



# **SAFETY AND SECURITY EMERGENCY RESPONSE CONTINUITY OF OPERATIONS PLAN**

**MARCH 2009**

**PVCC EMERGENCY “911” ADDRESSES:  
MAIN BUILDING: 501 COLLEGE DRIVE  
DICKINSON BUILDING: 400 COLLEGE DRIVE**

**PVCC SECURITY CELL PHONE: (434) 981-6362**

**INCLEMENT WEATHER/EMERGENCY  
MESSAGE LINE: (434) 971-6673**

## **INTRODUCTION**

Piedmont Virginia Community College (PVCC) considers the safety of the college community to be of paramount importance. The college is committed to providing a safe and secure environment for students, employees, and visitors to the campus.

In light of recent events, this document has been restructured to place greater emphasis on responding to emergency situations and continuity of operations (COOP) in the event of a disaster. Materials regarding Pandemic Flu and procedures for building lockdown and dealing with an active shooter situation have been added. Accident prevention continues to be an important component of the plan.

It is the policy of the college to respond quickly at all levels in the event of an emergency or threat, to include human, natural, technological, and other emergencies or threats, in order to continue essential internal operations and to provide support to our customers, emergency management and response agencies, and other agencies or services that may be affected by an emergency.

This plan will be reviewed annually by the Vice President for Finance and Administrative Services and revised as required.

Suggestions related to safety, security, emergency response, and continuity of operations issues are welcome and encouraged. These should be forwarded to the Vice President for Finance and Administrative Services.

**RELATED DOCUMENTS:** PVCC Emergency Response/COOP Confidential Annex  
PVCC Computer Security Plan and Contingency Management Plan  
PVCC Bloodborne Pathogens Control Plan

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PUBLISHED  
SEPARATELY

## **1.0 SAFETY AND ACCIDENTS**

### **1.1 General**

Piedmont Virginia Community College endeavors to provide a safe environment for student activities in its classrooms, laboratories, and other places where student attendance is required or permitted.

Accident prevention should be practiced and taught as an objective of any shop or laboratory program. Faculty members should inspect classrooms, laboratories, and other areas for which they are responsible to see that acceptable standards for safety are met. When appropriate, safety manuals should be distributed to students. Acceptable standards in the classroom or on the athletic field include the removal of any known hazard and adequate supervision for the activity at hand. Faculty and staff should report any potential hazard to the appropriate division dean immediately. The division dean will take the necessary actions to correct the hazard.

Students are required to wear shoes, appropriate clothing, and protective devices in laboratories, shops, darkrooms, and any other place where there is a danger of injury. Students are expected to follow safe practices in their class activities. Faculty and staff members should set a proper example and ensure that appropriate protective equipment is available and used.

Students are responsible for providing the cost of their own medical services. It is recommended that faculty members advise their students to review their medical insurance to determine whether they have appropriate coverage, particularly if they take laboratory courses or participate in sports.

As a public agency, the college's liability is limited by statute. The college is not authorized to make payment to individuals who seek to recover for injury or property damage. In addition, state regulations prohibit the college from assisting individuals who seek damages from the Commonwealth. Under no circumstances should a faculty member or other college employee indicate to a student or member of the public that the college will be responsible for an injury or for property damage. Any individual seeking redress or recovery for damages or expenses should be directed to the Vice President for Finance and Administrative Services.

PVCC cannot be responsible for the safety and welfare of unsupervised minors. Minors must not be left unattended while parents are working or attending class at the college. In addition, except with the permission of the instructor arranged prior to the class session, minors are prohibited from any college classroom in which instructional activities are taking place. Parents of unsupervised minors will be held responsible for any destruction of property or any disruption of orderly function of the college that their children may cause.

### **1.2 Accidents in Classrooms, Laboratories, and Shops**

The college is not equipped to provide medical services. In the event of an injury requiring emergency medical treatment, the college receptionist should be called. The receptionist

can be reached by telephone by dialing "0" during normal work hours. During the evening and on weekends, the security officer on duty can be reached by dialing "0" which initiates the night bell, or by dialing the security officer's cell phone number (434) 981-6362. The receptionist or security officer will notify the rescue squad and appropriate persons at the college. As a last resort, the rescue squad can be summoned directly by dialing 911. This is a free call from any pay phone at PVCC.

Only employees with the proper training should attempt to administer first aid. First aid kits are available in each laboratory and shop, the receptionist's desk in the Main Building, the Welcome Center (Room 144), the Business Office (Room 240), the Security Office (Room 218), and the Humanities Division Office (Room 317) in the Dickinson Building. Automated external defibrillators (AED's) are located near the receptionist's desk in the Main Building, in the 200 Wing near the Math and Science Division Office (Room 270), in the 800 Wing near the Human Resources Office (Room 810), and in the Dickinson Building near the Humanities Division Office (Room 317).

The supervising faculty member should file an accident report with the appropriate division dean when an accident occurs in a classroom, laboratory, or shop (Appendix A). A copy of the report should be sent to the office of the Vice President for Finance and Administrative Services.

### **1.3 Employee Accidents on the Job**

All accidents involving college employees, including student employees, should be immediately reported to the Human Resources Office (Room 810). The employee should complete an "Employer's First Report of Accident" with the assistance of the Human Resources Officer. A copy of the report should be provided to the Vice President for Finance and Administrative Services.

### **1.4 Responding to On-Campus Health/Safety Emergencies**

Any person witnessing an accident, which appears to require the services of the rescue squad, should call the college receptionist (dial "0") during normal work hours or the security officer cell phone (434) 981-6362 during the evening or on weekends. The receptionist or security officer will call the rescue squad. If this is not possible or expedient, a 911 call should be placed to summon the rescue squad.

In the event of a medical emergency, the witness can contact the receptionist or the security office by dialing "0".

The receptionist or a security officer will:

- Call the Charlottesville/Albemarle Rescue Squad (911).
- Notify the Dean of Student Services and others, if necessary.

The witness should:

- Administer first aid, if qualified.
- Stay with the injured person until help arrives.

In the event of a safety emergency (e.g. assault, gas leak, electrical problem, etc.), the witness should contact the college receptionist or the security officer on duty and report the specifics of the incident.

The receptionist or security officer will:

- Call police, buildings and grounds personnel, and the Dean of Student Services, as appropriate;
- Assist with the evacuation of personnel, if appropriate.

For accidents involving students or members of the general public, a PVCC accident report (Appendix A) should be completed by the supervising faculty or staff member, or the person involved, as appropriate. Reports of accidents involving students or members of the public should be submitted to the Vice President for Finance and Administrative Services.

### **1.5 Other Incidents**

The college does not tolerate behavior or actions which are disruptive to the process of education, or which threaten individuals or groups within the college community. The college reserves the right to order anyone who is guilty of such behavior to leave the campus.

PVCC security officers are not sworn law enforcement personnel and are not authorized to carry weapons of any type, nor are they empowered to make arrests. The security officer on duty can assist with disruptive situations, but when circumstances require the presence of law enforcement officers, security will call the Albemarle County Police (911). The daily duty roster for PVCC security staff will be posted at the receptionist's desk.

In a case of rape, the college receptionist or security officer will also call a female counselor or faculty/staff volunteer.

Incidents involving students should be reported to the Dean of Student Services using the PVCC incident report (Appendix B) with a copy to the Vice President for Finance and Administrative Services. Incidents involving PVCC employees or members of the public should be reported directly to the Vice President for Finance and Administrative Services.

PVCC Security will maintain a log of incidents, to include the date, time, person or persons involved, and a brief description of the circumstances of the incident.

## **1.6 Firearms Policy**

The possession, storage, or use of firearms, ammunition, explosive materials, and dangerous weapons of any type is prohibited on the PVCC campus and at all college sponsored activities. Persons who do not comply with this policy will be ordered to leave the campus and employees and students who violate this policy will be subject to disciplinary action, up to and including suspension, termination, or dismissal as provided for in state, Virginia Community College System, and PVCC policies and procedures. Criminal charges may also be lodged when deemed appropriate by the President of the college.

This policy does not apply to persons who are licensed law enforcement officers in the Commonwealth of Virginia, or to the possession of non-lethal personal defense weapons such as pepper spray or mace. All other exceptions to this policy must be approved in writing by the President of the college.

An employee or student with a reasonable basis for believing an individual is in possession of or carrying a firearm in violation of this policy has a responsibility to report the suspected offense to PVCC Security (434) 981-6362 if there is no immediate threat to personal safety, or to the Albemarle County Police (911) when an immediate threat to personal safety exists.

## **1.7 Off-Campus Locations**

The primary responsibility for safety and security at off-campus locations rests with the host organization. Medical emergencies should be dealt with by placing a 911 call. The 911 operator will direct the appropriate response based on the location. Accident reports (Appendix A) and incident reports (Appendix B) are required for off-campus occurrences the same as they are for on-campus occurrences.

## **1.8 Safety Officer**

The Vice President for Finance and Administrative Services will appoint a college Safety Officer. Normally, this will be the Security Supervisor. The Safety Officer will also serve as the Fire Safety Coordinator.

## **1.9 Safety Committee**

The college Safety Committee will consist of the Safety Officer/Fire Safety Coordinator, Human Resources Officer, Facilities Manager, Special Needs Counselor, science laboratory technicians, and other persons as appropriate. The committee will investigate and monitor safety conditions at the college and recommend corrective actions to the Vice President for Finance and Administrative Services.

### **1.10 Campus Crime Data**

Federal legislation (Jeanne Clery Act) requires that campus crime data be reported to the federal government on an annual basis. Data are maintained for three years. These data are to be made available to all students and current employees. The college meets this requirement by posting the required information in the Safety and Security section of the college web site.

### **1.11 Sex Offender Registry**

The federal Campus Sex Crimes Prevention Act of 2000 requires all colleges to issue a statement advising the campus community where information on registered sex offenders can be obtained. The required statement and a link to the Virginia State Police sex offender web site have been incorporated into the Safety and Security section of the college web site.

## **2.0 WORKPLACE VIOLENCE**

### **2.1 General**

Piedmont Virginia Community College will not tolerate acts or threats of violence in the workplace. All alleged violations of this policy will be taken seriously and immediately reviewed to determine whether further investigation is warranted. PVCC employees who commit violent acts or who are found to engage in behavior in violation of this policy will be subject to disciplinary action, up to and including termination. Students found in violation of this policy will be subject to disciplinary action under the Student Disciplinary Policies and Procedures outlined in the Student Handbook. Appropriate legal action may be taken against visitors who violate this policy.

### **2.2 Examples of Prohibited Conduct**

Workplace violence is defined as any act that creates a hostile work environment or negatively affects an employee, either physically or psychologically. The circumstances of workplace violence may include criminal acts, violence by disgruntled clients, violence by coworkers, and domestic violence that find its way into the workplace. This includes conduct against persons or property that is sufficiently offensive or intimidating as to create a hostile, abusive, or intimidating environment for faculty, staff, students and visitors.

Specific examples of conduct that may be considered threats or acts of violence prohibited under this policy include, but are not limited to, the following:

- Threats or acts of violence occurring on college property, regardless of the relationship between the college and the individual involved in the incident.
- Physical assaults and direct or implied threats to harm an individual or her/his family, friends, or associates.
- Intentional destruction, threat of destruction or sabotage of an individual's personal property or property owned, operated or controlled by the college.
- Harassment via threatening telephone calls, letters, or other forms of written or electronic communications.
- Acts of conspiracy to intimidate or attempt to coerce an individual to commit a wrongful act, as defined by applicable law, administrative rule, policy, or work rule.
- Intimidation resulting from the improper exercise of power or authority.

- Acts or unruly conduct that disrupts the natural work or educational environment of the college or which result in fear for personal safety.
- Willful, malicious, or repetitive following of another person (also known as “stalking”).
- Unauthorized possession of or inappropriate use of firearms, weapons or any other dangerous devices on college property.
- Slurs or derogatory remarks regarding another person’s ethnicity, natural origin, gender, religion, or religious affiliation, disability or sexual orientation.
- Intimidation by bullying, using “fighting words” or profanity, or exhibiting obscene gestures which create in the mind of an individual a reasonable belief of immediate harm.
- Physically touching another individual in an intimidating, malicious, or sexually harassing manner including hitting, slapping, poking, kicking, pinching, grabbing, pushing, etc.

### **2.3 Reporting Acts or Threats of Workplace Violence**

Faculty, staff, students, and visitors are strongly encouraged to report acts or threats of workplace violence to the appropriate authority. Faculty and staff should report incidents to their supervisor or to the Human Resources Officer, as appropriate. Students including student employees should report incidents to their supervisor, the Dean of Student Services, or the Human Resources Officer, as appropriate. Visitors should report incidents to the Security Supervisor or the Vice President for Finance and Administrative Services. The PVCC Incident Report Form (Appendix B) should be used to file the report. Copies of all written incident reports involving actual or alleged workplace violence will be provided to the Human Resources Officer and the Security Supervisor.

### **2.4 Investigation of Incidents**

All reports of actual or alleged workplace violence will be investigated by the proper authority. Unless resolved by the immediate supervisor, reports involving college employees will be investigated by the Human Resources Officer and the Security Supervisor. Reports involving students will be investigated by the Dean of Student Services and the Security Supervisor. Reports involving visitors will be investigated by the Vice President for Finance and Administrative Services and the Security Supervisor.

### **2.5 Corrective Actions**

PVCC employees who commit or threaten workplace violence will be subject to

disciplinary action, up to and including termination of employment. All disciplinary actions should be coordinated with the Human Resources Officer and must comply with Virginia Department of Human Resources Management (DHRM) and Virginia Community College System (VCCS) policies and procedures.

If a supervisor suspects that an employee has work related and/or personal problems that could lead to workplace violence, the supervisor should confer with the Human Resources Officer. When appropriate, the employee should be encouraged to contact the Commonwealth of Virginia Employee Assistance Program (EAP) for confidential counseling and support at (1-866-725-0602).

If a supervisor or other college employee suspects that a student is exhibiting signs that may lead to workplace violence, the supervisor or employee should confer with the Dean of Student Services. The Dean of Student Services should assess the situation and counsel the individual or make a referral, as appropriate.

## **2.6 Preventive Measures**

The Human Resources Officer will ensure that all current and new employees are aware of this policy. The Security Supervisor will provide opportunities for faculty, staff and students to be trained in the risk factors associated with workplace violence and the proper handling of emergency situations in order to minimize the risks of violent incidents occurring in the workplace.

### **3.0 EMERGENCIES AND DISASTERS**

#### **3.1 General**

An emergency situation exists when there is an immediate threat of loss of life, personal injury, or destruction of property. The number of casualties and the amount of destruction suffered in an emergency or natural disaster can be reduced if procedures are followed and order is maintained.

PVCC has developed contingency procedures to protect members of the college community and college property during emergencies and natural disasters.

The following planning assumptions have been applied:

- There may or may not be advance warning of a possible emergency.
- Assistance will be available from local resources (e.g. fire and law enforcement officials, hospitals and other medical facilities, emergency rescue squad and other community service agencies, etc).
- The President or designee will be available in the decision-making chain to implement and coordinate the appropriate actions.
- Full cooperation among the faculty, administrators, staff, and students will be forthcoming.
- Evacuation of the college can be accomplished rapidly and safely, if it becomes necessary.
- The routes of ingress and egress to the campus will be unrestricted.
- Personnel of the college will follow the established procedures.

The President has final authority and responsibility in any general emergency or disaster. The Vice President for Finance and Administrative Services (VPFAS) will act in the absence of the President.

The Vice President for Finance and Administrative Services is responsible for coordinating emergency actions. These may include, but are not limited to, closing the campus, evacuating personnel, and transporting the injured to appropriate facilities for treatment. Additionally, the VPFAS is responsible for securing the financial and personnel records of the college. The VPFAS serves as the Agency Emergency Coordination Officer for purposes of identification of emergency personnel to the Office of Commonwealth Preparedness.

The Facilities Manager is responsible for securing college buildings and equipment

and tying down or storing all items that might become flying debris in the event of a severe wind storm. The Facilities Manager will assure that all fire-fighting equipment is in working order, that the fire alarm signal is operative, that fire regulations are published and posted, and that B&G personnel are fully briefed to take appropriate action in any emergency. The Facilities Manager serves as the Alternate Agency Emergency Coordination Officer for purposes of identification of emergency personnel to the Office of Commonwealth Preparedness.

The Chief Information Officer (CIO) is responsible for the integrity and protection of the campus network and for establishing policies and procedures to ensure that all individuals involved in the management, operation, programming, maintenance, or use of information technology (IT) resources take all necessary measures to ensure the adequate protection of the IT resources within their control or possession.

The Vice President for Instruction and Student Services (VPISS) is responsible for the safety and security of the personnel, faculty storerooms, faculty and staff records, and instructional equipment under his/her supervision. The VPISS may delegate these duties to the division deans, as appropriate.

During the evening hours, the available senior administrator will assume responsibility for implementing this contingency plan. If possible, the senior administrator will contact the President, or if the President is not available, a vice president before taking action. If this notification is not possible, the senior administrator will contact the President or vice president(s) as soon as possible. The President or vice president(s) will assume control upon arriving on campus.

### **3.2 Emergency Communications**

The college will use multiple means of communication, including the campus emergency text messaging system (e2Campus), the campus emergency public address system, the campus telephone system, cell phones, the college two-way radio net, the AxisTV closed-circuit display system, electronic mail, the college web site, local media announcements, individual building fire alarm systems, and word of mouth, as appropriate to the situation.

### **3.3 Command Center**

The President's conference room in the Main Building will serve as the command center during an emergency situation. Should the Main Building not be available, the Dickinson Building conference room will be used.

The primary lines of command communication in the event of an emergency are the telephones. The responsible administrator upon the declaration by the President of an emergency will call all information concerning the completion of actions under this plan into the command center alert. If the telephone system is unusable, the college two-way radio net will be used to the extent possible. In addition, each person responsible for actions under this plan will designate messengers as required. These messengers will carry the necessary information to the

command center.

College vehicles will be used for working parties or for emergency requirements. All requests to use college vehicles should be forwarded to the command center for approval.

The Chancellor of the VCCS will be notified immediately regarding any situation that requires the activation of the command center.

If necessary, the news media will be directed to the W. A. Pace Board Room for the dissemination and handling of any news releases. The Manager of Marketing and Media Relations will coordinate all news releases.

### **3.4 Local Authorities**

The Albemarle County Police Department (911) should be contacted if the assistance of a law enforcement agency is necessary. Additional assistance is available from the Virginia State Police (1-800-552-0962) and the Charlottesville Office of the Federal Bureau of Investigation (434) 293-9663. A complete list of emergency contact numbers is contained in Appendix F of this document.

### **3.5 Emergency Medical Services**

The college does not provide health services on campus. Medical care is an individual responsibility since all personnel reside off campus. However, in case of a serious injury or medical emergency, the Charlottesville Albemarle Rescue Squad is on call (911). As noted in Section 1.2 above, only employees with the proper training should attempt to administer first aid. First aid kits are available in each laboratory and shop, the receptionist's desk in the Main Building, the Welcome Center (Room 144), the Business Office (Room 240), the Security Office (Room 218), and the Humanities Division Office (Room 317) in the Dickinson Building. Automated external defibrillators (AED's) are located near the receptionist's desk in the Main Building, in the 200 Wing near the Math and Science Division Office (Room 270), in the 800 Wing near the Human Resources Office (Room 810), and in the Dickinson Building near the Humanities Division Office (Room 317).

The nearest hospitals are the University of Virginia (434) 924-0211 and Martha Jefferson Hospital (434) 982-7150. If the rescue squad has been called for injured personnel, the decision-maker should determine from the driver of the ambulance the hospital to which the patient will be taken. The decision-maker or designee will telephone the hospital to relay as much information as possible before the rescue unit arrives.

### **3.6 Fire**

Both the Main Building and the Dickinson Building are equipped with fire alarm systems. When sounded, personnel will evacuate classrooms and office areas in accordance with the fire instructions posted throughout these facilities. The individual discovering the fire should

activate the fire alarm or call the VPFAS immediately giving the location, the extent of the fire and the caller's name. The VPFAS will activate the alarm and call the fire department (911) if necessary. The VPFAS will also advise the President. All other personnel including the fire safety coordinator and security personnel will carry out their duties as appropriate.

Once the building is evacuated, college security officers and buildings and grounds staff will remain at least 500 feet from the building.

### **3.7 Tornado or Severe Wind Storm**

If during a tornado or severe windstorm it is necessary to provide shelter, the following rooms should be used:

Main Building: 155, 158, 159, 160, 174, 175, 248, 249, 251, 607, 701,  
704, 813, 822, 823, 832, 834, 849, 850

Dickinson Building: 102, 106, 129, 130, 132, 222, 223, 226

These rooms do not have any windows or walls to the outside of the building and are considered reasonably safe areas. All personnel should stay away from windows, doors, and other areas that are not considered safe.

Water and restrooms are available near each safe area. There are no storage provisions for food since it is assumed that personnel will not remain on campus for an extended period of time. However, if food is required, the VPFAS will acquire the food stored in the cafeteria and vending machines for emergencies.

### **3.8 Gas Leak**

Natural gas contains a foul-smelling odorant (similar to rotten eggs) that serves to warn that gas is present in the area. Leaking natural gas can cause headache and nausea. If present in sufficient quantity, there is a danger of explosion if ignited.

Any detection of natural gas odor is to be immediately reported to the receptionist or security officer on duty. The area where gas is suspected should be evacuated and blocked off. Building and Grounds staff are to immediately shut-off the gas supply to the affected area. The Albemarle County Fire Department (911) and the Charlottesville Public Utilities Division (434) 293-9164 should be called immediately to report the leak.

The effected area will not be reoccupied until it has been determined that gas is not present.

### **3.9 Building Lockdown**

A building lockdown will be ordered when it is more dangerous to evacuate the

building than to remain in place. When a building lockdown is ordered, persons in public spaces should seek shelter in the nearest classroom or laboratory. Doors should be locked and interior lighting should be turned off. Stay away from windows and doors and remain in place. If gunfire is heard, get on the floor and remain quiet. Do not leave your place of safety until instructed to do so by authorized personnel.

### **3.10 College Dam**

The college has a permit to operate a Class III Dam. An emergency action plan as required by the Virginia Dam Act has been developed and approved by the appropriate authorities. A copy of the plan has been provided to the Albemarle County Emergency Services Coordinator and procedures are in place to address any problem at the dam site. Failure of the dam would flood an undeveloped area between the dam and Interstate 64 but would not result in overtopping in that the I-64 embankment is approximately 24 feet higher than the dam. There are no college buildings or other facilities in the potential flood area.

### **3.11 Inclement Weather**

The policy of the college is to remain in operation to the maximum extent possible. The President or his/her designee will determine when classes are to be canceled due to inclement weather. Notification will be made through posting on the college web site, voice message on the college switchboard and emergency message line, and local commercial television and radio station announcements. Road conditions can be ascertained by calling the Virginia Department of Highways and Transportation Department (434) 293-0011 or Virginia State Police (1-800-552-0962). Individuals should use their own judgment as to the feasibility of driving to or from the college during periods of inclement weather.

The college has appropriate equipment needed to clear snow from campus roads, parking lots, and sidewalks. This equipment is to be operated by qualified buildings and grounds personnel. Personnel designated as “essential” will report to work for purposes of snow removal when the college is closed. To the extent possible, the need for snow removal will be anticipated and personnel will be positioned in advance of the event.

## **4.0 TERRORISM AND ACTIVE SHOOTER SITUATIONS**

### **4.1 General**

Federal and state law enforcement reports indicate that terrorist acts are possible on college and university campuses. For this reason, PVCC employees should take reasonable security precautions by being alert to their surroundings.

Members of the PVCC community should report any instances of suspicious activity that they observe on campus. Should you observe anything out of the ordinary, immediately contact Campus Security by dialing 5319 or the security officer cell phone number (434) 981-6362.

### **4.2 Threat Conditions**

The Commonwealth of Virginia Department of Emergency Management has adopted the following threat condition levels:

- Red (Severe Threat). A terrorist attack has occurred or credible and corroborated intelligence indicates that one is imminent. Normally, this threat condition is declared for a specific location or critical facility.
- Orange (High Threat). Credible intelligence indicates that there is a high risk of a local terrorist attack but a specific target has not been identified.
- Yellow (Elevated Threat). Elevated risk of terrorist attack but a specific region of the USA or target has not been identified.
- Blue (Guarded Threat). General risk with no credible threats to specific targets.
- Green (Normal Threat). Low risk of terrorism. Routine security is implemented to preclude routine criminal threats.

By state policy, security measures at state facilities outside of Richmond are the responsibility of agency heads and site managers. The President, in consultation with the executive staff of the college, will determine appropriate responses to specific threat levels and threats. Although the likelihood of a terrorist event directly affecting the PVCC campus is remote, all employees should remain alert.

### **4.3 Bomb Threat**

In the event of a bomb threat, the threatened building(s) will be immediately evacuated. All persons will remain at least 500 feet from the building. The President or designee will notify the Albemarle County Police Department (911), and the Virginia State Police (1-800-

552-0962). The building will not be re-entered until bomb disposal personnel have accomplished a search of the facility.

An individual receiving a bomb threat should attempt to keep the caller on the line as long as possible. The receiver should question the caller concerning the location of the bomb. The caller should be reminded that the building is occupied and an explosion could cause serious injury or death to several innocent persons. Additionally, the receiver of the call should listen carefully for background noises (e.g. machinery, music, motors, or any other distinctive sound) and the voice quality of the caller (e.g. accent, speech peculiarities). This type of information will be reported to the control center and investigating officers.

The President or designee will alert the Albemarle County Fire Department of a possible explosion resulting in fire.

#### **4.4 Active Shooter**

An active shooter is a person who is actively engaged in the killing or the attempted killing of people. In most cases, active shooters use firearms as their weapon of choice and display no predetermined selection of their victims. Incidents involving an active shooter are fluid-like, ever-changing and place tremendous demands upon law enforcement as they deploy enforcement personnel in an effort to quell the shooter's intentions to kill innocent individuals.

How you respond to an active shooter situation will depend upon several dynamic and personal factors. There may be more than one shooter involved as well as multiple buildings. Although it may be difficult, always try to remain calm and project that calmness to your peers and to others with you at the time. Pay attention to any and obey all instructions given to you by law enforcement officials.

**In the event that an active shooter enters your classroom or office,** immediately dial 911. If you are confronted and unable to speak, do not hang up the phone unless ordered to do so by the shooter. If you are unable to safely escape or hide, you may be able to negotiate with the shooter. Consider the following techniques: remain calm, sound confident, do not raise the tone of your voice, do not respond defensively, do not touch the person, do not challenge the shooter, do not accept the weapon if offered -- instead ask that it be laid down, and do not invade the shooter's personal space (3 to 6 feet). Engaging in a physical confrontation is always a last resort and should only be considered after all other options have failed.

**In the event that the shooter is in the same building as you,** determine if your room can be locked, and if so, lock the door. If you cannot lock the door, ascertain if you can safely move to a room which can be locked, keeping in mind that a lockdown procedure may already be in place. Once you have successfully locked yourself in, you should cover any windows which might allow for sight into the room. If possible, call the Albemarle County Police by dialing 911, relaying pertinent information. Close window blinds, turn off lights and

radios, be quiet, and **do not** activate any fire alarms. Should you be captured by the shooter, consider playing dead if there are other victims around you. Never look into the eyes of the shooter and obey all commands. As a last resort, you may have to engage in a physical altercation or flee on foot.

**If the shooter is on the campus but is not near your location**, run or drive away from the threat as quickly as possible, in a direction away from the shooter, warning others as you go. Otherwise, assist in getting others into classrooms and offices which can be locked. Get everyone down on the floor and cover all window openings and doors with a direct line of sight into your location. Call 911, offering your location, the number of persons in your room, and any relevant information. Turn off all lights and radios and remain quiet. Do not respond to unfamiliar voices as they may be the shooter attempting to lure you out of your position of safety. Respond only when you know you are speaking with a law enforcement officer.

**If it becomes necessary to flee during an active shooter incident**, make certain that you have an escape plan in mind and that you have considered your route of escape. Leave all personal belongings, such as book bags, behind. As you flee, above all, keep moving and do not run in a straight line. Attempt to weave around any obstacle which can provide you with cover and distract the shooters eyes from you, continuing to flee until you reach a point of safety. Do not stop to help those who may have been injured by the shooter, but mentally note their locations so you may report them later. Obey all directions from law enforcement which you encounter.

Law enforcement officers will be arriving and it is important to realize that they have been trained to immediately proceed to the area where shots were last heard. **It is the purpose of the law enforcement officers to stop the shooting as quickly as possible** and as such, they may be dressed, or armed, differently than you have seen them in the past. They will probably be in groups of four and may have bulletproof vests on the exterior of their uniform. They may be from departments other than the Albemarle County Police Department. They may have shotguns and/or assault rifles in addition to helmets and pepper spray. You need not fear them, although they may seem very authoritative and demanding of you. Keep your hands in plain view and drop any items which you may be carrying. **Do not question the officer's authority**. Do, however, provide them with information which you may have and do it very quickly. Do not be alarmed when the officers pass injured people, it is their primary objective to stop the shootings. You may be asked to remain in a secure location so that you may be interviewed following the conclusion of the incident.

The contents of this section have been reviewed by the Albemarle County Police Department.

## **5.0 CONTINUITY OF OPERATIONS (COOP)**

### **5.1 General**

PVCC has operations that must be performed, or rapidly and efficiently resumed, in an emergency. While the impact of an emergency cannot be predicted, planning for operations under such conditions can mitigate the impact of the emergency on our people, our facilities, and our mission. This section and the Confidential COOP Annex published separately constitute the college's Continuity of Operations (COOP) Plan. The plan establishes policy and guidance to ensure the execution of the essential functions in the event that an emergency at the agency or in its service area threatens or incapacitates operations or requires the relocation of selected personnel and functions.

The COOP Plan will be initiated when an emergency situation or disaster necessitates a response beyond that provided for in Section 3.0 above. Typically, this would be in response to circumstances that threaten the continuity of normal college operations. Temporary closing of the college due to inclement weather does not constitute a circumstance that would by itself trigger activation of the COOP Plan. However, a weather event that results in significant physical damage to the college, or which interrupts critical services to the college (such as water or electricity) for an extended period of time, could require activation of the plan.

### **5.2 Plan Activation**

The President has the authority to activate the COOP Plan. The Vice President for Finance and Administrative Services (VPFAS) has the authority to activate the plan in the absence of the President. The Vice President for Instruction and Student Services (VPISS) has the authority to activate the plan in the absence of the President and the VPFAS. Typically, the President or VPFAS will confer with the members of the Crisis Management Team before making the decision to activate the plan. The decision to activate the plan should be based on an assessment of the business interruption incident, including any physical impairment to the college's physical facilities. The Chancellor of the VCCS will be notified immediately upon activation of the COOP Plan.

### **5.3 Crisis Management Team**

The Crisis Management Team (CMT) consists of the President, Vice President for Finance and Administrative Services, Vice President for Instruction and Student Services, Chief Information Officer, Director of Institutional Advancement & Development, Director of Institutional Research & Planning, Manager of Marketing and Media Relations, Administrative Assistant to the President, and Facilities Manager. Other individuals may be added to the CMT as necessary and appropriate to the circumstances. The CMT has the following roles and responsibilities:

- Coordinates activation of the COOP Plan.

- Activates supporting restoration and recovery teams as needed, and monitors the activities of the teams.
- Communicates and coordinates with external agencies, as appropriate.
- Provides overall management for business resumption activities.
- Approves expenditures associated with business recovery.
- Assures that all necessary reporting and documentation is completed.

#### **5.4 Information Technology**

The Chief Information Officer (CIO) serves as the Contingency Management Coordinator for information technology. The CIO is responsible for maintaining and updating the PVCC Computer Security Plan and Contingency Management Plan. The CIO will establish disaster recovery procedures consistent with Commonwealth of Virginia Information Resource Management Policies and Standards. The specifics of IT disaster recovery are detailed in the IT Contingency Management Plan, and are not repeated here.

The college has installed an emergency generator that is designed to keep critical information technology resources, including servers, the campus network, and the college voice-over-IP telephone system operational for an extended period in the event of a power failure. This capability has been tested and validated.

#### **5.5 National and Regional Emergencies**

During a period of legally declared national or regional emergency, the college will comply with all directives issued by the appropriate federal and state authorities. If ordered to close by a legal authority, the college will be “locked-down” during the period it is closed, and access to campus facilities will be limited to members of the Crisis Management Team, members of other authorized restoration and recovery teams, and PVCC security personnel. If requested or required to provide facilities in support of disaster relief or other purposes, the college will cooperate to the fullest extent possible. Closing of the college and the provision of college facilities to outside agencies will be coordinated with the Chancellor of the VCCS.

#### **5.6 Restoration and Recovery Teams**

In addition to the Crisis Management Team, the following functional area restoration and recovery teams may be activated, as appropriate, to deal with specific aspects of damage assessment and business recovery:

(1) Physical Facilities

Vice President for Finance and Administrative Services (Chair)

Facilities Manager (Vice Chair)  
Storeroom Supervisor  
Lead Trades Technician  
College Electrician  
Security Supervisor

(2) Business Operations

Business Manager (Chair)  
Human Resources Officer (Vice Chair)  
Administrative Computing Manager  
College Accountant  
College Payroll Officer  
Purchasing Officer

(3) Student Services

Vice President for Instruction and Student Services (Chair)  
Dean of Student Services (Vice Chair)  
Administrative Computing Manager  
Coordinator, Office of Financial Aid  
Business Manager  
Instructional Division Deans

(4) Information Technology

See IT Contingency Management Plan

## **5.7 Team Responsibilities**

The functional area restoration and recovery teams will assess the damage or circumstances as these affect their functional areas, and determine what actions will be necessary to restore business operations to a level that allows the college to function at an acceptable level. Depending upon the circumstances, these actions might include:

- Emergency repair or replacement of damaged facilities or equipment.
- Use of outside resources (contracting, rental equipment, temporary workers, temporary buildings or structures, etc.).
- Relocation of critical activities to undamaged on-site locations.
- Use of back-up or alternate sites or locations.
- Temporary discontinuation of non-critical or low priority activities.

- Use of alternate methodologies (such as manual in place of automated systems).
- Alternate work schedules and modified business hours.

## **5.8 Testing and Exercises**

The Crisis Management Team will conduct a disaster exercise at least once each calendar year. As a minimum, the exercise will involve activation of the command center, testing of communications capabilities, and formulation of a response to a disaster scenario. The Vice President for Finance and Administrative Services will be responsible for coordinating the exercise.

## **5.9 Risk Assessment**

A risk assessment of college business functions will be conducted once each calendar year. The assessment will be used to determine which business functions have the greatest impact on continuing operations. In particular, the assessment will include information regarding the impact of service delays and the adequacy of contingency plans in the event of emergency conditions. When appropriate, corrective measures will be taken. If additional resources are necessary, requests should be made through the college budget process. The Vice President for Finance and Administrative Services is responsible for coordinating the annual business risk assessment.

## 6.0 PANDEMIC FLU

### 6.1 General

Pandemic influenza is a global outbreak of disease that occurs when a new influenza virus appears in humans, causes serious illness, and spreads easily from person to person. Three major influenza pandemics occurred during in the 20th century causing millions of deaths, and it is not known when the next pandemic may strike. Efforts are underway at the national, state, and local levels to plan for the complex issues and serious impact that a new influenza pandemic could cause. PVCC will utilize the procedures contained in Sections 3.0 and 5.0 above, supplemented by the information in this section, as a basis for responding to this threat.

### 6.2 Types of Influenza

The United States Center for Disease Control and Prevention (CDC) differentiates between types of flu:

- **Seasonal (or common) flu** is a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available.
- **Avian (or bird) flu** is caused by influenza viruses that occur naturally among wild birds. The H5N1 variant is deadly to domestic fowl and can be transmitted from birds to humans. There is no human immunity and no vaccine is available.
- **Pandemic flu** is virulent human flu that causes a global outbreak, or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person to person. Currently, there is no pandemic flu.

Avian influenza ("bird flu") is an infection caused by influenza viruses that occur naturally in birds. Wild birds can carry the viruses, but usually do not get sick from them. However, some domesticated birds, including chickens, ducks, and turkeys, can become infected, often fatally.

One strain of avian influenza, the H5N1 virus, is endemic in much of Asia and has recently spread into Europe and Africa. Avian H5N1 infections have killed poultry and other birds in a number of countries.

According to the CDC, the Avian H5N1 Flu in humans is currently very limited and not a pandemic.

### 6.3 Occurrences of Flu

Every year, usually between December and May, between 5% and 20% of the population in the U.S. become ill with seasonal flu. The flu can cause serious illness and even

death in the very young, the elderly and other individuals with altered immune systems and chronic illnesses.

In 1918, 1957, and 1968 the United States faced especially severe flu seasons that lasted throughout the year and resulted in a much higher number of illnesses and deaths. This more severe form is called pandemic flu. Public health experts believe that a flu pandemic is likely to occur again in the future. Therefore, it is prudent to learn about and practice flu prevention as a general precautionary measure.

#### **6.4 How Flu Spreads and Flu Symptoms**

Flu viruses spread in respiratory droplets caused by coughing and sneezing. They usually spread from person to person, though sometimes people become infected by touching something with flu viruses on it and then touching their mouth or nose. Most healthy adults may be able to infect others beginning one (1) day before symptoms develop and up to five (5) days after becoming sick. This means that a person can pass on the flu to someone else before he or she knows they are sick, as well as while they are sick.

General symptoms of flu include sudden onset of:

- Fever (usually high)
- Headache
- Extreme tiredness
- Dry cough
- Sore throat
- Runny or stuffy nose
- Muscle aches
- Stomach symptoms, such as nausea, vomiting, and diarrhea

#### **6.5 Preventive Measures**

According to the CDC, the single best way to prevent the seasonal flu is to be vaccinated each fall. The "flu shot" is an inactivated vaccine containing killed virus that is given with a needle. Flu shots are approved for use in people older than six (6) months, including healthy people and people with chronic medical conditions. About two weeks after vaccination, antibodies develop that protect against influenza virus infection. Flu vaccines will not protect against influenza-like illnesses caused by other viruses. The college makes flu shots available at an on-campus location each fall for employees at a reduced cost and encourages students to be vaccinated.

There are a number of actions which employees and students can take during a pandemic or to keep from getting the seasonal (common) flu:

- **Wash hands regularly.** Hand washing is effective in preventing the flu and other infectious diseases. According to the CDC, thoroughly washing with soap and water is one of the most important ways to prevent infection. Disease causing germs can enter the body when unwashed hands touch a person's nose, eyes, mouth, or open wounds. All employees should make regular hand washing a habit and encourage others in the workplace to do the same. When soap and water are not available, an antibacterial hand cleaner or sanitizing wipes should be used. When used properly, antibacterial cleaners and hand sanitizers can significantly reduce the transmission of disease causing germs.
- **Avoid close contact.** Employees and students should avoid close contact with people who are sick. When sick, keep a reasonable distance from others to protect them from getting sick too.
- **Stay home when sick.** If possible, employees and students should stay home from work, school, and errands when sick. This will help prevent others from catching the illness.
- **Cover mouth and nose.** Cover mouth and nose with a tissue when coughing or sneezing. This will help prevent others from getting sick.
- **Avoid touching eyes, nose, or mouth.** Germs are often spread when a person touches something that is contaminated with germs and then touches the eyes, nose, or mouth.

## 6.6 Special Considerations

It is recognized that an outbreak of pandemic flu will have far-reaching consequences that go beyond the scope of the college's normal emergency procedures. With that in mind, the college conducted a pandemic influenza tabletop exercise in June 2006 to explore the unique challenges posed by such an event. As a result of the exercise, a number of issues were identified, particularly in the area of personnel management. These will be addressed through college policy, as appropriate.

## **7.0 FIRE SAFETY**

### **7.1 General**

Fire kills more Americans than all natural disasters combined. Every year more than 5,000 people die in fires, over 25,000 are injured, and direct property loss is estimated at over \$9 billion. While the majority of fire deaths are residential, workplace fire deaths average several hundred per year, and workplace fire damage runs into the billions of dollars each year. Following basic fire safety practices can prevent fires at work and reduce injuries and losses should a fire occur.

### **7.2 Fire Safety Coordinator**

The Vice President for Finance and Administrative Services (VPFAS) will appoint a Fire Safety Coordinator. Normally, this will be the college Safety Officer. The Fire Safety Coordinator will have the responsibility of implementing and monitoring the fire safety requirements of this plan.

### **7.3 Testing of Fire Alarms**

The fire alarms will be tested at least once each academic term and once during the summer session. The tests will be announced in the *Piedmont Weekly* and posted on Blackboard. During the practice drill, instructors are encouraged to announce to their classes the purpose of the test and what would happen in a real emergency (e.g. evacuate the building by the nearest exit). The Fire Safety Coordinator will keep a record of all tests. (Appendix C).

### **7.4 Responsibilities**

The Fire Safety Coordinator is responsible for conducting a comprehensive fire inspection of all college facilities on a semi-annual basis (January and July) to detect and eliminate fire hazards using the self-inspection form (Appendix D). It will be the responsibility of the Fire Safety Coordinator to correct all simple fire hazards on the spot. A report of the findings will be made to the Facilities Manager and the Vice President for Finance and Administrative Services. The Facilities Manager will be responsible for undertaking any corrective measures necessary. A copy of the inspection report and a report of corrective measures taken will be provided to the Vice President for Finance and Administrative Services.

The Fire Safety Coordinator is responsible for making a monthly inspection of all fire extinguishers to insure that they are in their designated places, to insure they have not been activated or tampered with and to detect any obvious physical damage, corrosion or other impairments. Any extinguisher showing defects will be given a complete maintenance check. The Fire Safety Coordinator will date and initial the tags on all fire extinguishers indicating that the check has been made and that the extinguisher is in proper operating condition. A history of each test will be maintained by the Fire Safety Coordinator (Appendix E).

The Fire Safety Coordinator is responsible for assuring that a fire exit sign is posted in each classroom.

#### **7.5 Door Closure**

All exit doors will be kept closed normally or protected by an approved self-closing assembly.

#### **7.6 Panic Hardware**

Bars or other panic hardware devices will operate all exterior doors.

#### **7.7 Lighting and Signs**

College buildings should have adequate exit illumination. Buildings will also have signs designating the location of exits or paths of travel to reach them.

#### **7.8 Smoking Policy**

Smoking is not permitted inside college buildings. In addition, smoking is not permitted at or near the covered area at the South Entrance/Technology Wing Entrance or at the West Entrance, except in the designated smoking area to the right of the West Entrance facing the building.

Smoking is permitted in the covered outdoor patio adjacent to the Main Building student lounge and on the third floor outdoor balcony adjacent to the Dickinson Building Commons. Smoking is also permitted in the covered alcoves located at the outside entrances to college buildings unless the entrance is posted as a “NO SMOKING” area.

Employees and students who violate the college smoking policy will be subject to appropriate disciplinary action, including suspension and fines.

## **8.0 AUTOMOTIVE SAFETY**

### **8.1 General**

College employees must adhere to all traffic laws when using a college or state vehicle or when traveling on college business.

All operators of college or state vehicles must possess a valid Virginia operator's license.

All college employees and passengers are required to use seat belts when driving or occupying the front seat of college vehicles. In addition, Virginia law requires that seat belts be used in private vehicles being driven on public roads. It has been found that seat belts, if used properly, can reduce the chance of serious or fatal crash injury by 50% to 60%. State employees who fail to comply with this order will be committing a Group I offense according to the Virginia Employee Standards of Conduct and Performance and will be subject to a written notice. Group I written notices are cumulative in nature. Upon the accumulation of three active Group I offenses, an employee may be suspended without pay up to five days. Written notices for Group I offenses remain active for two years from the date of issuance.

Any college employee having three moving violations or at-fault accidents, alone or combined, regardless of the ownership of the vehicle involved, within any 36 months will be encouraged to complete a Virginia Department of Motor Vehicles (DMV) approved driver improvement clinic. The college will pay for the cost of this training. The program is voluntary and will depend solely upon the employee's request for the training.

### **8.2 Automobile Accidents (State Vehicles)**

If an employee of PVCC is involved in an accident while on college business, the employee should do the following:

- (1) Call the Virginia State Police.
- (2) Obtain names, addresses, phone numbers, and license numbers of all persons involved in the accident.
- (3) Obtain the name, address, and phone number of any person who claims to be injured.
- (4) Take note of all property damage.
- (5) Note the number of people who were in the other vehicles.
- (6) Obtain the names, addresses, and phone numbers of witnesses who saw the accident occur.

- (7) Advise your supervisor as soon as possible.
- (8) Do not comment on whether or not the accident was your fault.
- (9) Report to the Business Office as soon as possible and complete an "Automobile Loss Notice" as required by state regulation.

### **8.3 Vehicle Maintenance Equipment**

The vehicle maintenance equipment located at the college Maintenance Building is for official college use only. This equipment is not to be used for personal projects.

Primary causes of accidents in automotive and equipment maintenance areas are failure to follow safety procedures and unsatisfactory housekeeping. In order to reduce the risk of accidents, the following safety rules will apply:

- Satisfactory housekeeping conditions must prevail at all times.
- Grease lifts and racks must be kept clean and free of grease and debris at all times.
- Oil and grease soiled rags should be kept in a closed metal container and removed from the area daily or when capacity is reached.
- Vehicle engines or machinery will not be operated in enclosed areas without an exhaust venting system being used.
- Gasoline or other flammable liquids will not be used to clean vehicle parts, floors, or other materials. Only approved cleaning solutions or water will be used.
- Flammable substances must be stored in approved storage receptacles. Containers will be kept closed at all times when not in use.
- Smoking is not permitted in and around maintenance areas.
- Serviceable fire fighting equipment of a proper type and capacity will be located within the maintenance area.

## **9.0 PARKING LOTS**

### **9.1 General**

The speed limit in all parking lots at PVCC is 10 miles per hour. Signs denoting the speed limit are posted at appropriate locations.

Stop and/or yield signs are posted in the parking lots. These may be conventional signs, or painted on the surface of the road. If an intersection is not posted, the vehicle on the right will have the right-of-way.

Directional arrows and signs indicate the proper direction of travel within the parking lots. It is important that these signs and arrows be obeyed.

Pedestrians have the right-of-way at all times in PVCC parking areas.

### **9.2 Parking Permits**

Faculty members, classified employees, and administrators are eligible for faculty-staff parking permits (hang tags) which authorize parking in reserved parking areas in Lots 1, 2, and 4. Employee parking permits are available from the Security Office.

Student parking permits (decals) are available during registration at the Welcome Center (Room 144), the Receptionist's Desk, the Cashier's Office (245) and the Security Office (Room 218). There is no charge for the parking decals. Students are required to register their vehicles and must park in designated student parking areas. Visitor spaces are for visitors only. Students who fail to register their vehicles, or who park in faculty-staff or visitor spaces, will be ticketed.

Temporary parking permits are available at the reception desk in the Main Building. Temporary permits may be obtained in advance, or may be secured the day of the visit.

Handicapped parking permits are available from the Virginia Department of Motor Vehicles (DMV). The college is not authorized to issue handicapped parking permits or to authorize parking in handicapped spaces. Proper use of handicapped parking spaces will be strictly enforced.

Drivers are required to park their vehicles within the white parking lines, which denote a parking space. Parking against a yellow curb, in a fire lane, or in a loading zone is prohibited. Violators will be ticketed.

## **10.0 ELECTRICAL SAFETY**

### **10.1 General**

Electricity by its nature is inherently dangerous. Moreover, the overwhelming majority of workplace injuries caused by electricity involve ordinary workers, not electricians or electrical workers.

No unauthorized person should tamper with electrical fuse boxes, alter existing wiring, install additional wiring, or otherwise attempt to modify or repair any electrical equipment or device.

Electrical hazards such as frayed wiring, unusual motor noise, excessive heat, sparking, inoperable switches, broken connectors, missing guards or grills, etc. should be immediately reported to Buildings and Grounds.

Electrical problems or failures will be reported to the power company, Virginia Dominion Power (1-888-667-3000), by the Vice President for Finance and Administrative Services or the Facilities Director.

### **10.2 Extension Cords**

Extension cords and electrical appliance wiring will be maintained in good repair and must bear the Underwriters Laboratories (UL) label or meet the standards of the National Fire Protection Association.

Extension cords should not be run across doorways, under carpets, or where they can be stepped on or pinched.

All electrical cords must be properly grounded when in use. Under no circumstances will any extension cord or electrical cord be spliced. Electrical cords that have cracked insulation or broken connectors will be replaced.

The overloading of electrical outlets and the use of temporary multiple outlets is prohibited.

### **10.3 Appliances**

Only appliances bearing the UL label should be connected to the college electrical system. Appliances that are deemed unsafe will be removed. The use of electric space heaters is strongly discouraged.

Coffee makers, hot plates, electric irons, and similar equipment should be placed on noncombustible surfaces. Such appliances should not be placed closer than 18 inches from any combustible wall unless a metal or noncombustible material is used to shield the surface of the

wall. These type appliances must be switched-off or unplugged at the end of each day.

Provision should be made to allow for air to circulate around heat producing equipment such as photocopiers, computer terminals, etc.

#### **10.4 Microwave Ovens**

The following safety procedures should be followed when operating microwave ovens:

- The operator should be familiar with the manufacturer's recommendations for safe operation of the oven.
- The operator should remain at least a full arm's length away from the front of an operating oven.
- Confirm that the oven has stopped operating and if necessary switch the cooking time off before opening the door.
- Never insert objects through the door grill or around the seal.
- Never tamper with or inactivate the oven safety interlocks that automatically turn off the oven when the door is opened.
- Never operate an empty oven.
- Do not use metal cookware or place metal objects in a microwave oven.
- The oven cavity, door, and seals should be cleaned frequently with water and mild detergent.

## **11.0 MECHANICAL ROOMS AND ROOFS**

### **11.1 General**

Only authorized personnel are allowed access to mechanical equipment rooms and roofs of college buildings. Authorized personnel include B&G staff, equipment service personnel, and the Vice President for Finance and Administrative Services.

Fires and accidents in mechanical areas are most often caused by spontaneous combustion of materials stored in the vicinity of heating plants, or the development of excessive heat due to improper ventilation. For this reason, mechanical rooms should be kept clean at all times and will not be used as storage areas.

Doors leading to mechanical rooms and roofs will be kept locked and roof access panels will be kept secured at all times.

## **12.0 POWER MOWERS AND RELATED EQUIPMENT**

### **12.1 General**

The following rules will apply when power mowers or other related equipment is being used on college grounds:

- The area to be cut should be examined for loose objects such as tins, pieces of wire, or other objects.
- Engines will be cut off when filling equipment with gasoline.
- No smoking will be permitted when refueling or operating equipment.
- Suitable foot, eye, and head protection will be worn when operating power mowers.
- Slopes that are too steep for the equipment being used will be avoided.
- Feet and hands will not be placed under equipment while in operation.
- Fuel will be carried in approved safety cans.

## **13.0 LADDERS AND LIFTING DEVICES**

### **13.1 General**

The following rules will apply when using ladders:

- Inspection of uprights and ladder shoes should always be made prior to using a ladder.
- Stepladders should be checked for unsafe hinges as well as steps and uprights before use.
- Straight or extension ladders should be held or firmly lashed when used on hard surfaces.
- The person using the ladder should avoid overreaching.
- Ladders should be placed so that they offer the least possible impediment to the public or to traffic.

### **13.2 Mechanical High Lifts**

Mechanical high lifts will only be operated by authorized B&G staff, authorized theater technical staff, or contractor service personnel. Other PVCC employees and students are not authorized to use mechanical high lifts.

### **13.3 Dickinson Pit Lift**

The pit lift in the Dickinson Building will only be operated by theater technical personnel who have been trained in its proper operation, or by authorized B&G staff.

## **14.0 HAZARDOUS MATERIALS**

### **14.1 General**

Hazardous materials are substances that, because of their chemical, biological, or physical nature pose a potential risk to life, health, or property if they are released. The management of hazardous materials used in instruction is the responsibility of the supervising faculty member and the science laboratory technicians. The management of hazardous materials utilized in facilities maintenance is the responsibility of the Facilities Manager.

Material Safety Data Sheets (MSDS) will be maintained in each laboratory or shop for all hazardous materials used or stocked in the immediate area. The MSDS will be easily accessible by supervising faculty, laboratory technicians, B&G staff, and other persons who might be potentially exposed to hazardous materials. In addition, a master MSDS set will be maintained by the college Safety Officer.

PVCC will comply with Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), and Virginia Department of Environmental Quality (DEQ) regulations, as appropriate.

### **14.2 Hazardous Materials Storage**

The number of storage locations for hazardous materials (HAZMAT) and the amounts stocked should be kept to a minimum. Similar agents should be stored together in a secure area. Only approved containers should be used for storage. Hazardous materials should never be stored near an open flame or in direct sunlight.

HAZMAT storage areas must be designated with due consideration to the hazards of the materials to be stored. Containers in hazardous material storage areas must be protected from damage due to physical stress (such as punctures) as well as environmental stress (such as temperature extremes). Open storage units must be equipped with lipped shelves to prevent containers from slipping off the shelves. Closed storage units are recommended when possible. Hazardous materials should not be placed in storage units above eye level. Hazardous materials in containers of one gallon capacity or greater must be placed in storage units that minimize the height above the floor and that are designed to bear the weight of the hazardous materials. Ignitable or corrosive hazardous materials should be stored in approved storage cabinets.

Hazardous materials should be kept in the original containers with the original label affixed. If the container must be changed, the original label should be kept with the new container if at all possible. Otherwise, clearly label the new container.

Cabinet fume hoods, refrigerators, and freezers used for storage of toxic chemicals or biological products must be marked with appropriate warning labels.

Acids and alkalies (bases) should not be stored side by side. These can combine

and cause an explosion.

### **14.3 Disposal**

Hazardous materials requiring disposal will be segregated and stored until disposal instructions are received from the Safety Officer/Fire Safety Coordinator. At no time will hazardous materials be discarded as common garbage. A properly licensed waste hauling company will accomplish the removal of hazardous waste from the PVCC campus.

### **14.4 Emergency Showers**

An emergency shower and eyewash fountain are located in the chemistry laboratory (Room 247) of the Main Building. Conventional showers are located in the 100 Wing restrooms in the Main Building, the dressing room on the second floor of the Dickinson Building, and the Maintenance Building.

### **14.5 Flammable Liquids**

Flammable liquids are defined as those liquids with a flash point of 140 degrees Fahrenheit or less and having a vapor pressure not exceeding forty pounds per square inch (absolute) at 100 degrees Fahrenheit.

Containers holding in excess of one (1) gallon of a flammable liquid will not be stored in academic buildings, laboratories, storerooms, or garages.

All flammable liquids will be dispensed from and stored in approved safety cans that are conspicuously labeled as to their contents.

Small quantities of flammable liquids required for frequent use will be stored in approved safety cans in an area ventilated to the outside, where practical.

Flammable liquids will not be used for cleaning floors, clothing, or equipment.

Flammable liquids requiring disposal will be segregated and stored until disposal instructions are received from the Safety Officer/Fire Safety Coordinator. At no time will flammable liquids be poured down drains or into sewers.

## **15.0 BUILDING CIRCULATION AREAS**

### **15.1 General**

Running inside of college buildings is not permitted. The wearing of suitable footwear (shoes, sneakers, sandals, etc.) inside of college buildings is required. The riding of bicycles, skateboards, roller skates, scooters, and similar devices inside college buildings is not permitted.

Floor surfaces should be kept in good repair and circulation areas will be kept clear of obstructions that could impede the flow of pedestrian traffic or otherwise create a hazard.

Mats, grates, or other suitable nonskid materials should be used in locations where the walking areas can become wet.

Either a standard railing on all exposed sides or a floor hole cover of standard strength should guard floor openings.

## **16.0 CONSTRUCTION**

### **16.1 General**

Construction areas will be designated by barricades or otherwise isolated from general access and pedestrian circulation or vehicular traffic. Warning signs will be erected as appropriate. To the extent possible, all construction will be accomplished at off-hours or during semester breaks.

Scrap lumber with protruding nails and other debris should be kept clear of work areas, passageways, and stairs during construction, alteration or repairs.

Electrical alterations must be accomplished by or under the supervision of a licensed electrician.

Containers will be provided for the collection and separation of construction refuse. Combustible scrap and debris will be removed at regular intervals during the course of construction.

## **17.0 PROTECTIVE EQUIPMENT**

### **17.1 General**

Employees will be furnished with and will be required to use personal protective equipment (PPE) when engaged in activities that present the possibility of injury. Employees who fail to use PPE when instructed to do so may be subject to disciplinary action.

### **17.2 Eye and Face Protection**

The prevention of eye injuries requires that all persons in eye hazard areas wear protective eyewear. This includes employees, visitors, contractors, or others passing through an identified eye hazard area.

Face and eye protection equipment should be kept clean and in good repair.

### **17.3 Hand and Foot Protection**

Suitable gloves will be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, and harmful temperatures are present. Suitable foot protection (safety shoes) will be worn when an employee is working in an area where there is a danger of foot injuries.

### **17.4 Head Protection**

Head protection will be used by employees and contractors engaged in construction and other hazardous work. All visitors to construction sites will be required to wear head protection.

### **17.5 Hearing Protection**

Every effort should be made to reduce noise where it occurs. However, under certain workplace conditions, there is little or nothing that can be done to reduce noise at the source. When this is the case, employees should wear approved hearing protectors to reduce the amount of noise reaching the ears. Generally, hearing protection must be used to reduce noise exposure for persons who are exposed to 90 decibels or more over the course of their workday.

## **18.0 MAIL HANDLING**

### **18.1 General**

Employees who handle large volumes of incoming mail should be alert for suspicious letters and packages. Such employees should routinely wear latex gloves when sorting or handling mail. Latex gloves are available from buildings and grounds.

### **18.2 Contaminated Mail**

The following steps should be followed if it is suspected that mail is contaminated with anthrax or other substances:

- Do not handle the letter or package suspected of contamination.
- Notify your supervisor, who will immediately contact campus security. Campus security will immediately investigate and should contact the local police if needed. If campus security is not available, the local police should be contacted directly.
- Make sure that damaged or suspicious mail is isolated and the immediate area is cordoned off.
- Ensure that all persons who have touched the mail piece wash their hands with soap and water.
- List all persons who have touched the mail piece. Include contact information.
- Place all items worn when in contact with the suspected mail piece in plastic bags and have them available for law enforcement agents.
- Call the Center for Disease Control Emergency Response at (770) 488-7100 for answers to any questions.

## **19.0 LABORATORY KILNS**

### **19.1 General**

The college will provide safety apparel for individuals operating laboratory kilns. Appropriate safety clothing will include gloves, goggles, and a protective apron.

The appropriate class fire extinguisher will be kept available in the immediate area of a kiln in the event of fire.

APPENDIX A

PIEDMONT VIRGINIA COMMUNITY COLLEGE

ACCIDENT REPORT

- 1. Person(s) Involved \_\_\_\_\_
- 2. Division or Department \_\_\_\_\_
- 3. Date and Time of Accident \_\_\_\_\_
- 4. Location of Accident \_\_\_\_\_
- 5. Description of Accident \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 6. In your opinion did the accident occur because the injured person(s) or some other person did something that was unsafe?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what was the unsafe act? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 7. In your opinion did the accident occur because of some physical hazard or the location or equipment?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what was the unsafe hazard? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** This form does not take the place of the Employer's First Report of Accident which must be used to report accidents involving PVCC employees, including student employees.

- 8. Person completing this report \_\_\_\_\_ Date \_\_\_\_\_





APPENDIX D

**SELF-INSPECTION FORM**

1. Division and Department: \_\_\_\_\_

2. Location Inspected: \_\_\_\_\_

3. Date and Time: \_\_\_\_\_

4. Name of Inspector and Title: \_\_\_\_\_

**PHYSICAL HAZARDS:** Inspector will include, as applicable, evaluations of housekeeping, physical layout, proper lighting, safe set-up and guarding of machinery and equipment, proper storage, condition of floors in relation to slip and fall hazard, condition and placement of furniture and any other special physical hazards that may be noted.

**ACTIVITY HAZARDS:** Inspector should make note of all unsafe acts observed such as smoking in non-smoking areas, failure to wear proper protective equipment or apparel, improper operation of machinery or equipment, all violations of safety rules, improper maintenance, horseplay and all other apparent unsafe acts of omission or commission.

Safety Coordinator

\_\_\_\_\_  
Signature



## APPENDIX F

### EMERGENCY TELEPHONE NUMBERS

**NOTE: PVCC “911” ADDRESSES ARE MAIN BUILDING: 501 COLLEGE DRIVE,  
DICKINSON BUILDING: 400 COLLEGE DRIVE.**

Albemarle County Emergency Services Coordinator	434-971-1263
Albemarle County Police	911
Blue Ridge Poison Control Center	1-800-222-1222
Center for Disease Control Emergency Hotline	1-800-232-4636
Charlottesville/Albemarle Rescue Squad	911
Charlottesville Gas Department	434-293-9164
Dominion Virginia Power	1-888-667-3000
Fire Department (Albemarle County)	911
FBI Charlottesville Office	434-293-9663
Martha Jefferson Hospital Emergency Department	434-982-7150
National Response Center Oil and Toxic Spills	1-800-424-8802
PVCC Security Cell Phone	434-981-6362
PVCC Emergency Message Line	434-971-6673
University of Virginia Hospital	434-924-0211
Virginia State Police (Division 3)	1-800-552-0962
Virginia Community College System	1-804-819-4901
Virginia Department of Transportation (VDOT)	434-293-0011