4. Director of Public Relations
5. IT Staff

The ROAM Secure System (DCC Alert) will also be used to communicate emergency information to students, faculty, staff and the community.

The decision to use the Emergency Notification System and the ROAM Secure System will be made after consultation with the President, or if the President is not available, by the next available member of the Emergency Management Team shown on page 12.

Campus telephones will also be used to communicate an emergency alert to individual division offices and buildings. Cellular phones can be of great value in an emergency, but their conversations are not secure and are often not available because of heavy use during an emergency, so no sensitive or critical information will be transmitted on them. The red convenience telephones in the hallways of buildings call only on-campus numbers, the Switchboard Operator, and 9-9ll.

On the declaration of a general disaster alert emanating from the President's or the Emergency Manager's offices, all relevant information that an action has been completed will be called in by the responsible administrator to the Control Center described below. If the telephone system is rendered unusable, then the secondary (or backup) communication system will be that of the two-way radio system utilized by the Maintenance Department and Security. The two-way radio system usually operates through an AC receiver, which has a battery back-up. In an all-out power failure the radios can be switched to Channel 2 to operate
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directly from radio to radio. Any other means of communication, bullhorns, etc. will be issued to personnel designated by the President and/or the Emergency Manager.

When the above two systems are not operable, then the means of communications will revert to a messenger/runner system. Administrators who are responsible for certain actions will insure that a messenger is available to transmit the necessary information by foot to the Emergency Operations Center.

Once community response resources are available on campus during an emergency, communications will be the priority. Any instructions or communications to faculty, employees or students will be coordinated with local emergency officials on site.

Communicating an Emergency

Upon learning of a crisis or emergency situation, the President will inform the Director of Public Relations (PIO). In the absence of the President, the Emergency Manager or, in his absence, the appropriate Vice President will inform the Director of Public Relations. It is the responsibility of the Director of Public Relations, in consultation with the President or the Emergency Manager, to ascertain potential media involvement.

Internal audiences (faculty, staff, students, Chancellor’s Office, and College Board members) are contacted first through email a called meeting; then external audiences (any specific group with vested interests; i.e., parents, community groups, etc.) are addressed.

News media will be alerted through a news release or official college statement. If necessary, a news conference will be convened to respond to media requests. Faculty and staff who are not included in the Emergency Management Team would normally not issue statements regarding the crisis.

Crisis Communications Information Flow Chart Policy Manual 4010.3.3

CONTINGENCY PLAN

Introduction

The Danville Community College Continuity of Operations Plan (COOP) was developed for contingency planning and is to be used in conjunction with the College’s Emergency Operations Plan to allow a rapid and organized response to the full or partial destruction of the College’s main campus facilities. Resources that could potentially be destroyed or impaired include the following: personnel, physical space, utilities, equipment, and information technology. The plan is designed to limit the amount of damage, decrease the length of outages, and lower the cost of recovery.
Guidelines for responding in an emergency are detailed in Attachment F of the Emergency Operations Plan and include a summary of emergency responses in human caused and natural disasters. The Emergency Operations Plan is a part of the DCC COOP Plan.

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, Danville Community College 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 DCC’s emergency response capabilities, outside assistance may be available, either through mutual support agreements with nearby jurisdictions or volunteer emergency organizations. University resources must be fully committed before local, state or federal assistance is requested.

**Sequence of Action**

The following diagram is the DCC organizational structure. It generally complies the Field Incident Command structure recommended by the Incident Command System (ICS). However, the DCC organization is different based on size of the school, number of full and part time staff, number of students and local resources available to it. In general, the emergency organization and command structure will be the initial internal response team that is empowered by the Emergency Management Team to be responsible for planning, responding and implementing recovery actions during and after an emergency at DCC. They are the first response groups. This command and control structure will directly link with the EOC if the center is set up to assist in response to the event. Not all events will require the response of the EOC, but all events will require the response of a field incident team even if multiple responsibilities are handled by single individuals.

![Emergency Manager Diagram](image)

When the DCC emergency operations center (EOC) is activated, there will be coordination between the EOC manager and the incident commander to ensure a consistent response:

- EOC follows the command and control structure, and
- The Emergency Support Functions (ESF) should be aligned with nature, seriousness and recovery plan for the emergency.
Infrastructure Support ESFs

- ESP #1 Transportation
- ESP #2 Communications
- ESP #3 Public Works/Engineering
- ESP #4 Energy

Planning Section ESFs

- PLANNING SECTION
- ESP #5 Emergency Mgmt.

Logistics Section ESFs

- LOGISTICS SECTION
- ESP #7 Resource Mgmt.

Command Staff

- COORDINATOR
  - ESP #15 Public Affairs/Information
  - Deputy Coordinator
    - ESP #14 Long Term Recovery
V. Roles and Responsibilities

The Danville Community College emergency management program involves certain designated personnel to organize the emergency response plan. The DCC emergency management program requires participation by a wide variety of stakeholders, including college officials, departments, students, faculty and staff, private sector and non-profit organizations. The following are DCC positions or organizations that have a role in the emergency management program.

College Board
- Ensure the protection of the lives of students, faculty and staff and the property and assets of Danville Community College;
- Approve the DCC emergency management program;
- Designate the President as having ultimate responsibility for emergency management; and
- Adopt and promulgate the Emergency Operations Plan (EOP).

President
- Work with law enforcement, other emergency responders and the Emergency Manager to determine the need for evacuation or a lockdown of an endangered area;
- Working with the same officials, consider the need to alter the normal business or class schedule of DCC, including delayed openings, early closings or total closings;
- Designate the Coordinator of Emergency Management (Emergency Manager) to exercise direction and control from the EOC during disaster operations;
- Exercise direction and control from the EOC during disaster operations; and
- Hold overall responsibility for the maintaining, exercising and updating the plan.

Coordinator of Emergency Management (Emergency Manager)
- Develop and maintain the Emergency Operations Plan (EOP) and prepare and maintain the COOP plan for which DCC is responsible;
- Maintain the EOC in a constant state of readiness;
- Assume relevant duties as directed by the president;
- 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; and
- Ensure that the EOP is reviewed, revised and adopted every four years
- Acting in concert with the President, work with law enforcement, other emergency responders and the local Director of Emergency Services 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;
- Serves as the communication liaison between the Office of Commonwealth Preparedness, VDEM and each agency.
- 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;
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- 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.
- Manage the day-to-day activities of the emergency preparedness programs.

The Local Director of Emergency Services: The City of Danville emergency preparedness officer.

- Assist the Emergency Manager in maintaining a primary Emergency Operations Center (EOC) from which to direct operations in time of emergency;
- Is appointed by the Danville Department of Emergency Services;
- Will serve as the point of contact and liaison between DCC and the local Department of Emergency Services.
- 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)

An ESF is a grouping of DCC functions and certain private-sector capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed during incidents. Operating departments and programs participate in the Emergency Support Functions (ESF) structure as coordinators, primary response agencies, and/or support agencies and/or as required to support incident management activities. The DCC plan ESF structure is loosely modeled after the ICS structure which, based on the size and other characteristics of DCC, utilizes the ESFs that are applicable to the schools’ environment. Consequently, the ESF model is regarded as an important component of the DCC Emergency Operations Plan and is modified to meet the school’s needs.

ESF functions will include but are not limited to:

- Develop and maintain detailed plans and Standard Operating Procedures (SOPs) to support their functional requirements;
- Identify sources of emergency supplies, equipment and transportation;
- Maintain accurate records of disaster-related expenditure and documentation;
- Continue to be responsible for protection and preservation of records essential for continuity of business for Danville Community College;
- Establish a line of successions for key emergency personnel.

In order to staff its emergency response teams, DCC has identified 15 Emergency Support Functions (ESF), shown in Attachment C, which are:

ESF#1 Transportation (DCC Security, DCC B & G)
ESF#2 Communications (DCC EMT, DCC IT, DCC B & G)
ESF#3 Public Works & Engineering (DCC B & G, DCC Security, DCC IT)
ESF#4 Firefighting (Danville Emergency Services, DCC CERT Team, DCC B & G)
ESF#5  Emergency Management (Danville Emergency Services, VEOC, DCC EMT, VA State Police)
ESF#6  Mass Care (DCC Human Resources, DCC Purchasing)
ESF#7  Resource Support (DCC B & G, DCC Business Office, DCC Purchasing)
ESF#8  Health & Medical (DCC CERT Team, Danville Emergency Services)
ESF#9  Search & Rescue 9 (CERT Team)
ESF#10  Oil & HAZMAT (DCC B & G, DCC CERT Team, Danville Emergency Services)
ESF#11  Agriculture & Natural Resources (DCC COOP, DCC EMT)
ESF#12  Energy (DCC EMT, DCC COOP, DCC B & G, DCC IT)
ESF#13  Public Safety & Security (Danville Emergency Services)
ESF#14  Long Term Recovery (DCC COOP, DCC EMT, DCC PIO, VDEM)
ESF#15  Public Affairs/Information (DCC EMT, DCC PIO, Danville Emergency Services)

**Student, Staff and Faculty Involvement**

At Danville Community College, Campus CERT teams have responsibility to:

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

Also, there are multiple organizations on the college/university campus that assist the community through multiple services. These groups should be researched, approached and tasked if willing if they can provide assistance within any portion disaster scenario.

**CERT Team**

The Citizen Corps Council implements the Community Emergency Response Teams (CERT) such as:

- Medical Reserve Corp;
- Neighborhood Watch;
- Volunteers in Police Service;
- Fire Corp;
- Other organizations that provide opportunities for special skills and interests.

Danville Community College has a campus CERT team that is responsible for:

- Developing and maintaining a listing of trained CERT volunteers;
- Providing initial first-responder response to events as requested by the Emergency Manager;
- Assisting in additional emergency response activities as requested by the Emergency Manager.

**VI. Administration, Finance and Logistics**

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

This authority will be given by the President to the Emergency Manager in a formal Delegation of Authority statement on file.
The Emergency Manager will identify policies and procedures for tracking and reporting costs due to an emergency. Tracking and record-keeping procedures will be put in place to assure all emergency costs are easily identified. In many cases, normal procurement and financial policies will remain in effect, but in extraordinary events, additional provisions may be implemented and must be followed to increase the speed of which these actions can take place.

If the emergency exceeds DCC’s capabilities, DCC must draw on outside resources available through their locality, nearby localities, the Commonwealth of Virginia, or the federal government.

Danville Community College does not have any existing Memorandums of Understanding and Memorandums of Agreement at this time.

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, Danville Community College shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure the plan remains current, and the revised plan shall be adopted formally by the College Board or other governing body.

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

Drafting an emergency plan is a community effort and relies heavily on Danville Community College administrators and experts to provide comprehensive guidance to DCC’s President and Coordinator of Emergency Management on hazard analysis, exercise design, evacuation planning, emergency management, mitigation, recovery, emergency preparedness, and educational awareness.

Plan participants include:
- President of Danville Community College
- Coordinator of Emergency Management
- DCC Security
- DCC Buildings and Grounds
- Representatives from internal groups:
  - Business Office,
  - Human Resources,
  - Purchasing, and
  - Student Services
- Representatives from external groups:
  - Danville Emergency Services
  - Danville Fire Department,
  - Danville Police Department,

The Emergency Manager will update the Emergency Operations Plan as required, but at least once annually. The Emergency Manager 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 Coordinator or Emergency Management 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 periodically; a tabletop exercise of the plan will be held annually; and full-scale exercises will be planned with localities as often as possible.

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

After each drill, exercise or actual event, an 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

**Orders of Succession and Delegation of Authority**

Continuity of emergency operations is critical to the successful execution of emergency operations. Therefore, DCC has developed a Orders of Succession for orderly transfer of decision making authority and a process for Delegation of Authority that will determine succession and procedures for orderly transfer of authority as necessary when the Emergency Operations Plan is implemented.

**See Tables 3 & 4 – Coop Plan**

**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**

2. The Code of Virginia, Title 1 Chapter 23 and Chapter 44.
4. Executive Order 44

**College**
1. Continuity of Operations Plan (by Executive Order 44)
2. Annual Agency Preparedness Assessment
3. Pandemic Flu Plan (COOP Appendix F)
4. Terrorism and Security Awareness Orientation
5. SEC 2001 and SEC501 Security Audit Review and Checklist
6. VITA Risk Management
7. Information Technology Contingency Planning
8. Information Technology Systems Security
9. Logical Access Controls
10. Data Protection
11. Facilities Security
12. Personnel Security
13. Threat Management
14. Information Technology Asset Management
15. Agency Risk Management and Internal Control Standards (ARMICS)

References

Local
1. Regional or Local Hazard Mitigation Plan
2. Local Emergency Operations Plan
EOP, Attachment 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 statute and agreements with the responsibility of helping meet the human needs of disaster victims.

Catastrophe (catastrophic incident)
Any natural or manmade incident, including acts of terrorism, that 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. (See also Consequence Management)
**Declaration of Emergency**
Whenever, in the opinion of the President or his designee, he feels the safety and welfare of the people of the Danville Community College require the exercise of extreme emergency measures.

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

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

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

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

**Emergency Coordinating Officer (college and university)**
An individual appointed by the president of the university 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.

Lockdown
Procedure that results in confining people to their classroom, offices or other areas of the campus that will provide safety and security.

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 uses a core set of concepts, principles and terminology.

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

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

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

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

**Threat**
Any indication of possible violence, harm or danger.

**Volunteer**
Any individual accepted to perform services by any agency that has 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.
## Attachment B – LIST OF ACRONYMS AND ABBREVIATIONS

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## Attachment C – MATRIX OF RESPONSIBILITIES

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<th>ESF #6 Mass Care</th>
<th>ESF #7 Resource Support</th>
<th>ESF #8 Health &amp; Medical</th>
<th>ESF #9 Search &amp; Rescue</th>
<th>ESF #10 Hazardous Materials</th>
<th>ESF #11 Agriculture &amp; Natural Resources</th>
<th>ESF #12 Energy</th>
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Attachment D – MEMORANDUMS OF UNDERSTANDING AND MUTUAL AID AGREEMENTS

Danville Community College does not have any Memoranda of Understanding or Mutual Aid Agreements at this time.
Attachment E – DISTRIBUTION LIST

DCC:

President
Vice President of Financial and Administrative Services
Vice President of Academic and Student Services
Vice President of Workforce Services
Dean of Student Success & Academic Advancement
Dean of Business and Engineering Technology
Dean of Arts and Sciences
Director of Learning Resources
Director of Public Relations & Minority Affairs
IT Manager
Business Manager
Building and Grounds Supervisor

Locality:

Danville Police Department
Danville Emergency Services

VCCS:

Emergency Preparedness & Safety Manager
Attachment F - INCIDENT RESPONSE GUIDELINES

**Accidents On Campus**

**Vehicle Accidents**

Any vehicle accident that occurs on campus, including in parking lots, must be reported to Campus Security at 8533 if calling on a DCC telephone line and 797-8533 if calling from an outside line. If required, Security will report the accident to local authorities by calling 911 if a report has not already been made. The report will include the following information:

1. Location of accident;
2. The possibility of injury;
3. Number of vehicles involved and vehicle descriptions;

**Those involved in an accident and/or are witnesses:**

1. Report the accident immediately to campus security at 8533 or 797-8533;
2. Check the scene to make sure it is safe to respond;
3. While waiting for campus security, render immediate first aid, if qualified, and/or determine the status of those involved in the accident. Do not attempt to move injured persons unless a life-threatening condition exists;
4. Remain at the scene until Campus Security arrives and advise involved parties to also remain. If someone insists on leaving before Campus Security arrives, do not attempt to stop them. However, take note of the appearance of the vehicle and person and record the license number;
5. Defer to Campus Security and/or local authorities upon their arrival. Turn over any names of witnesses and/or other information to them as requested.

**Workplace/Student Accidents on Campus**

For serious injuries, call emergency services at 911 and then Campus Security at 797-8533 to report the accident.

The report will include the following information:

1. Location of accident;
2. Nature of the accident;
3. Names of injured.
If the accident results in a minor injury, first aid kits are available in division offices. If a student is injured, call Student Services at 797-8409 if calling from an outside line. If the injured party is an employee, call the College Human Resource Department at 797-8477. Finally, call the Buildings and Grounds Department at 797-8518.

**Those involved in an accident and/or are witnesses:**

1. Check the scene to make sure it is safe to respond;

2. If the cause of the accident still poses a danger to others, alert Campus Security at 797-8533 and provide assistance you are requested to and capable of rendering to eliminate the danger.

3. While waiting for the arrival of Campus Security, render immediate first aid, if qualified and/or determine the status of the person (s) involved in the workplace accident. Do not attempt to move the injured person unless a life-threatening condition exists.

4. Remain at the scene until Campus Security arrives and advise anyone involved to also remain. If someone insists on leaving before Campus Security arrives, do not attempt to stop them. However, provide the name and/or description to Campus Security upon their arrival.

5. Defer to Campus Security and/or local authorities upon their arrival. Turn over any names of witnesses and/or other information to them as requested.

6. Notify the College Human Resources Department at 797-8477 and the Manager of Buildings, Grounds and Safety at 797-8418 as soon as possible. Human Resources will handle workers’ compensation where applicable and/or advise the injured party where to seek medical assistance. The Campus Safety Department will coordinate the investigation of the accident and identify and implement corrective identified during the investigation.

7. If the accident involves injury to a student or visitor, notify the College Director of Student Development at 797-8490.

8. Campus Security will notify the Building and Grounds Department at 797-8518 and/or the Vice President of Finance and Administration at 797-8409 of the occurrence of the accident as soon as possible.

9. If appropriate, Campus Security will make sure that all incidents are reported to the Dean or the employee’s supervisor and document accidents in an incident report. The Supervisor of Buildings, Grounds and Safety is responsible for ensuring that an accident report is completed and submitted to the Workers’ Compensation Administrator.

10. When appropriate as indicated by the accident investigation, the College will take steps to eliminate the causes of the accident/injury wherever possible.

11. Any contact with the media is the responsibility of the Director of Public Relations.
Civil Disturbances Or Demonstrations

Most campus demonstrations, whether marches, meetings, picketing or rallies, are peaceful and non-obtrusive. However, in the event that they are not or in the event that disruptive demonstrations in the community involve the campus, the below procedures shall be followed.

A. Any college official or personnel who learn of a planned demonstration or one being conducted must immediately report it to the office of the President or a Vice President.
B. The Vice President of Financial and Administrative Services or his designee will contact the City of Danville to determine if the appropriate applications for permits to hold a demonstration on public property adjacent to the campus have been filed. If the permits have not been filed, the organizers of the demonstration (if known) will be advised to discuss the matter with the Danville authorities.
C. Demonstrators who disrupt or disturb College activities will be given official trespass or disturbing school notices by Campus Security and advised to disperse by a specified time.
D. If the demonstrators do not disburse by the specified time, Campus Security will consult with the President and/or the Emergency Director as well as local authorities to determine if intervention is necessary. Safety of all of the stakeholders at the College is paramount in this decision.
E. The College may request assistance from state or local authorities to maintain peace or for crowd control.
F. The Vice President of Financial and Administrative Services will coordinate with local authorities in the event that an off-campus disturbance interferes with the safety of College personnel and/or students en route to and from College campus.
G. The Director of Public Relations will be responsible for communicating relevant information about any demonstration to the media and the College community.

Fire Safety Plan/Procedures

Responsibility

The President of Danville Community College has final authority and responsibility in the event of a fire. In the event of the absence of the President, the Emergency Director (the Vice President of Financial and Administrative Services) shall assume the responsibility.

The person who discovers the fire will first call 911 giving the location of the fire, the situation, extent of the fire, and their name. The person discovering and/or reporting the fire will next report the fire to Campus Security at 8533 on a campus line or 797-8533 on an outside line. Once becoming aware of the fire, Campus Security will report the fire to the Emergency Director who will notify the President and the Supervisor of Buildings, Grounds and Safety.

The Buildings and Grounds Supervisor will serve as the Fire Safety Director of the College and has the responsibility for assuring that all firefighting equipment and fire alarm systems are in working order, that regulations are clearly published and posted, and that his personnel are fully briefed to cope with the disaster. In addition, he will insure that instructions are written and published to all personnel under his supervision so that they will be knowledgeable on the proper action for them to take. Personnel reporting to the Emergency Director will assist in coordinating all firefighting efforts in accordance with instructions received. In the event...
that faculty, students or staff have sustained injuries, the Emergency Director or his designee will coordinate means to transport them to an adequate shelter or safe haven to await medical attention.

**Periodic Fire Drills**

Fire exit drills for building occupants, including handicapped and non-ambulatory persons, are not required, since the college utilizes a State Fire Safety Plan under supervision of the Emergency Director. Instructors review Fire Safety and Emergency Plan information each semester with each class and document the review. Evacuation drills may be held periodically at the discretion of the Emergency Director and the Safety Committee.

**Emergency Action**

In case of a fire, the alarm will be sounded by a continuous blast of the bell system in each building. Personnel will evacuate the classrooms and office areas. An evacuation plan will be posted in each classroom. In such an event, the faculty and administration are expected to provide calm leadership in evacuating each building in an orderly manner.

All available local fire fighting resources, wall fire extinguishers, etc., will be utilized to contain the spread of a fire until the arrival of professional fire fighters.

Security and/or Building and Grounds personnel will ensure that personnel that are not actively engaged in the firefighting effort are kept away from the scene. The Rescue Squad will arrange for adequate shelter areas to place injured personnel, for observation and to await medical attention.

**Medical**

The College does not maintain a medical staff on campus to administer to students, faculty, or classified personnel. Since all personnel reside off-campus, medical care is normally an individual responsibility. However, orange Emergency Medical Bags to be used for first aid treatment are available at designated locations in every building.

In case of serious injury or emergency, the Rescue Squad will be called.

**Hospitals**

The nearest hospital is Danville Regional Medical Center. If the emergency rescue squad has been called to come to an injured party’s assistance, allow them to contact the hospital to alert them that an emergency case will be coming from the College and the nature of the injury. This will prevent duplication, misinformation and confusion.

**Emergency Phone Numbers:**

For all emergencies, dial 9-911 from a campus phone or 911 from a cell phone.

Campus Security: dial 8533 from a campus phone or 797-8533 from an outside line
Emergency Director (the Vice President of Financial and Administrative Services): dial 8409 from a campus phone or 797-8409 from an outside line

Supervisor of Buildings and Grounds: dial 8427 from a campus phone or 797-8427 from an outside line

Periodic Inspection Programs

The Buildings and Grounds department performs monthly inspections of fire protection equipment and other building features that may affect fire safety.

Incident Report

In the event of an actual fire, the Emergency Director (the Vice President of Financial and Administrative Services) shall submit to the President and Safety Committee a report of the occurrence as soon as practicable after the occurrence.

Additional information may be obtained in the DCC Safety Manual. Copies are located in the offices of the Emergency Director (the Vice President of Finance and Administration) and the Supervisor of Buildings

First Aid—On Campus

The college is not equipped to provide medical services on campus. Nevertheless, individuals who have minor injuries and are in need of bandages and antiseptic may find first aid supplies stored at designated locations listed below:

- Temple Building – Dean Secretary, Room 104
- Taylor Building - Dean Secretary, Room 117
- Learning Resources Center – Main Desk, Room 105
- EIT Building – Machine Shop (Room 36), Automotive Shop (Room 24), and Dean Secretary (Room 12)
- Hill Building – Electrical/Electronics Secretary (Room 103)
- Wyatt Building – Vice President of Financial and Administrative Services office (Room 103)
- RCATT – Director’s Office Assistant
- Womack – Room 112

Individuals who maintain first-aid supplies are responsible for checking the supplies monthly and restocking if necessary:
First Aid—Off Campus Sites

The Regional Site Coordinators are responsible for responding to medical emergencies at regional sites. In all cases, a telephone and emergency numbers should be accessible to the site coordinators. First aid supplies are located in the following locations:

- Riddle Center, Gretna

The Regional Coordinator at each of these sites is responsible for checking the first aid supplies monthly and restocking if necessary.

Recommended Emergency Procedures

The procedures listed below are to be followed in all emergency cases (or possible emergency cases) involving accident or illness.

1. Keep the injured/ill person quiet and calm. Do not move them unless, allowing them to remain stationary would place them in further danger.
2. Go to the nearest phone and call the rescue squad (911); be prepared to give the following information:

   a) Exact location of the victim
   b) Nature and apparent severity of the injury or illness

3. Call Campus Security at 8533 or 797-8533 from an outside line and the Emergency Director at 8409 or 797-8409 from an outside line to report the emergency injury or illness and location – THEN RETURN TO THE INJURED/ILL PERSON AND WAIT FOR PROFESSIONAL ASSISTANCE.

   a) Never administer assistance beyond the level of your training
   b) Never give medical advice unless you are trained to do so

4. The Senior Counselor will also be responsible for notifying the family if necessary.

Hospitals

The nearest hospital is Danville Regional Medical Center. If the emergency rescue squad has been called to come to an injured party’s assistance, determine from the driver of the ambulance the hospital that will receive the injured party. Allow the rescue squad to contact the hospital to alert them that an emergency case will be coming from the college and the nature of the injuries.

Emergency Phone Numbers

For all emergencies: dial 9 to get outside line, and then dial 911.

Security: dial 8533 from a campus phone or 797-8533 from an outside line

Emergency Director: dial 8409 from a campus telephone or 797-8409 from an outside line.
Employees and work-study students are required to file an accident report form with the DCC Human Resource Office immediately after an accident in their area. Students who are involved in accidents are required to contact the Student Services Office.

**Power Outages**

A power outage can occur for a variety of reasons. When a power outage occurs, however, it is important that the response to the emergency maximize protection of employees and students while protecting property. Power outage response is in two distinctly different sections. Section 1 is our Personal Response and Section 2 is the Institutional Response.

**Personal Response**

1. Immediately contact Campus Security at 8533 and the Supervisor of Buildings and grounds 8518 if calling from a DCC telephone line or 797-8533 or 797-8409 if calling from an outside line to report a power outage in any room, building, or area on campus.

2. While it is important to report the outage, do not call Campus Security or the Emergency Director to ask how the power outage occurred or when power will be restored. For extended outages, information regarding alternate plans for classes or other contingency plans will be announced on the DCC web site, WBTM, WHLF or WAKG radio, television stations WFMY 2, WDBJ 7, WSLS 10, or WSET 13 and the DCC weather event/emergency information telephone number 797-8595.

3. For those on the on the ground floor of a building and have sufficient light to continue working safely, you may do so. If you don’t have sufficient light to continue working safely or if you are instructed by Campus Security, move to an exit with natural light or to an outside location, weather permitting.

4. For those in a shop or a lab, turn off gas burners or equipment which, if unattended when power is suddenly restored, might pose a danger or a fire hazard.

5. When leaving a work area or site, take essential personal possessions and lock offices and or class rooms.

6. Assist those requiring help. Elevators should not be used during a power emergency. If someone is in an elevator during a power outage, follow instructions posted in the cabin of the elevator. It is important to remain calm until someone can respond to provide assistance.

7. Emergency lighting should provide minimal lighting to enable people to move to another location. Emergency lighting has battery backup and will generally provide only enough illumination to exit the immediate area. If the lighting is not sufficient, everyone should wait for an escort.

8. Assemble at the designated place for a head count. Instructors should have students assemble at a designation location with their classes in order to account for everyone. Faculty should notify the Emergency Director if everyone is not accounted for.
9. Remain in the evacuation area until the Emergency Director, Campus Security, or a student’s instructor indicate that it is permissible to return to the classroom/worksite or that the class is dismissed.

Organizational Response

1. Once Campus Security is notified of a power outage, the Supervisor of Buildings, Grounds and Safety, the Vice President of Finance and Administration (the Emergency Director) and the President will be notified as required, in this order.

2. If the source of the outage cannot be identified or if repairing the outage is beyond the scope and authority of the School’s Maintenance Department to repair it in a timely manner, the Supervisor of Buildings, Grounds and Safety shall notify the utility company or the appropriate contractor.

3. Campus Security and/or the Buildings and Grounds Department will survey the facility to determine the extent of the outage and if possible to identify the source of the failure. Power outages can encompass the entire campus, a single building or an area within a building.

4. As required, the Supervisor of Grounds, Buildings and Safety will notify the Emergency Director and the President of the survey results and where possible, estimate the time necessary to restore electricity.

5. Repairs will be made by the Maintenance Department if it has the equipment and expertise to make the repair in a timely manner.

6. Under the direction of the Supervisor of Buildings, Grounds and Safety, the Maintenance Department shall serve as the School’s liaison to the utility company or the appropriate contractor. It is their responsibility to keep the President and the Emergency Director apprised of repairs as they progress, including revised estimates of the costs, the duration of the outage and the possible completion date.

7. Except in emergencies or situations requiring evacuation, only the President and/or the Emergency Director shall have the authority to cancel classes or adjust the times at which they end or resume. The Director of Public Relations will communicate these decisions to the faculty and employees, the media and the community at large.

Psychological Crisis

A psychological crisis occurring on campus can manifest itself in a number of ways, such as threats against others, threats against oneself, emotional breakdowns, excessive alcohol use, or drug abuse. Anyone witnessing a psychological crisis must immediately report the observed incident to Student Services at 8467 on a campus telephone or 797-8467 on an outside line. While a number of potential examples psychological crisis are addressed elsewhere in this plan (including the Workplace Violence plan and the Bomb Threat plan), it is important to remember that witnesses to these types of crisis are not to attempt to serve as a crisis counselor. Rather, it is their responsibility to notify the proper authorities at the School so that appropriate professionals can be identified to address the situation as quickly as possible.

The essential steps for dealing with psychological crisis on campus shall include:
1. Notify Student Services at 8467 on a DCC telephone line or 797-8467 if using an outside line at the earliest possible time, preferably as soon as the crisis begins. The person reporting the psychological incident must provide a description of the behavior being manifested and details about location of the crisis. If possible, try to isolate the person in crisis away from others.

2. Student Services will notify other College officials as required.

3. Resolving psychological crisis may require that the individual be taken into protective custody at the discretion of local authorities as the situation warrants.

Gas Leaks and Chemical Spills

In case general evacuation becomes necessary because of gas or chemical spills from incidents such as industrial or transportation accidents, or other unforeseeable sources, the following plan will be observed:

1. Notify Campus Security immediately at 8533 if using a DCC telephone line or 797-8533 if using an outside line if a gas leak and/or a chemical spill is observed, detected or suspected. Campus Security will determine if it is necessary to call local emergency services at 911. Complete details about the location and circumstances of the incident will be provided.

2. If the odor of gas is detected, notify Campus Security as described above and inform everyone in the area/building by shouting “Gas Leak”. Immediately leave the area and advise everyone contacted to do the same.

3. Campus Security will notify the Buildings and Grounds Supervisor who will sound the evacuation alarm if it is deemed necessary and appropriate. The Buildings and Grounds Supervisor will also instruct B&G personnel to turn off air handler units and disconnect electrical service and other utilities as deemed necessary and appropriate.

4. Evacuation must be completed as quickly as possible and must be at least 50 yards from the location of the suspected leak. When exiting from buildings, do not turn on/off any light or electrical switches, do not activate the fire alarm and use the stairs. Leave the door to the room and/or building open so that the gas can more easily disperse.

5. Campus Security on the scene will be responsible for making sure that no one enters the building (s) or room (s) until authorized to do so.

6. Staff from the Buildings and Grounds will investigate the reported leak and either repair it or call the appropriate utility or contractor to repair the leak.

7. In the event that local emergency services has responded to the notice of a gas leak, campus personnel will defer any action until approved to do so by the local emergency coordinator. Once approved to do so, campus personnel from the Buildings, Grounds and Safety Department will perform repairs or place the calls in accordance with paragraph 6 of this plan.

8. Satellite facilities will be notified by the Emergency Director or his designee.
9. The Director of Public Relations will be responsible for any communications with the media.

**Violence Prevention Policy**

1. **Zero Tolerance Policy.** Danville Community College has a zero tolerance policy for violence or threats of violence in the workplace or the school. Our policy firmly states that the school will be free from the fear and danger presented by workplace threats, firearms and other weapons.

2. **Responding To Threats Of Workplace Violence.** For a situation that poses an immediate threat of workplace violence, all legal, security, human resource, employee assistance, community mental health, and law enforcement resources will be used to develop a response.

   2.1 Threat Assessment Team – A Threat Assessment Team will be appointed. The duties and responsibilities of the Crisis Management Team are to direct and manage the response to the workplace violence incident, including but not limited to:

   A. Directing the response to the incident;
   B. Responding to inquiries and questions from the media;
   C. Coordinating with local law enforcement and emergency services;
   D. Responding to questions by employees and their families;
   E. Coordinating the response with the Community College System.

   Membership of this team consists of:

   A. Vice President of Finance
   B. Vice President of Academic and Student Services
   C. Dean of Student Development and Academic Success
   D. Director of Public Relations
   E. Counselors
   F. Human Resource Officer
   G. Danville City Police representative
   H. Mental Health professional

2.2 Specific Threats:

A. Threats Made on Campus - If a threat has been made that refers to a particular individual, time or place, supervisors will immediately report the incident to the human resource manager and safety coordinator. The following courses of action as a minimum will be considered:

   - Notification of local law enforcement.
   - Notification of campus security as soon as possible.
   - Ensure no one works alone in remote facility areas.
   - Change or stagger departure times.
   - Implement a buddy system.
   - Arrange for security guard escorts.
- Change normal parking locations.
- Improve lighting in parking areas.

B. Threats Made Off Campus – There are occasions where threats against an employee are made “off campus”. Employees who are threatened in this manner and are fearful of their personal safety while working are encouraged to report the incident to their immediate supervisor. If the threatened employee is concerned about confidentiality, the threat may be reported to the school’s vice president of finance, supervisor of grounds, buildings and safety or the human resources manager. If the threat is reported, the school will consider the following actions:

- Encourage the threatened employee to notify law enforcement.
- Notification of campus security.
- If possible, ensure that the threatened employee is not working alone in a remote area of the facility.
- Encourage the employee to stagger departure times.
- To the extent possible, maintain the employee’s confidentiality.
- Arrange for security guard escorts.
- Change normal parking patterns.

2.3 Supervisor Responsibility - Leadership of the school and supervisors will be responsible for ongoing compliance with this policy within their work areas. Supervisors are expected to adhere to standard practices in resolving issues of nonconformance (in addressing complaints) and maintaining expected levels of productivity within their respective work groups.

2.4 Law Enforcement and Area Emergency Services – Danville Community College recognizes the authority and responsibilities of the police department and community emergency services. Accordingly, the school acknowledges that the Danville Police Department and other emergency services will be responsible for managing a workplace violence incident at DCC upon their arrival on-site. The Crisis Management Team will coordinate the schools’ response to the crisis with police and emergency services as appropriate.

2.5 Campus Security – Campus Security will be trained to administer this policy and will coordinate any responses with the Crisis Management Team and the police and emergency services. Campus security will provide “1st responder” services until arrival of representatives of the Crisis Management Team and/or Danville Police Department/emergency services at which time Campus Security will coordinate their response as directed.

3. Hostage - Response Actions. Call 911 immediately and notify campus security at 797-8533 as soon as possible. Campus Security will direct emergency responders to the scene. Understand that hostage situations can end in any range of outcomes, from a peaceful surrender to violent extremes and can be extremely volatile. While no written quick response procedure can guarantee a favorable outcome to a hostage situation, the following guidelines may defuse the situation or delay violence until police can arrive:

3.1 Obey the suspect’s commands. Don’t argue, provoke, or fight.

3.2 Calm the suspect and listen to complaints or demands.
3.3 Try to show genuine concern for the suspect's well being.

3.4 Control associates and keep them calm. Don't agitate the suspect.

3.5 Encourage suspect to release everyone.

3.6 Establish rapport. Use his/her first name. Encourage use of yours.

3.7 If possible, send a runner to the nearest office to report the situation. Call 9-911 from the office phone (911 from a cell) and try to relay as much of the following information as possible:

- Number, identification (if known) and description of assailant(s).
- Exact location of assailant(s).
- Type of weapon(s).
- Any injuries.
- Any demands the assailant has made.
- Any other background information on the assailant(s).
  -- Past problems with the assailant.
  -- Assailants demeanor.
  -- Possible motives.
  -- Known vendettas against Supervisors/Employees etc.

3.8 If you cannot send a runner:

- Stay where you are.
- Try to call 911 from a cell phone (or detail others to do so).
- Others will become aware of the situation as time passes.
- Be calm and patient and wait for help.
- Sympathize with and calm the assailant.

3.9 Hostage Prevention Techniques:

- Be aware of employees who feel that they have been wronged.
- Report and resolve (if possible) any conflicts you have with employees.
- Pay attention to gossip among employees.
- Encourage employees to report threatening remarks.
- Take any type of threat seriously. Report it the moment you hear of it.

4. Rape/Assault - Response Actions. Call 911 immediately and notify campus security at 797-8533 as soon as possible. Provide details of the incident. Campus Security will direct emergency responders to the victim.

4.1 Try to determine severity and extent of injuries to the victim.

4.2 Use rubber gloves to handle victim (available in the first aid kits).

4.3 Obtain first aid kits.
4.4 Treat only life threatening injuries.

4.5 Avoid washing areas where bodily fluids may provide evidence.

4.6 Move the victim (if possible) to a comfortable setting (private office).

4.7 Don’t leave the victim alone, assign an assistant, provide emotional support.

4.8 Gently discourage the victim from washing until being seen by a doctor.

4.9 Offer the victim care and first aid, but **avoid destroying any evidence**.

4.10 Assign someone to meet and guide emergency responders to the victim.

4.11 Take notes of any information the victim is willing to offer.

5. **Burglary - Response Actions**

   Call 911 immediately in case of emergency or 434-799-5111 for non-emergency responses to burglaries and notify campus security at 797-8533 as soon as possible. Provide details of the incident. Campus Security will direct emergency responders to the scene.

   5.1 Initial response actions:

   - Alert the Supervisor of Buildings and Grounds at 8427.
   - Write down details of the burglary for review by Police.
   - Restrict access to the burglary location. Wait for Police.
   - Post a guard at the burglary location. Wait for Police.
   - Consider lock down of facility and communicate with the supervisors.

   5.2 When the Police arrive, provide them with the following:

   - A location to work from to conduct their investigation.
   - Assign security to be liaison, to stay with and advise Police.
   - Upon request, provide a “crisis kit” which will include a detailed map of the facilities, blueprints of buildings and facility utilities and location of doors, windows, type of locks.
   - Allow Police full access to facility.

   5.3 DCC property - response actions:

   - Allow Police full access.
   - Obtain serial numbers and nomenclature of known stolen property.
   - Provide Police with a list of all personnel with keys/access to the area.
   - Provide Police with a list of possible suspects if available.
   - Assist Police with any additional requests for information.

   5.4 Personal property - response actions:
- Allow Police full access.
- Develop a policy for search of personal property on school premises.
- Arrange a meeting between the Police and the victim.
- Obtain a list of known stolen property from the victim.
- Provide Police with a list of all personnel with keys/access to the area.
- Provide Police with a list of possible suspects if available.
- Assist Police with any additional requests for information.

6. **Kidnapping - Response Actions.** Call 911 immediately and notify campus security at 797-8533 as soon as possible. Provide details of the incident. Campus Security will meet with and direct emergency responders to the scene. **Be able to provide as much of the following to the Police as possible:**

   6.1 Where the victim was last seen.
   6.2 Timeframe the victim was last seen.
   6.3 Exact location last seen.
   6.4 Persons accompanying the victim when last seen.
   6.5 Description of clothing worn when last seen.
   6.6 Description of suspect and suspect’s car.
   6.7 Location of recent photographs of victim.

The Campus Child Care Center will follow procedures contained in the policies and procedures applicable to it.

7. **Bomb Threat - Response Actions.** Call 911 immediately and notify campus security at 797-8533 as soon as possible. Provide details of the incident. When so ordered, evacuate employees and students away from the threatened area. Campus Security will meet with and direct emergency responders to the scene.

   7.1 Initial response actions:

   A. The individual **receiving** the call will:

      - Keep the caller on the line as long as possible.
      - Alert someone else to call the Police on another line.
      - Alert security.
      - Take notes, using as many exact words as possible.
      - Write down description of background noise you may hear.
      - If you have “caller ID”, note any phone numbers.
      - Write down distinctive features of the caller's voice.
      - Sympathize with the caller. Don’t antagonize.
      - Turn off all radios or other distracters (e.g. ipods, cell phones, etc.).
- Try and find out where the suspected bomb may be.

**B. Other actions** to be completed immediately or soon after the call as possible:

- Evacuate employees/students to relocation points.
- Lock down the facility and communicate with Supervisors.
- Evacuating employees/students will take all personal belongings with them (purses, backpacks, etc)

7.2 Police notification:

- Stay on the phone with Police and answer all their questions.
- Report who you are and what your phone number is.
- Report known information about the situation.

7.3 When the Police arrive, provide them with the following:

- A location to setup their command post.
- Assign liaison to stay with, and advise Police.
- Provide a detailed map of the facility.
- Provide detailed blueprints of facility utilities.
- Provide detailed location of doors and windows, and type of locks.
- Allow Police full access to facility.
- Understand that the police assume command and control upon arrival.

7.4 Quick Response Actions - Supervisors. Understand that a Bomb Threat is a real danger. Bombers can and do set off explosions for a myriad of reasons. These situations are extremely volatile:

- **Do not search for the bomb.** Leave it to professionals.
- Tell employees and students to leave all unknown boxes, packages, etc., alone.
- Note any unusual boxes, packages, etc., relay to Police ASAP.
- Control employees and students and keep them calm.

**8. Shooting/Shots Fired - Response Actions.** Call 911 immediately and notify campus security at 797-8533 as soon as possible. Provide details of the incident. Campus Security will meet with and direct emergency responders to the scene.

8.1 Initial response actions, if safe and possible:

- Duck and cover. Drag a phone down and call 9-911 (911 from a cell phone).
- Stay on the phone with the 911 dispatcher.
- Report who you are and what your phone number is.
- Report number, identification (if known) and description of assailant(s).
- Report exact location of shots fired or assailant(s).
- Report type of weapon(s) and number of shots fired.
- Report any known injuries.
- Report any background information on assailant(s).
- Lock down the facility and communicate with Supervisors.

8.2 When the Police arrive, provide them with the following:

- A location to setup their command post.
- Assign liaison to stay with, and advise Police.
- Provide a detailed map of the facility.
- Provide detailed blueprints of facility utilities.
- Provide detailed location of doors and windows, and type of locks.
- Allow Police full access to facility.
- Understand that the police assume command and control upon arrival.

9. **Armed Assailant - Response Actions.** Call 911 immediately and notify campus security at 797-8533 as soon as possible. Provide details of the incident. Campus Security will meet with and direct emergency responders to the scene.

9.1 Initial response actions, if safe and possible:

- **Do Not** contact the individual!! Wait for the Police.
- **Do Not** try and take the weapon!! Wait for the Police.
- **Do Not** attempt to restrain or talk to the assailant!! Wait for the Police.
- Stay on the phone with the 911 dispatcher.
- Report who you are and what your phone number is.
- Provide an overview of the situation.
- Provide description of individual.
- Report exact location of individual.
- Report type of weapon(s).
- Report any background information on individual.

9.2 When the Police arrive, provide them with the following:

- A location to setup their command post.
- Assign liaison to stay with, and advise Police.
- Upon Request, provide a detailed map of the facility.
- Upon Request, provide detailed blueprints of facility utilities.
- Upon Request, provide location of doors, windows, and types of locks.
- Allow Police full access to facility.
- Understand that the police assume command and control upon arrival.

9.3 Allow Police to handle situation. Police will generally try and isolate the individual from others and apprehend them.

10. **Concealed Weapon - Response Actions.** Call 911 immediately and notify campus security at 797-8533 as soon as possible. Understand that while no written quick response procedure can guarantee a favorable outcome
to an armed employee/assailant situation, the following guidelines may minimize the threat until Police can arrive. Provide details of the incident.

10.1 Initial response actions, if safe and possible:
- **Do Not** contact the individual!! Wait for the Police.
- **Do Not** try and take the weapon!! Wait for the Police.
- **Do Not** attempt to restrain or talk to the Employee!! Wait for the Police.

10.2 Concealed weapon on school property:
- Do not alarm the individual! Wait for the Police.
- Do not alarm other associates or students.
- Quietly send a runner to security to notify management.
- Tell the runner to remain at that location.
- Tell runner to include as much of the following info as possible:
  - Who you are and your exact location.
  - Identification of assailant.
  - Description of assailant – height, clothing, etc.
  - Report type of weapon if known.
  - Number of associates and students in area.
  - Demeanor of assailant.
  - Any background information on the assailant.

11. **Preservation of Scene.** Tape off an area around the scene to protect evidence for the investigation team. Try not to disturb the scene any more than possible. Assign a guard until authorities take over the scene.

12. **Witnesses to Incident.** Gather and obtain names and addresses of witnesses to give to the incident investigation personnel and or local Police. Have as much information on the assailant(s) possible.

13. **Notification of Next of Kin or Spouse.** The immediate supervisor will consult with human resources to locate the employee’s emergency information and notify the emergency contacts. Advise them the location of the victim. Advise them not to drive alone. Offer to send someone to drive them.

14. **Transport to Hospital.** Have a person the victim feels comfortable with accompany them to the hospital, if appropriate. Take notes of the time transported, name of transporter, name of hospital, and any other pertinent information that would be useful to arriving family members.

15. **Incident Records.** Keep any records of the incident in a confidential file.

16. **Victim Support.** Take steps to protect the victim’s identity and right to privacy. Ask all involved not to share information with others. Designate an employee or friend close to the victim to talk to her/him about the types of support she/he needs, and the person the victim would like to provide that support. Consider referral to outside victim support or crisis intervention services.