

DCC

Danville Community College

EMERGENCY RESPONSE PLAN

December 2007

DANVILLE COMMUNITY COLLEGE

EMERGENCY RESPONSE PLAN

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EMERGENCY RESPONSE PLAN

Contingency Plan for On-Campus General Disasters

FOREWORD

Weather emergencies such as tornados, natural disasters such as earthquakes, fires and chemical events such as explosions, and workplace violence incidents typically directed toward individuals can be destructive to life and property. Their distinctive features can include sudden and unexpected loss of human life or personal injury, property damage, and interruption of normal school operations. Statistics indicate that without prior planning, many more casualties and untold damage to property will result beyond that which would occur if even some rudimentary planning had been accomplished.

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 of the DCC Emergency Plan

This plan is a guide for Danville Community College personnel in the event of an emergency listed herein, including any situation or event that may require closing of all or part of the school or suspension of classes. It is the intent of this plan to identify and pre-plan management actions that will:

1. Minimize loss of life and/or property damage;
2. Assure that the health and safety needs of the stakeholders (students, employees, faculty and the general public) are recognized and cared for;
3. Provide the necessary resources to assure the maintenance of law and order and a safe working/study environment for all;
4. Assure the prompt restoration of essential services;
5. Provide for prompt continuity of operations;

6. Provide recovery operations that will expedite the return to normal College operations and resumption of class schedules;
7. Provide that timely and accurate information is provided to the public and the media.

ASSUMPTIONS

- A. 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.
 - B. 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.
 - C. That a College administrator will normally be available in the decision-making chain to implement the necessary disaster procedures.
 - D. That full cooperation between faculty, staff, administrators, and students will exist.
 - E. That, in the event it becomes necessary, the plan ensures that all college personnel will be evacuated in a timely and expeditious manner.
 - F. That proper authority, if necessary, will restrict the routes of ingress and egress to College property.
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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 Telephone Call Tree;
- 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 accordance with the chain of command on the following page.
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.

DECISION-MAKING PERSONNEL AND THEIR RESPONSIBILITY

The following Chain of Command will be used:

Position	Telephone Number
1) President	797-8400
2) Vice President of Financial and Administrative Services	797-8409
3) Vice President of Academic and Student Services	797-8410
4) Vice President of Workforce Services	797-8430
5) Director of Student Development	797-8490
6) Dean of Business and Engineering Tech.	797-8440
7) Dean of Arts and Sciences	797-8402
8) Director of Learning Resources	797-8454

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

Responsibilities of the Emergency Director include but are not limited to: (1) serve as the College’s Emergency Director, (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 9-911 followed immediately by a call to Campus Security at 8533 (from an inside line) or 797-8533 (from an outside telephone) 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 Director (the Vice President of Financial and Administrative Services). If the Emergency Director 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 Chain of Command on page 3 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 Chain of Command on page 3, 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 Director 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 (police, fire and/or emergency response) 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. 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 Learning Resources and Distance Learning
5. Campus Security

The decision to use the Emergency Notification system will be made after consultation with the President, or if the President is not available, by the next available member of the Chain of Command shown on page 3. In emergency situations where timely communication with the President or other members of the Chain of Command is not possible, Security may initiate the Emergency Notification system to warn the campus of imminent danger.

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 each building call only on-campus numbers, the Switchboard Operator, and 9-911.

On the declaration of a general disaster alert emanating from the President's or the Emergency Director'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 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 Director.

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 Control 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.

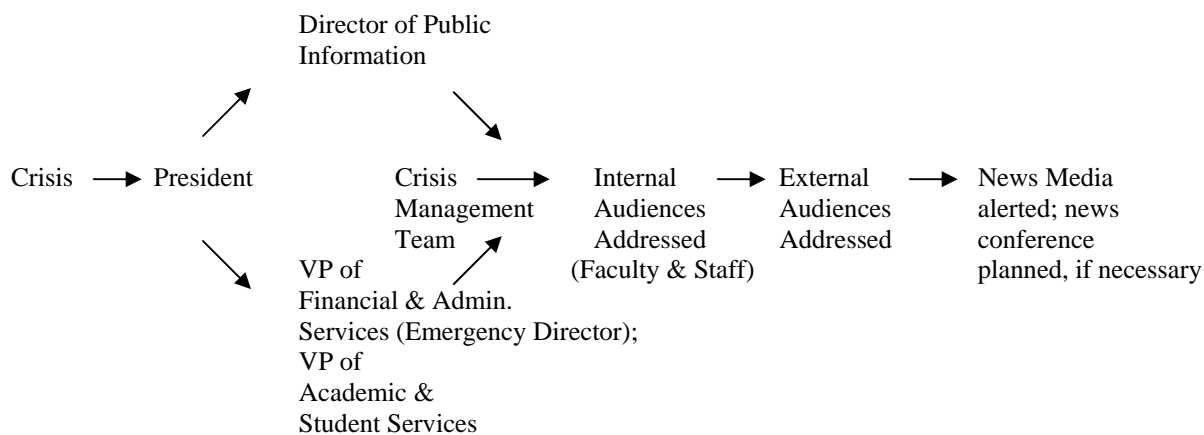
Communicating an Emergency

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

Internal audiences (faculty, staff, students, Chancellor's Office, and College Board members) are contacted first through a memorandum or 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 Response Team would normally not issue statements regarding the crisis.

Crisis Communications Information Flow Chart Policy Manual 4010.3.2



CONTINGENCY PLAN

Introduction

This contingency plan was developed in conjunction with the College's Emergency Response 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. This plan is to be used in conjunction with the Danville Community College Continuity of Operations Plan (COOP).

Assumptions

This plan was developed based on the following assumptions:

1. Personnel are available to implement the Contingency Management Plan.
2. In case of widespread regional disruptions, access to emergency resources and personnel may be severely limited.
3. In the event of total or partial loss of the College's Management Team, assistance will be available from the Virginia Community College System Office.
4. One or more of the backup facilities will be available with the necessary resources.

Backup Facilities

On-Campus

The Pittsylvania Room in the Learning Resource Center lower level will serve as the campus emergency management site. Telephone and data communications are available at this location. In the event this facility is damaged or not available, the Wyatt Building Board Room will be an alternate on-campus site.

Off-Campus

If the College's main campus facilities are not available, the following sites will be available as the Emergency Management Site:

- The Riddle Center – 207B Coffey Street, Gretna, VA
- Regional Center for Advanced Technology and Training – 121 Slayton Ave., Danville, VA
- Patrick Henry Community College – 645 Patriot Avenue, Martinsville, VA
- Southern Virginia Higher Education Center – 820 Bruce Street, South Boston, VA

A faculty or staff member who resides in these areas will be assigned to each of these facilities by the Emergency Recovery Team.

CONTINGENCY TEAMS

Contingency teams will provide coordination of critical resources between the time a contingency occurs and the restoration of service. The following three teams have been identified to carry out the necessary response and recovery actions:

1. Emergency Recovery Team
2. Damage Assessment Team
3. Technical Support
4. Community Emergency Response Team (CERT)

The Emergency Recovery Team will consist of:

College President
Vice President of Finance and Administrative Services (designated Emergency Director)
Vice President of Academic and Student Services
Vice President of Workforce Services
Public Information Officer
Other administrators, faculty, and staff as needed

The Emergency Recovery Team will be responsible for making decisions based on information received from the Damage Assessment Team and other emergency or security personnel. The team will be responsible for the following:

1. Establishing a Command and Control Center. The Pittsylvania Room in the Learning Resource Center is designated as the primary Command and Control Center. In the event that the primary on-site Command and Control Center is rendered unusable, the alternate on-site location is the Wyatt Building Board Conference Room. In the event these facilities are not available, the Emergency Recovery Team will relocate to one of the off-campus sites previously identified.
2. Contacting and briefing the following management on the status of the contingency:
 - a. Dean of Arts and Science
 - b. Dean of Business and Engineering Technologies
 - c. Director of Student Development
 - d. Director of Learning Resources and Distance Learning
 - e. Director of Planning, Effectiveness and Research
 - f. Buildings and Grounds Supervisor
 - g. Information Technology Manager
 - h. Business Manager
3. Notifying the following individuals and vendors where appropriate
 - a. VCCS Chancellor
 - b. VCCS Assistant Vice Chancellor for IT Services
 - c. VCCS ITS Client Services
 - d. Verizon
 - e. City of Danville Utility Department
4. Make decisions on recovery steps using the Contingency Management Plan and any other information that may be available to the Management Team.
5. Appoint replacement staff if required.
6. Establish a timetable for restoring normal operations.

The Damage Assessment Team will consist of:

College President
Vice President of Finance and Administrative Services

Building and Grounds Supervisor
Information Technology Manager
Information Technology Specialists
Director of Learning Resources and Distance Learning
Current Vendors

The Damage Assessment Team is responsible for the following:

1. Ascertain when entry to the facility can safely be made to retrieve resources.
2. Contact all appropriate vendors to meet at the damaged facility to access the damage to resources.
3. Give the Management Team a briefing within 15 hours of the damage sustained by resources. The briefing will include the following:
 - a. Identification of damaged resources
 - b. Identification of resources that may be salvageable
 - c. Feasibility of restoring service on an interim basis to provide processing of critical applications at current location
 - d. Status of vendor support requests
 - e. Requirements for site security

The Technical Support Team will consist of:

Vice President of Financial and Administrative Services
Directors
Deans
Business Manager
Information Technology Staff
Building and Grounds staff
VCCS ITS Client Services

The responsibilities of the Technical Support Team will be as follows:

1. Using information from the Damage Assessment Team and Management Team, make specific assignment of responsibilities as needed to members of the Technical Support Team. Specific areas of assignment may include the following:
 - a. Staffing backup site recovery facilities
 - b. Schedule processing of critical applications
 - c. Restoration of backup tapes to disk at the backup site
 - d. Restoration of wide area telecommunication (WAN) links
 - e. Restoration of local area network (LAN) communications
 - f. Salvage usable equipment, software, and documentation
 - g. Procurement of replacement equipment, software, and services
 - h. Transportation of equipment, media, and documents

- i. Reestablish terminal address dependent access privileges within VCCNet and DIT.
2. Schedule, coordinate, and communicate with other contingency teams, users, vendors, and VCCS ITS personnel as required.

Community Emergency Response Team (CERT Team)

Danville Community College has appointed a “Community Emergency Response Team” to respond to emergencies following the report of the emergency and until local emergency response agencies respond to the catastrophic event on campus. The CERT Team will provide an effective first-response capability and is trained in the self-help and mutual first-aid emergency functions such as:

- o Disaster preparedness;
- o Fire safety;
- o Disaster medical operations;
- o Light search and rescue
- o CERT organization;
- o Disaster psychology;
- o Terrorism

Trained CERT volunteers will work within their assigned areas to render basic emergency first aid, turn off natural gas, secure buildings, extinguish small fires, and perform light search and rescue. Trained CERT volunteers will also offer an important potential force to service the School in non-hazardous functions such as crowd control and evacuation.

Membership of the CERT Team is listed on the CERT membership list.

Once activated, the CERT Team will be deployed progressively in accordance with the pre-planning included in the standard operating procedures and the CERT Training Program and instructions from the team leadership. CERT Team members will be instructed to report to the staging area and will report as instructed.

Information about the CERT Team at Danville Community College is available in the Standard Operating Procedures established for the CERT Team and maintained by the Team’s Commander under the general supervision of the College Safety Committee.

CRISIS MANAGEMENT/EMERGENCY RESPONSE GUIDELINES

General Information About Crisis Management

Danville Community College has a Crisis Management Guide that summarizes 3 responses to an on campus crisis – Emergency Evacuation of a Building or Buildings, Weather-Related Emergencies and Lockdown of a Building or Buildings. Faculty, staff and students are given detailed instructions and guidelines for responding to warnings, injuries to personnel or students when weather emergencies, natural disasters fire and chemical events and campus violence incidents. These guidelines are intended to provide for the safety students, faculty and

employees, protect property from unexpected disaster, maintain continuity of operations, and allow expedient recovery and return to normal operating conditions after the emergency is over.

Emergency numbers for Danville Community College are:

- Danville Department of Emergency Services: 911 (cell phone) 9-911 (campus phone)
- DCC Security: 797-8533 (cell phone) 8533 (campus phone)
- DCC Switchboard: 797-2222 (cell phone) 0 (campus phone)
- DCC Maintenance: 797-8427 (cell phone) 8427 (campus phone)

The guidelines contain reporting procedures when an emergency situation is discovered or observed. Stakeholders are given detailed instructions for reacting to an on campus emergency and, in general, are required to:

1. First, call the Danville Department of Emergency Services at 9-911;
2. Next, call Campus Security at 8533 or 797-8533;
3. Finally, the College has designated a campus Emergency Director – the Vice President and Administration. Emergencies can be reported to his office at 8409 if calling from a campus telephone, dialing 797-8409 if calling from an outside line, or pressing the “call” button in the Emergency Call Boxes strategically located throughout the campus if a telephone is not available. An alternate number to call to report an emergency to the Emergency Director is the Building and Grounds office at 8427
4. Call student services at 8490 if a student is involved.
5. Call human resources at 8477 if an employee is involved.

Employees are given detailed instructions that include:

Spills of Blood or Body Fluids. Do Not Attempt to Clean Up Spills of Blood or Body Fluids – Contact Security or Maintenance for cleaning. Keep others away from these spills until Security or Maintenance arrives.

Automated External Defibrillator (AED’s). AED’s are located in the main hallway of each building. These should only be used by trained first aid responders.

Emergency Evacuation of a Building or Buildings

Emergency situations that call for evacuation of classrooms and buildings will be marked by a continuously sounding horn and visual alarms. When these alarms sound or are seen, all persons should immediately leave the buildings. The following guidelines should be observed.

1. **ALWAYS EVACUATE:** Treat all alarms as if they always warn of real emergencies. If it is found that the alarm is not being heard and/or seen in all buildings, continue with proper and complete evacuation of the building(s) in which the alarm is heard and/or seen.
2. **LEAVE THE BUILDING IMMEDIATELY AND USE APPROPRIATE EXITS. DO NOT USE ELEVATORS:** Exit the building following the route posted in the classroom. Alternate exit routes are also indicated on the posted routes should there be a blocked exit.

3. **ASSIST THE HANDICAPPED OR THOSE NEEDING HELP:** All persons should be alert to the presence of handicapped persons and provide assistance if needed.
4. **CHECK ALL AREAS OF YOUR FLOOR AND BUILDING:** All faculty and staff are expected to help in assuring that all areas including the snack bar, restrooms and lounges are evacuated.
5. **CLOSE WINDOWS AND DOORS:** Remember that closed windows and doors can reduce the spread of fire.
6. **TURN OFF LABORATORY GASES, ETC.:** Turn off all sources of fuel and oxygen (air) where possible that might feed a fire.
7. **CALL THE DEPARTMENT OF EMERGENCY SERVICES @ 9-911:** The first person to discover a fire is responsible for calling the Department of Emergency Services. Carefully and calmly, give all of the needed information to Emergency Services, including your name, the building (s) involved and the nature of the fire emergency.
8. **NEXT, CALL CAMPUS SECURITY @ 8533 OR 797-8533** if calling from a pay telephone or a cellular phone. Be calm and carefully give all needed details of location, type of fire, your name, etc.
9. **DO NOT DELAY:** Do not take time to go to lockers or return to offices except for the purpose stated in numbers 3 and 4 above. Do not take time to cut off computers and/or lights.
10. **GO AT LEAST 50 YARDS FROM ALL BUILDINGS TO THE NEAREST PARKING LOT:** Do not stand near or between buildings.
11. **REMAIN WITH YOUR GROUP SO A HEADCOUNT CAN BE MADE:** Headcounts are extremely important in times of emergency. Instructors should have an accurate roster or roll of all those in attendance before the emergency arises, and call the roll as soon as is practical, and in safe haven. Report missing students, faculty or staff immediately to security.
12. **DO NOT RETURN TO YOUR BUILDING UNTIL INSTRUCTED TO DO SO BY PROPER AUTHORITY (EMERGENCY PERSONNEL, COLLEGE OR SECURITY):** Listen carefully to all announcements and know whom you are listening to.
13. **IN THE EVENT OF MAJOR POWER FAILURE:** All buildings are equipped with automatic emergency lighting. Telephones may still be functional, but it is possible for audible alarms to malfunction.
14. **IF A SUDDEN EXPLOSION OCCURS:** Evacuate normally unless fire, electric wires, debris or unstable walls and roofs endanger the exit. Then carefully avoid the danger and get outside the building. Regroup as quickly as possible for headcount.

Weather-Related Emergencies

Weather emergencies can take many forms, including hurricanes, tornadoes, severe thunders storms, ice and snow storms, etc. This Emergency Plan will include contingency plans for preparing for and responding to any weather emergency which, in the judgment of the President and/or the Emergency Director, makes it necessary to discontinue operations or to advise employees and students to protect themselves from exposure to the elements.

Monitoring and Preparations

1. Danville Community College will rely on the recommendations and warnings provided by the National Weather Service to respond to weather related emergencies.
2. The Buildings and Grounds Supervisor will monitor the National Weather Service information and notify the President and the Emergency Director when a weather warning or watch is issued by the National Weather Service.
3. When travel warnings are issued as a result of inclement weather, the President and/or the Vice President of Finance and Administration will make the decision to cancel classes, determine the length of the shutdown, and decide when to reconvene the normal class schedule. Announcements of changes in class schedules will be placed on the DCC web site, broadcast in Danville on radio stations WAKG and WBTM, in South Boston on WHLF, and on television stations channels 7, 10 and 13 and Greensboro channel 2.
4. In order to facilitate communications about schedule changes due to inclement weather, employees and students of the School are expected to listen to public service broadcasts on radio and television stations listed in B.3. for the latest and up to date news about changes in class schedules.

Tornado Alert

If an imminent tornado is announced by the weather service, the following offices in each building will be notified. Campus Security and Staff in the offices in each building will be notified by telephone and 2-way radio and shall immediately alert all occupants in their building of the alert even if they have to go from room to room and/or classroom to classroom.

- Wyatt - Vice President of Financial and Administrative Services, 797-8409 (room 103)
- Hill - Electronics/HVAC office, 797-8456 (room 103)
- EIT - Dean of Business & Engineering Technologies, 797-8440 (room 11)
- LRC - Director of Learning Resources, 797-8454 (room 113)
- Temple - Dean of Arts and Sciences, 797-8402 (room 102)
- Taylor - Business Division secretary, 797-8474 (room 117)
- RCATT – Director’s Office Assistant, 797-8402
- Womack – Middle College Office, 797-8584
- Maintenance - Buildings and Grounds Supervisor, 797-8518 (Maint. Bldg.)

If there are personnel remaining on campus immediately prior to the arrival of tornado force winds, they must immediately be placed in one of six areas:

- A. Ground floor of Wyatt Building – hallways and windowless rooms
- B. Hill Building – hallways and windowless rooms
- C. Hawkins EIT Building – lower level hallways and windowless rooms
- D. Clement LRC Building – Pittsylvania Room, AV studio – hallways
- E. First floor of Taylor Building – hallways and windowless rooms
- F. Basement and First floor of Temple Building – hallways
- G. Maintenance Building – basement
- H. RCATT – hallways and windowless rooms

I. Womack - hallways

Tornado drills will be coordinated annually with the “National Tornado Awareness Day” scheduled in March of each year.

These buildings are considered to be the safest structures in the event of tornado force winds. The responsible person for each area will ensure that all personnel remain away from windows, doors, and areas that are considered unsafe. All due precautions will be taken to strengthen or barricade doors and windows to protect personnel from flying glass and other objects.

It is anticipated that personnel who are caught in the dilemma of remaining on campus will not have to stay too long. Therefore, no food should be required. Water and personal facilities are available in each of the buildings considered safe havens.

In summary, the procedures for responding to a Weather-Related emergency include the following:

1. **CLOSE ALL WINDOWS AND BLINDS IN THE CLASSROOM:** This will reduce the potential for injuries due flying glass and debris.
2. **MOVE TO HALLWAYS OR WINDOWLESS ROOMS ON THE GROUND FLOOR OF THE BUILDING:** As with #1, the objective is to reduce the potential for injury due to flying glass and debris. The ground floor is considered to be a safer environment. However, those threatened by the weather emergency should not move if it would put them at greater risk. Closed windows can reduce the distribution of flying debris.
3. **ASSIST THE HANDICAPPED OR THOSE NEEDING HELP:** All persons should be alert to the presence of handicapped persons and provide assistance if needed.
4. **DO NOT USE ELEVATORS:** Elevators should not be used as there is a good possibility of power outages with severe weather. Always use the stairs in a weather emergency.
5. **CLOSE DOORS TO ADJACENT ROOMS:** Closed doors can reduce the distribution of flying debris.
6. **STAY AWAY FROM WINDOWS AND OUTSIDE DOORS:** Relocate to the middle of the room or as far away from doors and windows as possible. Broken windows and broken or open doors can increase the potential for flying debris.
7. **REMAIN IN THE HALLWAY UNTIL ALL-CLEAR HAS BEEN GIVEN BY EMERGENCY SERVICES PERSONNEL, COLLEGE AUTHORITIES OR SECURITY.**

Lockdown of a Building or Buildings

Emergency situations that require those affected to remain where they are is called a “Lockdown”. When a lockdown occurs, faculty, employees and students are expected to remain where they are or immediately seek shelter until the emergency passes. Those affected will be given relevant details of the incident and informed to remain in the classroom, laboratory or office and, if possible, to lock the doors. The following guidelines should be observed:

1. **REMAIN IN THE CLASSROOM OR FIND ONE FOR SHELTER:** Faculty, staff and students in a classroom, laboratory or other location should remain there. Students in hallways, study rooms or rest rooms should remain in the area if it can be locked or immediately seek shelter in the nearest classroom.
 2. **LOCK THE DOORS:** Close and lock the classroom, rest room and/or office doors.
 3. **CLOSE ALL WINDOWS AND BLINDS:** All windows must be closed and latched. Blinds should be lowered and drawn shut.
 4. **TURN OFF ALL LIGHTS:** Overhead, reading or highlight lighting should be switched off.
 5. **CROUCH DOWN IN AREAS THAT ARE OUT OF SIGHT FROM DOORS AND WINDOWS:** Try to become or remain out of sight of the doors and windows.
 6. **REMAIN QUIET:** Do not talk to each other, call out or make noise.
 7. **STAY IN THE ROOM UNTIL POLICE OR SECURITY GIVE THE “ALL-CLEAR”:** Don’t leave, move around, or look out doors or windows until the “all-clear” signal is given.
 8. **SECURE DOORS AT BUILDING ENTRANCES:** Use Allen wrench sets, located in the AED boxes, to secure the doors at all entrances. CERT team members also have wrench sets.
 9. **SECURITY OFFICES WILL PROCEED TO ENTRANCES TO CAMPUS AND ERECT BARRICADES:** Security and/or Danville Emergency Services will maintain access control by blocking ingress and egress to the campus.
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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 9-911 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 9-911 or Campus Security at 8533 if calling on a DCC telephone line and 797-8533 if calling from an outside line to report the accident.

The report will include the following information:

4. Location of accident;
5. Nature of the accident;
6. 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 8490 if calling on a DCC telephone line or 797-8409 if calling from an outside line. If the injured party is an employee, call the College Human Resource Department at 8477 on a DCC telephone line or 797-8477 from an outside line. Finally, call the Buildings and Grounds Department at 8518 on an internal DCC line or 797-8518 on an outside line.

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 8533 or 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 8477 or 797-8477 and the Manager of Buildings, Grounds and Safety at 8518 or 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 8490 or 797-8490.
 8. Campus Security will notify the Building and Grounds Department at 8518 or 797-8518 and/or the Vice President of Finance and Administration at 8409 or 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. Emergency Director or his designee will contact Danville's Civil Disturbance Team 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. Demonstrators may be arrested and detained if necessary.
- G. The Vice President of Finance 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.
- H. 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 9-911 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 fire fighting 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 fire fighting 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 rope off or arrange barricades that will effectively contain personnel that are not actively engaged in the fire fighting effort. 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.

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

Buildings: Twice a year the Supervisor of Buildings and Grounds may conduct an inspection of buildings to detect and eliminate simple fire hazards.

Equipment: Twice a year, the Supervisor of Buildings and Grounds shall arrange an inspection by qualified personnel 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 Chancellor (Facilities and Engineering) 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), the President, the Supervisor of Buildings and Grounds, and the Library.

Injury and Illness

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 in orange medical bags 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 – Middle College II Office

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 (9-911); 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 Director of Student Services 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, WBTV, WHLF or WAKG radio, or 797-2222 - the main DCC telephone number and television stations WDBJ 7, WSLS 10 or WSET 13.
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 9-911. 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 Supervisor of Buildings and Grounds who will sound the evacuation alarm if it is deemed necessary and appropriate. Evacuation must be completed as quickly as possible and must be at least 50 yards from the location of the suspected leak.

4. 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, Grounds and Safety Department will investigate the possible 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.
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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 Crisis Management Team – A workplace violence Crisis Management team will be appointed. The duties and responsibilities of the Crisis Management Team is 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. Director of Student Development
- C. Supervisor of Grounds, Buildings and Safety

- D. Director of Public Relations
- E. Campus Security Representative

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 resources 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 9-911 immediately and notify campus security at 8533 or 797-8633 if calling from an outside line 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. Calm the suspect and listen to complaints or demands.

3.3 Show concern. Try to show genuine concern for the suspects well being.

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

3.5 Encourage release. Encourage suspect to release everyone.

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

3.7 If you **can** send a runner. Call 9-911 (or detail other). If possible and safe, send a runner to the Supervisor, Buildings, Grounds and Safety and/or the Human Resources office to report the situation. 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 9-911 (or detail other).
- 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 9-911 immediately and notify campus security at 8533 or 797-8533 if calling from an outside line 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 9-911 immediately in case of emergency or 434-799-5111 for non-emergency responses to burglaries and notify campus security at 8533 or 797-8533 if calling from an outside line 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, grounds and safety @ 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 9-911 immediately and notify campus security at 8533 or 797-8533 if calling from an outside line 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 suspects 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 9-911 immediately and notify campus security at 8533 or 797-8533 if calling from an outside line 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 here.
- 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 9-911 immediately and notify campus security at 8533 or 797-8533 if calling from an outside line 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.
- 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 9-911 immediately and notify campus security at 8533 or 797-8533 if calling from an outside line 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 9-911 immediately and notify campus security at 8533 or 797-8533 if calling from an outside line 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. Employee/Visitor Notification. Supervisors will support this policy and are required to provide this written procedure to any employee/visitor upon request. The following apply:

11.1 Employees will be informed of this policy during initial job orientation. Additionally, the corporate safety program and orientation and training provided by their supervisors will be used to disseminate the policy.

11.3 Any violations of this policy will be handled through the standard disciplinary procedures in affect at DCC.

12. 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.

13. 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.

14. Notification of Next of Kin or Spouse. 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.

15. 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.

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

17. 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.

TRANSPORTATION

If transportation or emergency vehicles are required, all College vehicles that can transport personnel will be placed in use. In the event that more emergency transportation is required, the Danville Emergency Management Coordinator (799-5111) will be alerted, and all requests to utilize College or other vehicles will be forwarded directly to the Control Center. College personnel may use their personal vehicles to evacuate after being fully informed of the situation.

BLUEPRINTS AND MAPS

It shall be the responsibility of the Supervisor of Buildings and Grounds to keep maps of the campus, detailed blueprints of each campus building and layouts of underground utilities. These documents are to be kept safe from fire and other destruction and are to be considered extremely valuable. They must, however, be readily available to assist fire, police, rescue and other emergency personnel. Because of the value and uniqueness of these items, they must remain in the custody of selected personnel from the Buildings and Grounds department and returned to safekeeping as soon as they are not currently needed. If the campus must be evacuated for a lengthy period of time, it is the responsibility of the Supervisor of Buildings and Grounds to relocate these documents to new facilities.

Maintenance personnel shall not only be familiar with blueprints and layouts of the campus, but will know where electrical power panels are, what they control, and how they may be accessed (crawl spaces, manholes, roof, and wall spaces). They also will know where to shut down gas service, acetylene, water, air conditioning, and telephones to each building and will do so when instructed by the Control Center.

INFORMATION TECHNOLOGY SECURITY

Danville Community College has developed and implemented a detailed information security program (Appendix A). A synopsis of this program is that the College Management Team and the Computer Services Committee have insured confidentiality of critical information, reasonable continuity of telecommunications, risk and damage assessment, and disaster recovery through employee training, planning, and a very adequate contingency plan. Having two redundant servers located in separate buildings, auxiliary power sources and fiber optic cabling enables half the campus LAN computers to continue to function if one server is down for any reason. Individual users are instructed to daily backup college files that are not stored on the VCCS mainframe computer in Richmond.

EMERGENCY EXPENDITURES

When possible, all purchases and payments for any reason should be accomplished through normal request, voucher, and receipt protocol. In an emergency, however, it is probable that items may need to be obtained as quickly as possible. Key administrators possess an American Express credit card to be used at such times. In such an emergency, the Control Center, the Switchboard and the Emergency Response Team should keep chronological logs of all activities. These logs should reflect any purchases requested, noting the reason for the request, any authorization, and the disposition of the items. All receipts must be kept and submitted to the Control Center. The receipts must reflect the time, cost, item, and signature of the purchaser. Any compensation due will be legally remitted in as timely a manner as is reasonable. If the situation is declared a federal disaster area, then FEMA (Federal Emergency Management Agency) will assist in some expenditure reimbursement, but only when justifiable receipts are produced