



Emergency Operations Plan

March 2018

Approved by the College Board March 14, 2018

Updated September 26, 2018

TABLE OF CONTENTS

INTRODUCTORY ITEMS	4
Approval and Implementation	4
Resolution of Adoption	4
Certification Letter to VDEM	5
RECORD OF CHANGES	6
RECORD OF DISTRIBUTION	7
PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS	8
Purpose and Scope	8
Situation	8
Capability Assessment and Assumptions	9
CONCEPT OF OPERATIONS (CONOPS)	9
EOC Team Extrication and Reunification	10
EOC Locations	10
Incident Command Posts	11
Incident Command Staging Facilities	11
Joint Information Center	11
Incident Management	12
Incident Command Structure	12
Major Emergency Flowchart	13
Phases	14
ASSIGNMENT OF RESPONSIBILITIES	15
SAMPLE EMERGENCY MESSAGES	17
ADMINISTRATION, FINANCE AND LOGISTICS	17
OFF CAMPUS LOCATIONS	18
Giuseppe Center	18
Jefferson School	20
OFF CAMPUS LOCATIONS - STAFF	21
IX Office Park	21
Virginia Career Works Charlottesville Center	21
PLAN MAINTENANCE	21
TRAINING AND EXERCISES	21
AUTHORITIES AND REFERENCES	22

LIST OF APPENDICES

APPENDIX A: ORDERS OF SUCCESSION.....	23
APPENDIX B: ACRONYM LIST.....	24
APPENDIX C: DEFINITION LIST.....	25
APPENDIX D: MAIN CAMPUS EMERGENCY PROCEDURES	29
APPENDIX E: JEFFERSON SCHOOL EMERGENCY PROCEDURES	31
APPENDIX F: GIUSEPPE CENTER EMERGENCY PROCEDURES.....	33
APPENDIX G: MUTUAL AID AGREEMENTS.....	34
APPENDIX H: EMERGENCY TELEPHONE NUMBERS	35
APPENDIX I: EXTERNAL RESOURCES FOR RECOVERY	36
APPENDIX J: VICTIMS OF CRIMES IN AN EMERGENCY	37
APPENDIX K: FAMILY REUNIFICATION	38
APPENDIX L: CHARLOTTESVILLE-UVA-ALBEMARLE ESF#15 (JIC).....	39

INTRODUCTORY ITEMS

Approval and Implementation

Pursuant to [§23.1-804](#) of the Code of Virginia, each state institution shall prepare and maintain a current emergency operations plan. Every four years, each state institution of higher education is required to conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current, and the revised plan shall be formally adopted by the board of visitors or other governing body of the institution. Documentation of this adoption must be certified in writing to the Virginia Department of Emergency Management (VDEM).

Resolution of Adoption

WHEREAS, the College Board of Piedmont Virginia Community College (PVCC) is concerned with the health and well-being of its students, faculty and staff and desires that the best possible emergency service be available to them as well as protecting its property, assets and natural resources; and, the **President** is concerned with the health and well-being of its students, faculty and staff and desires that the best possible emergency service be available to them as well as protecting its property, assets and natural resources; and

WHEREAS, the [§23.1-804](#) of the Code of Virginia requires that any public institution of higher education shall develop, adopt, and keep current a written crisis and emergency management plan; and every four years, each institution shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure the plan remains current, and the revised plan shall be adopted formally by the board of visitors or other governing body. Such review shall also be certified in writing to the Virginia Department of Emergency Management; and

WHEREAS, such a plan has been developed by **the Vice President for Finance and Administrative Services** in coordination with the Virginia Department of Emergency Management with input from the **Virginia Community College System (VCCS)**, the **Albemarle County Police Department** and the **Charlottesville-UVA-Albemarle County Office of Emergency Management**.

NOW THEREFORE BE IT RESOLVED that the **PVCC College Board**, on this **14th** day of **March, 2018**, does hereby officially adopt the PVCC Emergency Operations Plan, to include plans and procedures for both natural and human caused disasters.

I, **Sean J. Moynihan**, do hereby certify that the foregoing writing is a true, correct copy of a resolution unanimously adopted by the **PVCC College Board** at a meeting held on **March 14, 2018**.

SIGNED

Signature on file

Sean J. Moynihan, Chair
PVCC College Board

CERTIFICATION LETTER TO VDEM



501 College Drive
Charlottesville, Virginia 22902-7589

Phone 434-977-3900
Fax 434-971-8232
V/TTY 434-977-4265
www.pvcc.edu

March 2, 2018

Local Planning Assistance Branch
Preparedness Division
Virginia Department of Emergency Management
10501 Trade Court
North Chesterfield, Virginia 23236

To Whom It May Concern:

In accordance with the *Code of Virginia* §23.1-804, we certify that we have conducted the annual review of the Piedmont Virginia Community College Emergency Operations Plan. Necessary updates to the plan have been made.

Sincerely,

Frank Friedman, PVCC President

and

D. Kim McManus, Vice President for Finance & Administrative Services

Opportunity. Access. Excellence.

RECORD OF CHANGES

VDEM recommends that the institution review and possibly revise the EOP if the following situations occur:

- A formal update of planning guidance or standards
- A change in institution officials (President, Vice President, etc.)
- A plan activation or major exercise after which lessons learned were incorporated
- A change in the institution's demographics or hazard or threat profile, or
- The enactment of new or amended laws, ordinances or policy changes

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
1	3/25/2014	Various	Updated to include changes suggested by the PVCC College Board	PVCC College Board
2	3/2/2016	Various	Updated the concept of operations to expand upon incident management, updated stats and acronyms, added response communications chart, updated Appendix D, removed CBRE response added Appendix G, H, J, and K	VPFAS
3	1/13/2017	Various	Updated based on Tabletop Exercise AAR Improvement Plan. Replaced repealed Va code with new code	VPFAS
4	3/15/18	Various	Minor revisions.	VPFAS
5	9/26/18	19-22	Added more off-campus locations	VPFAS

RECORD OF DISTRIBUTION

Group	Office/Location	How Distributed (electronic or hard-copy)
Incident Command Team	PVCC	Both
Stakeholders	Various	Website
Local Emergency Management Coordinator	Albemarle County	Electronic
Albemarle County Police Liaison	ACPD	Electronic
Virginia Department of Emergency Management	VDEM	Electronic

PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

Purpose

The purpose of this plan is to direct actions intended to preserve life and protect property from further destruction in the event of an emergency.

The overall plan integrates cooperation with Albemarle County authorities to provide the best emergency response and recovery during the emergency situation by assigning responsibilities to specific entities. All essential entities are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from a natural or human caused emergency. This Emergency Operations Plan (EOP) is the mitigation and preparation document and is used in conjunction with the Emergency Response Plan (ERP), which is the response document, and the Continuity of Operations (COOP) Plan, which documents the recovery of normal operations following an emergency situation. These plans are used together to ensure the safety of the students, faculty, staff and visitors of PVCC.

Scope

This plan and all its contents apply to the entire campus community, including populations with special needs and off-campus locations. Personnel or partners who have a role must have access to and be knowledgeable of the EOP. As such, this Emergency Operations Plan has been reviewed by the local Emergency Management Coordinator and the Albemarle County Police Department.

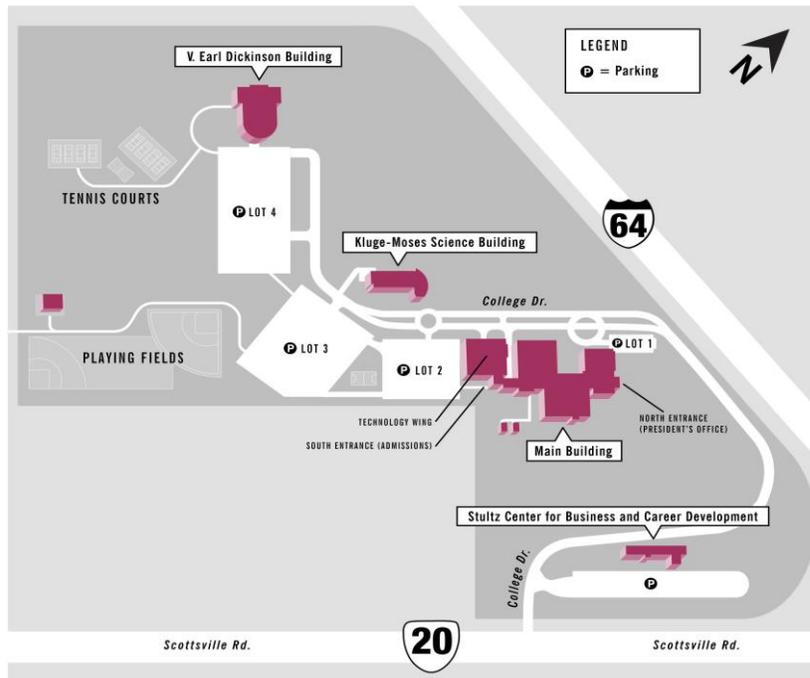
Situation

Piedmont Virginia Community College (PVCC) is located in Albemarle County, Virginia, at latitude 38.007000 and longitude -78.484429. PVCC, founded in 1972, is a nonresidential two-year institution of higher education that serves residents of the City of Charlottesville, and the counties of Albemarle, Buckingham, Fluvanna, Greene, Louisa and Nelson.

The college's primary facility consists of four major buildings which house multiple activities including classrooms and laboratories for instruction, faculty and administrative offices, a library, various ancillary operations (bookstore, food service, copy center, etc.), a five hundred seat theatre, meeting rooms, a lounge area, buildings and grounds, etc. The college employs approximately 194 full-time employees and 536 part-time employees, mainly adjunct faculty. The total enrollment for PVCC in the fall 2017 semester is 5,600 students, all of which are undergraduates.

The PVCC main campus encompasses approximately 114 acres and is located adjacent to an interstate highway and near a regional jail and juvenile detention center. In addition, the college owns and operates a Class III Dam. The dam is located behind the Dickinson Building and is fed by Moore's Creek. Dam oversight and reporting is administered by the Virginia Department of Conservation and Recreation (DCR) and the Virginia Department of Environmental Quality (DEQ).

Based on a hazard analysis of the area, the primary hazards (in priority) that affect PVCC are severe storms and high winds. There is low probability of earthquakes and tornadoes in the area.



Capability Assessment

- The capability assessment process will ensure that appropriate training will be obtained by the members of the Incident Command Team as well as the Emergency Operations Team.
- PVCC is planning a series of tabletop exercises coordinated by the college, the Albemarle County Police Department, and other local first responders.
- A hazardous materials drill is scheduled for the spring 2018 semester.

Assumptions

- The local or regional Emergency Management Coordinator will mobilize resources and personnel as required by the situation;
- PVCC will coordinate the development of the EOP with the local government emergency management program pursuant to [§44-146.16](#) of the Code of Virginia;
- PVCC will use [NIMS](#) implementation activities and the Incident Command Structure (ICS)
- Incidents will require full cooperation of the campus community. The community will be expected to move to the designated evacuation locations as deemed necessary.

CONCEPT OF OPERATIONS (CONOPS)

In the event of any emergency that causes or threatens harm and is disruptive to immediate and future college operations (generally within the scope of the campus and/or the Jefferson School and Eugene Giuseppe Center) the college emergency response and regular operations will fall under

the direction of the EOP designated Incident Commander (IC) using the Incident Command System (ICS) (see page 12).

The IC will be in command of emergency response until relieved by local or regional incident command or relieved by a senior college incident commander as designated and authorized in the EOP (see page 12).

The college IC will continue to direct college operations until relieved by the college Emergency Operations Center (EOC) Team.

The EOC Team will then direct the college operations and support the local or regional IC as needed. The EOC Team will appoint and send a liaison to the local IC.

The college president and the vice president for finance and administrative services (as designated agency Emergency Coordination Officer (ECO) or in their absence their successor or designee can convene the college EOC Team. The EOC can convene and confer virtually with electronic communication or in person.

EOC Team Extrication and Reunification

In the event of a lockdown situation, EOC team members will text each other their locations during the lockdown. The EOC team members will also text the campus police cell phone advising their location.

Once the immediate and evident threat is neutralized, PVCC police officer(s), with assistance from Albemarle County Police Department, Charlottesville Police Department and/or Virginia State Police, will extricate EOC Team members from lockdown to a secure EOC location as designated below.

EOC Locations (in order of succession)

Room Name	Building	Room Number	Room Phone Number
President's Conference Room	Main Building	M243	434-961-5520
W. A. Pace Board Room	Main Building Technology Wing	M814	434-961-5475
Dickinson Building Conference Room/ Adjunct Office area	Dickinson Building	D231	434-961-5394 or 5395
Keats Conference Room	Keats Building	K130	434-961-5393
Stultz Conference Room	Stultz Center	S117	434-961-3468

Incident Command Posts

Room Name	Building	Room Number	Room Phone Number
Stultz Conference Room or Parking Lot	Stultz Center	S117 or Stultz parking lot	434-961-3468 (conference room)
Bolick Student Center	Main Building Student Center	M138	Extension 5528 (in-house phone)
Parking Lot 1	Main Building Parking Lot 1 (north end of Main building)	Parking Lot 1	
Dickinson Building Commons Area (Student Lounge)	Dickinson Building Commons Area (Student Lounge)	D318	Extension 5540 (in-house phone)
Parking Lot 4 (Dickinson Building)	Dickinson Building Parking	Parking Lot 4	

Incident Command Staging Facilities

Room Name	Building	Address
Stultz Parking Lot	Stultz Center	600 College Dr. (near intersection of College Dr. & Rt. 20)
Parking Lot 4 (Dickinson Building)	Dickinson Building Parking – Lot 4	400 College Dr.
Facilities Shed and Ballfields	Facilities Shed near Ballfield Area and/or Ballfield	Access to shed and ballfields from parking lot 3

Joint Information Center

Room Name	Building	Room Number	Room Phone Number
W. A. Pace Board Room	Main Building Technology Wing	M814	434-961-5475
Dickinson Building Conference Room/ Adjunct Office area	Dickinson Building	D231	434-961-5394 or 5395
Keats Conference Room	Keats Building	K130	434-961-5393
Stultz Conference Room	Stultz Center	S117	434-961-3468

Note: If the EOC establishes use of one of these rooms, the JIC will be the next room location on the list.

The Joint Information Center (JIC) will be activated by PVCC's Public Information Officer (PIO). PVCC will work with regional agencies to initiate a virtual JIC (Appendix L). PVCC PIO can be on-

campus at designated JIC location and communicating remotely with regional PIOs throughout the course of an event, allowing the PVCC PIO to utilize regional resources to coordinate and disseminate public information and to monitor public perception and awareness of an event throughout its duration.

Incident Management

The Incident Command Structure (ICS) is a standardized, on scene, all-hazards incident management approach. ICS is flexible and can be used for incidents of any type, scope, and complexity and utilized at all levels of government.

ICS establishes common terminology that allows diverse incident management and support organizations to work together across a wide variety of scenarios.

The span of control of any individual with incident management supervisory responsibility should range from 3 to 7 subordinates, with 5 being optimal.

PVCC Incident Command Structure (revised 3/2/16)

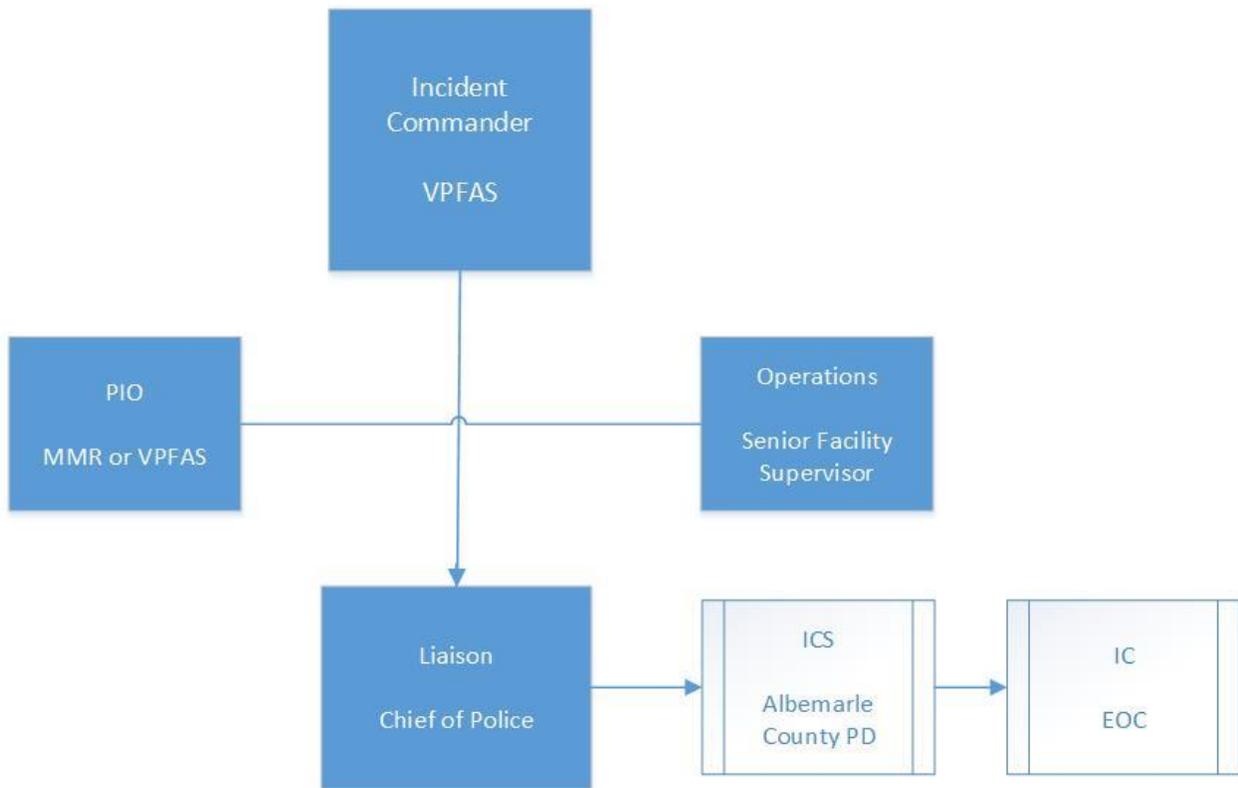
Designated PVCC Incident Commanders (*In Order of Succession*)

College President
Vice President for Finance and Administrative Services (VP/FAS) (ECO)
Vice President for Instruction and Student Services (VP/ISS)
Chief of Police (Alternate ECO)
PVCC Police Officer
Dean of Students
Campus Security Officer

PVCC EOC Team

College President
Vice President for Finance and Administrative Services (VP/FAS) (ECO)
Vice President for Instruction and Student Services (VP/ISS)
Dean of Students
Facilities Manager
Chief of Police (Alternate ECO)
Assistant to VP/FAS
PIO / MMR
Chief Information Officer

MAJOR EMERGENCY FLOWCHART



Phases

Non-Emergency/Normal Operations

- Public information, educational materials, and incident-specific procedures are provided to the campus community via email, texting, institution newspaper/newsletters, social media such as FaceBook and Twitter, brochures, and the PVCC website. Examples of educational materials include shelter-in-place, evacuation maps, active shooter information, severe weather information, etc.;
- Development, testing, and maintenance of PVCC's Emergency Notification System will be conducted, at a minimum, one time per semester;
- PVCC will assure the viability and accuracy of emergency contact lists, resource lists, and emergency contracts;
- PVCC will maintain up-to-date contact information for Virginia Criminal Injury Compensation Fund and Virginia Department of Criminal Justice;
- PVCC will ensure as part of the plan integration process, the local government is aware of members of the campus community with special needs and can accommodate their needs during an emergency.

Response Operations

- Suspend daily functions of PVCC that do not contribute directly to the emergency operation;
- Redirect efforts and resources to accomplish emergency tasks;
- Implement evacuation and lockdown or shelter-in-place orders as needed;
- EOC Team will convene in the Emergency Operations Command Center, located in the President's Conference Room (M243) in the main building. Should the north end of the building be unavailable, the W.A. Pace Board Room (M814) located in the technology wing of the main building will be used. Should the entire main building, including the technology wing, be unavailable, the Dickinson Building Conference Room (D231) will be used.
- PVCC Police and/or PVCC EOC can authorize and transmit an "All Clear" message, advising those in lockdown of next steps. The "All Clear" message will be delivered by PA System, e2Campus text/email messages, PVCC website, Alertus desktop system, and social media.
- Contact the Virginia Department of Criminal Justice Services and the Criminal Injury Compensation Fund to deploy if the event involves victims of crime as pursuant to [§32.1-111.3](#) of the code of Virginia.

NOTE: Although similar actions may be taken during a COOP implementation, this is not the same.

Recovery Actions

- Activate PVCC's continuity plan if necessary in whole or in part.
- Determine who is responsible for completing a damage assessment of campus infrastructure.
- Assess infrastructure and determine viability for re-entry of the campus; and
- Begin immediate repairs to infrastructure.

Mitigation Actions

- Work with the [Virginia Department of Emergency Management Mitigation Program](#) to develop mitigation grant projects to assist in areas most at risk.
- Work with the [Thomas Jefferson Planning District Commission](#) to incorporate hazard mitigation projects into the regional hazard mitigation action plan.

ASSIGNMENT OF RESPONSIBILITIES

A successful institutional emergency management program involves a solid team of institution and emergency preparedness officials.

PVCC President (Designee)

- Work with law enforcement, the local or regional Emergency Management Coordinator and other emergency responders to determine the need to evacuate an endangered area;
- Working with the same officials, consider the need to alter the normal business or class schedule of the institution, including delayed openings, early closings or total closings;
- If the campus has activated the EOC Team, exercise direction and control during disaster operations;
- Designated college spokesperson; will coordinate dissemination of public information with PIO.
- Support the on-campus emergency management program and the Emergency Coordination Officer.

PVCC Emergency Coordination Officer (ECO)

- The PVCC Emergency Coordination Officer is the vice president for finance & administrative services, who also serves as the Incident Commander.
- Maintain the Emergency Operations Center (EOC) in a constant state of readiness;
- Develop and maintain the EOP;
- Assume relevant duties as directed by the president or their designee;
- Develop and implement a test, training, exercise and drill schedule to assure all parties involved in emergency response and recovery are fully prepared to fulfill their tasks. An exercise should be held at least annually; and
- Work directly with the local or regional Emergency Management Coordinator at the local or regional EOC during an incident or emergency.
- The responsibilities and the duties of this position as well as the Alternate ECO are stated in Executive Order Number 41 (2011). Each ECO, the alternate ECO, and any other appropriate personnel designated by the department head must complete FEMA independent study training courses 100, 200, 700, and 800. Refer to [EO 41](#) for a complete list of ECO's duties as they relate to emergency planning.

PVCC Public Information Officer (PIO)

- Coordinate dissemination of public information with college president. Serve as spokesperson when president is unavailable or per president's request.
- Coordinate and activate Joint Information Center (JIC)
- Assist relocating media to appropriate location
- PIO Rotation: In the event of an emergency of significant duration, PVCC will utilize regional PIOs to offer assistance with the coordination and release of public information in cooperation with incident management and all agencies involved.

Emergency Management Coordinator (Local Government)

The responsibilities include the day-to-day activities of the local emergency management program. He or she will develop and maintain the local EOC from which in time of emergency operations will be directed. This position will contact the VEOC with requests for resources on behalf of the institution only if local capabilities are exceeded.

This operational policy to channel resource requests through the local government emergency management agency is identified in the COVEOP. It is consistent with [§23.1-804](#) of the Code of Virginia, which mandates a state institution of higher education to develop, adopt, and maintain an emergency management plan and ensure integration into the local government EOP.

Campus Community Involvement

The PVCC Department of Public Safety and Campus Police would be involved, as well as the Facilities Department.

Response Communications Capabilities

Medium	Initiator	Gatekeeper	Operators	Audience	Reach
Phone	Everyone	None	Everyone	Staff, Local Responders	Staff, Local Responders
Email	Everyone	None	Everyone	Staff, Students, e2Campus recipients	Staff, Students, e2Campus recipients
PA System	Police Chief or VPFAS	VPFAS	Police Chief VPFAS	On-Campus	Interior of all main campus buildings, some parking areas
Text Alerts	VPFAS	VPFAS	VPFAS, M&MR Director	All e2Campus recipients	All e2Campus recipients
Alertus	Police Chief or VPFAS	Police Chief or VPFAS	Police Chief or VPFAS	On-campus computer users	On-campus computer users
Axis TV	M&MR Director	M&MR Director	M&MR Director	On-campus students, staff	On-campus students, staff
PVCC Website	M&MR Director, VPFAS	M&MR Director, VPFAS	M&MR Director, VPFAS	Everyone	Everyone
PVCC Facebook	M&MR Director	M&MR Director	M&MR Director	Students, general public	Students, general public
PVCC Twitter	M&MR Director	M&MR Director	M&MR Director	Students, general public	Students, general public
Cell Phone	ICS	ICS	ICS	ICS, local responders	ICS, local responders
Two-Way	Facilities	Facilities	Facilities	Facilities staff	Facilities staff

Radio					
Broadcast Radio	VPFAS	VPFAS	VPFAS	Students, general public	Regional
Television	VPFAS / M&MR Director	VPFAS / M&MR Director	VPFAS / M&MR Director	Students, general public	Regional

SAMPLE EMERGENCY MESSAGES

- Shooter reported. Avoid this area or seek shelter. Disregard alarms and remain in lockdown. See www.pvcc.edu for updates.
- A bomb threat has been received. Avoid this area. Classes at this location are canceled. See www.pvcc.edu for updates.
- A chemical spill has been reported. Avoid this area. Classes at this location are canceled. See www.pvcc.edu for updates.
- Earthquake in [Charlottesville]. Aftershocks possible. Drop, cover, hold on. See www.pvcc.edu for updates.
- A fire has been reported. Avoid this area. Classes at this location are canceled. See www.pvcc.edu for updates.
- A gas leak has been reported. Avoid this area. Classes at this location are canceled. See www.pvcc.edu for updates.
- Severe weather is expected [time]. Seek shelter immediately and check local media for weather updates.
- Tornado Warning. Take shelter now. Move inside away from windows. Check local media for weather updates.

ADMINISTRATION, FINANCE AND LOGISTICS

- General policies regarding the maintaining of financial records, reporting, tracking resource needs, tracking source and use of resources, and acquiring ownership of resources can be found on the PVCC Website, College Policies, Fiscal Policies and Procedures.

Mutual Aid Agreements

- PVCC has Mutual Aid Agreements (MAA) with the Albemarle County Police Department, the Greene County Sheriff's Office, and the Virginia State Police (Appendix G). A mutual aid agreement with the City of Charlottesville is forthcoming.

OFF CAMPUS LOCATIONS

The college has high school dual enrollment students at 13 high schools. The students in the high school classes follow the emergency procedures of their high school.

The college has 4 full time off campus sites. Two off campus sites, the Jefferson School and the Giuseppe Center have students, faculty and staff. These off campus locations will follow the direction of the local emergency responders. In the event of an emergency the Greene County Giuseppe Center response will be from Greene County emergency responders; the Jefferson School response will be from the City of Charlottesville emergency responders. Both locations have staff who are responsible for following the emergency procedures. There are 2 other off campus office locations that house only staff. Charlottesville will provide emergency response to the IX Office Park location and Albemarle County will provide emergency response to the PVCC Workforce Services office at Glenwood Station Lane. Students, faculty and staff at all 4 locations are served by the college emergency communications infrastructure and have access to incident/threat reporting technologies. They are also subject to all college emergency and safety policies. These location buildings are well maintained by the landlords. The college Facilities Department provides additional maintenance to the classroom and work environments, keeping them safe and in good working order.

Giuseppe Center, Greene County

Piedmont Virginia Community College's Eugene Giuseppe Center is located at 222 S. Main Street in Stanardsville, Virginia. The Giuseppe Center is housed on the second floor of the Greene County Library and is near the Greene County Public School complex.

Occupying more than 14,000 square feet, the Giuseppe Center includes five state-of-the-art classrooms fully equipped for web delivery of classes; instructional lab space; computer classroom with library and community access. A community meeting room with a catering kitchen and space to accommodate 250 people is also available. Common areas include a reception area, offices, student lounge, restrooms and vending. Click [here](#) for a link to an electronic version of the floor plan below.

Emergency procedures for the Giuseppe Center are in Appendix F of this document. Emergency responders from Greene County, Virginia answer dispatched calls from the Giuseppe Center.

The Jefferson School, City of Charlottesville

Piedmont Virginia Community College's Jefferson School is in the historic Jefferson School at 233 Fourth Street in Charlottesville, Virginia. The Jefferson School is officially recognized by the United States Department of Interior, National Park Service, as having historic significance, and is, therefore, listed in the National Register of Historic Places. Piedmont Virginia Community College occupies more than 6,000 square feet of the school's main floor, which includes five classrooms, three offices, and a state-of-the-art culinary kitchen. PVCC also has an agreement with the YMCA to offer child care in the Jefferson School for children of PVCC students attending classes. Click [here](#) for a link to an electronic version of the floor plan below.

PVCC is a tenant of the Jefferson School. The landlord, CBRE, Inc. has developed a Building Emergency Evacuation Plan in the event of an emergency. The administrative assistant for this location follows the instructions outlined in CBRE's plan (published separately) as well as the instructions on PVCC's Jefferson School Emergency Procedures, Appendix E.



PVCC Jefferson School Center
233 Fourth Street NW, Charlottesville VA, 22901



OFF CAMPUS LOCATIONS – Staff Locations

These off-campus locations house staff for the Thomas Jefferson Adult Career Education (TJACE) and the Workforce Services department. Occupants at these locations follow the direction of the local emergency responders. The Virginia Career Works – Charlottesville Center response will be from the Albemarle County Police Department. The IX Office Park emergency responders will be from the City of Charlottesville Police Department.

Virginia Career Works – Charlottesville Center

Virginia Career Works Charlottesville Center is located at 944 Glenwood Station Lane, Suite 102/103 in Charlottesville, Virginia and houses one workforce services employee. The site is leased from Commercial Rentals, LLC and is operated pursuant to the Federal Workforce Innovation and Opportunity Act and the Virginia Workforce State Plan, in furtherance of workforce development within the Commonwealth of Virginia. Piedmont Virginia Community College is the licensee in an agreement between PVCC, Piedmont Workforce Network (the Licensor) and the Central Virginia Partnership for Economic Development (the Partnership).

IX Office Park

The college's space in IX Office Park is Building #5, 935-A Second St., S.E., Suite 509, in Charlottesville and is leased from Monticello Associates, LLC. The IX Office Park space houses staff for TJACE, which is a program focusing on core skills in reading, writing, math, science, social studies, computer, and workplace skills to help students take their next career step. TJACE also helps students prepare for the GED®, the National External Diploma Program, the Virginia Placement Test for college, and other workplace certifications. TJACE at PVCC serves more than 800 adults in Central Virginia, which includes the counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson, and the city of Charlottesville.

PLAN MAINTENANCE

[§23.1-804](#) of the Code of Virginia requires each state institution to conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current, and the revised plan shall be formally adopted by the board of visitors or other governing body of the institution every four years. The institution shall coordinate with the local emergency management organization, as defined by [§ 44-146.16](#), to ensure integration into the local emergency operations plan. Documentation of this adoption must be certified in writing to VDEM.

The plan will be reviewed and potentially revised after major events in which the plan was activated and/or after scenario exercises.

TRAINING AND EXERCISES

[§ 23.1-804](#) of the Code of Virginia, requires each public institution of higher education to annually conduct a functional exercise in accordance with the protocols established by the institution's crisis and emergency management plan.

In addition, The U.S. Department of Education's Office of Safe and Healthy Students provides a NIMS training guide for all institutions to incorporate into their program. This document includes information regarding training for Executive Leaders, General Personnel, Command Staff, and Incident Managers. The chart containing the training guide can be found [here](#).

AUTHORITIES AND REFERENCES

Federal

1. [The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended](#)
2. [The Homeland Security Act of 2002](#)
3. [National Response Framework](#)
4. [Comprehensive Preparedness Guide 101, V.2 – November 2010](#) (note: 124 pages)

State

1. [Commonwealth of Virginia Emergency Services and Disaster Law of 2000](#), as amended.
2. [The Code of Virginia](#)
3. [The Commonwealth of Virginia Emergency Operations Plan](#) (COVEOP)
4. [Executive Order 41](#), September 2011

Local

1. [Charlottesville-UVA-Albemarle County Regional Emergency Operations Plan, October 2013](#)

APPENDIX A: ORDERS OF SUCCESSION

PVCC will establish, communicate, and maintain their orders of succession for management and leadership position. Orders of succession should be maintained for executive leadership and other key positions as deemed appropriate by the institution. Successions are implemented when personnel are unable to execute their duties. Orders of Succession may be the same as those used in the institution's continuity plan.

ORDERS OF SUCCESSION

KEY POSITION	NOTIFICATION METHOD	SUCCESSOR 1	SUCCESSOR 2	SUCCESSOR 3
PRESIDENT	CELL PHONE	Vice President for Instruction & Student Services (VP/ISS)	Vice President for Finance & Administrative Services (VP/FAS)	Vice President for Institutional Advancement & Development (VP/IAD)
VPISS	CELL PHONE	Dean, Business, Mathematics & Technologies	Dean, Health & Life Sciences	Dean, Humanities
VPFAS	CELL PHONE	Business Manager	Human Resources Manager	Facilities Manager

*Note this information and above table is derived from [Continuity Plan Template for Executive Branch Agencies and institutions of higher education](#)

The president is the agency head and has authority over all matters pertaining to the college. The vice president for instruction and student services (VP/ISS) is second in line and acts for the president in all matters when the president is unavailable. The vice president for finance and administrative services (VP/FAS) is third in line and has authority over all matters when neither the president nor the VP/ISS is available. The vice president for institutional advancement & development (VP/IAD) is fourth in line and has authority over all matters when the president, VP/ISS and VP/FAS are unavailable. The succession following the VPIAD would be the deans, in order of successor listing, followed by the business manager, human resources manager and college accountant.

APPENDIX B: ACRONYM LIST

ACPD	Albemarle County Police Department
CBRE, Inc.	Jefferson School City Center Landlord
COOP	Continuity of Operations Plan
COVEOP	Commonwealth of Virginia Emergency Operations Plan
ECO	Emergency Coordination Officer
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
ICS	Incident Command Structure / System
JIC	Joint Information Center
MAA	Mutual Aid Agreement
M&MR	Marketing and Media Relations
NIMS	National Incident Management System
NWS	National Weather Service
OSHS	Office of Safe and Healthy Students
PIO	Public Information Officer
PVCC	Piedmont Virginia Community College
VEOC	Virginia Emergency Operations Center
VDEM	Virginia Department of Emergency Management
VP/FAS	Vice President for Finance and Administrative Services
VP/IAD	Vice President for Institutional Advancement and Development
VP/ISS	Vice President for Instruction and Student Services
VSP	Virginia State Police

APPENDIX C: DEFINITION LIST

Continuity of Operations

The effort to ensure an organization can continue its mission essential functions across a wide range of potential events

Continuity Plan

A set of documented procedures developed to provide for the continuance of mission essential functions during an emergency

Emergency

Any occurrence or threat, whether natural or human-caused, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources and may involve governmental action beyond that authorized or contemplated by existing law because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens or the environment of the Commonwealth or clearly defined portion or portions thereof.

Emergency/Disaster/Incident

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

Emergency Management

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include fire-fighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

Emergency Operations Center

A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

Evacuation

Assisting people to move from the path or threat of a disaster to an area of relative safety.

Exercise

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties; and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

Federal Disaster Assistance

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of (PL 93-288).

Hazardous Materials

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

Hazardous Materials Emergency Response Plan

The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for our community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions. This plan is separate from the county's Emergency Operations Plan.

Incident Command System

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span of control, pre-designed facilities, and comprehensive resource management. In ICS, there are five functional elements: Command, Operations, Logistics, Planning and Finance/Administration.

Incident Commander

The individual responsible for the management of all incident operations.

Local Emergency

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

Lockdown

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. Disregard alarms and remain in lockdown. Do not leave your place of safety until instructed to do so by authorized personnel.

Mitigation

Activities that eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances, State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations.

Mutual Aid Agreement

A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and/or equipment in an emergency situation.

National Response Framework

A guide to how the nation conducts all-hazard response. It is built upon scalable, flexible and adaptable coordinating structures to align key roles and responsibilities across the nation.

National Weather Service (NWS): The federal agency which provides localized weather information to the population and, during a weather-related emergency, to state and local emergency management officials.

Preparedness

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

Presidential Declaration

A presidential declaration frees up various sources of assistance from the federal government based on the nature of the request from the governor.

Shelter-in-place

Shelter-in-place is ordered for threats posed by atmospheric contamination. These threats could include accidents or attacks involving chemical, biological or radiological hazards. PVCC includes shelter-in-place orders in the event of imminent severe weather.

Span of Control

As defined in the Incident Command System, span of control is the number of subordinates one supervisor can manage effectively. Guidelines for the desirable span of control recommend three to seven persons. The optimal number of subordinates is five for one supervisor.

Special Needs Populations

Populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who are older adults, who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation dependent.

State of Emergency

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the state is of sufficient severity and magnitude to warrant disaster assistance by the state to supplement local efforts to prevent or alleviate loss of life and property damage.

Superfund Amendments and Reauthorization Act of 1986

Established federal regulations for the handling of hazardous materials.

Unified Command

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations, and maximizing the use of all assigned resources.

Victim

A person who has suffered physical, psychological, or economic harm as a direct result of the commission of (a) a felony, (b) assault and battery in violation of § [18.2-57](#) or [18.2-57.2](#), stalking in violation of § [18.2-60.3](#), a violation of a protective order in violation of § [16.1-253.2](#) or [18.2-60.4](#), sexual battery in violation of § [18.2-67.4](#), attempted sexual battery in violation of § [18.2-67.5](#), or maiming or driving while intoxicated in violation of § [18.2-51.4](#) or [18.2-266](#), or (c) a delinquent act that would be a felony or a misdemeanor violation of any offense enumerated in clause (b) if committed by an adult; (ii) a spouse or child of such a person; (iii) a parent or legal guardian of such a person who is a minor; (iv) for the purposes of subdivision A 4 only, a current or former foster parent or other person who has or has had physical custody of such a person who is a minor, for six months or more or for the majority of the minor's life; or (v) a spouse, parent, sibling, or legal guardian of such a person who is physically or mentally incapacitated or was the victim of a homicide; however, "victim" does not mean a parent, child, spouse, sibling, or legal guardian who commits a felony or other enumerated criminal offense against a victim as defined in clause (i). (Source [§19.2-11.01B](#)).

Weapons of Mass Destruction

Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921).

APPENDIX D: PVCC MAIN CAMPUS EMERGENCY PROCEDURES

*** PVCC EMERGENCY PROCEDURES ***

MEDICAL AND OTHER EMERGENCIES: In the event of an injury, illness, or other circumstances requiring **immediate emergency assistance**, the person on the scene should first call "911" and then contact the Department of Public Safety & Campus Police. The public safety office can be reached by dialing 434-981-6362. To dial either 911 or 981-6362 from a college telephone, you must first dial "9" followed by the phone number. The classroom phones have the speed dial "1" button set to direct dial the public safety & campus police cell phone. For situations that do not require immediate emergency assistance, a public safety officer should be contacted. Public use "house phones" (for on-campus calls only) are in the Main Building Bolick Student Center and in the Dickinson Building lounge area. The public safety officer will summon emergency personnel if needed and notify appropriate persons at the college. The 911 addresses for PVCC are as follows (all on College Drive): 501 (Main Building), 400 (Dickinson Building), 490 (Keats Building), 600 (Stultz Center for Business & Career Development).

FIRST AID KIT and AEDs: 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 Admissions & Advising Center (Room 144), the Business Office (Room 240), and the Public Safety & Campus Police Office (Room 218). Kits are also available in the Dickinson, Keats and Stultz Center Buildings. Automated external defibrillators (AED's) are located near the receptionist's desk in the Main Building, in the 200 Wing near the Business Division Office (Room 270), in the 800 Wing near the Human Resources Office (Room 810), in the Dickinson Building near the Humanities Division Office (Room 317), in the Stultz Center near the entrance and in the Keats Science Building near the 100 and 200 hallways.

CALL BOXES: Emergency call boxes are in the parking lots. The call boxes connect to the PVCC public safety office. A flashing blue light on each call box will help identify the exact location of the call box in use.

FIRE, GAS LEAK, OR BOMB THREAT: When the fire alarm sounds (in case of fire) or when verbally instructed (in case of gas leak or bomb threat), all persons should immediately leave the building by the nearest exit. With the exception of emergency personnel, all persons must remain at least 500 feet from the building until such time as authorization is given to return to the building. Parking Lot 3 is the designated evacuation area for the Main Building, the Dickinson Building and the Keats Science Building. **All persons without exception must leave the building when instructed to do so by authorized personnel.**

TORNADO OR SEVERE WINDSTORM: In the event of a tornado or severe windstorm requiring shelter, all persons should move to an interior room (including offices that do not have an exterior wall) or one of the following interior rooms:

MAIN BUILDING (501 COLLEGE DRIVE):	155, 158, 159, 160, 174, 175, 248, 249, 251, 252, 607, 701, 813, 822, 823, 832, 834, 849, 850
DICKINSON BUILDING (400 COLLEGE DRIVE):	102, 106, 129, 130, 132, 222, 223, 226
KEATS BUILDING (490 COLLEGE DRIVE):	Upper and Lower Level Hallways, Restrooms
STULTZ CENTER (600 COLLEGE DRIVE):	100, 101, 109, 111, 113, 119, 131

BUILDING LOCKDOWN: A building lockdown will be ordered in response to acts of violence 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.**

EARTHQUAKE: Remember to Drop, Cover and Hold on. If You Are Inside: Watch for falling objects; crawl under a table, counter, etc.; get into a protective position by tucking your head to your knees and cover your head with your arms; consider persons with disabilities who may need assistance. **Stay Away From:** Windows, glass partitions, mirrors, overhead fixtures, filing cabinets, bookcases, electrical appliances and hanging objects. Evacuate the building only after debris has stopped falling. **If You Are Outside:** Move to an open area away from building structures and watch for fallen power lines, street lights and trees.

DO NOT: Use elevators; move seriously injured persons unless they are in danger; use matches/lighters or other sources of ignition; use telephones, as emergency response personnel will need clear access to communication lines.

ACCIDENT/INCIDENT REPORTS: For accidents/incidents involving students or the general public, the online PVCC Incident Report Form should be completed by the supervising faculty or staff member, or by the person involved, as appropriate. The Incident Report Form is available on the PVCC webpage by selecting “Quick Links” then “Report an Incident”. Reports of accidents involving students and the general public should be submitted to the Vice President for Finance and Administrative Services. For accidents involving PVCC employees, including student employees, the employee should contact the Human Resources Office (Room 810) and complete a First Report of Accident form.

**DIAL “911” TO SUMMON RESCUE SQUAD, LAW ENFORCEMENT, OR FIRE DEPARTMENT
IN THE EVENT OF AN EMERGENCY**

REQUEST ESCORT SERVICE BY CONTACTING A PUBLIC SAFETY OFFICER
PUBLIC SAFETY OFFICER CELL PHONE -- DIAL 434-981-6362

APPENDIX E: JEFFERSON SCHOOL EMERGENCY PROCEDURES

CLASSROOM OR KITCHEN MEDICAL AND OTHER EMERGENCIES: In the event of an injury, illness, or other circumstances requiring **immediate emergency assistance**, the person on scene should call “911” and then report to the site manager (during the day) in J129C or call 434.961.5256 or the front desk receptionist (at night) at 434.961.5255. The 911 address for the Jefferson School City Center is 233 4th St., NW, Charlottesville, VA 22903. The site manager or receptionist will summon and direct emergency personnel if needed. The site manager will also notify appropriate persons at the college, as well as Jefferson School City Center property management.

FIRST AID KITS and AED: Only employees with the proper training should attempt to administer first aid. First aid kits are available in each classroom in or on the instructor podium or at the receptionist desk in J129. There is a kitchen specific first aid kit available in J122 that supplies all three kitchens. The building provides an automated external defibrillator (AED) on the first floor located at the elevator across from classroom J122.

BUILDING EVACUATION, FIRE, GAS LEAK, or BOMB THREAT: When the alarm sounds or when verbally instructed, close any open windows (if in a classroom at the time) and shut off all cooking equipment (if in the kitchens at the time) then all persons should immediately leave the building by the nearest exit. With the exception of emergency personnel, all persons must report to and remain at least 500 feet from the building until such time as authorization is given to return to the building. PVCC’s designated emergency assembly area has been identified as the Staples parking lot across the street in front of the Jefferson School City Center. All persons without exception must leave the building when instructed to do so by authorized personnel. **NO ONE WILL RE-ENTER THE BUILDING UNTIL THE ALL CLEAR HAS BEEN GIVEN BY THE FIRE DEPARTMENT OR CBRE REPRESENTATIVE ON SITE.**

TORNADO OR SEVERE WINDSTORM: In the event of a tornado or severe windstorm requiring shelter, all persons should move to an interior hallway, restroom or other interior room without windows. PVCC’s designated “safe rooms” are on the first floor in the family bathroom across from J111, the family bathroom on the left past the Vinegar Hill Café and through the emergency back hallway to the right of J112.

BUILDING LOCKDOWN: A building lockdown will be ordered in response to acts of violence 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.**

EARTHQUAKE: Remember to Drop, Cover, Hold on. If You Are Inside: Watch for falling objects; crawl under a table, counter, etc.; get into a protective position by tucking your head to your knees and cover your head with your arms; **consider persons with disabilities** who may need assistance. **Stay Away From:** windows, glass partitions, mirrors, overhead fixtures, filing cabinets, bookcases, electrical appliances and hanging objects. Evacuate the building only after debris has stopped falling. **If You Are Outside:** Move to an open area away from building structures and watch for fallen power lines, street lights and trees. **DO NOT:** Use elevators; move seriously injured persons unless they are in danger; use matches/lighters or other sources of ignition; use telephones, as emergency response personnel will need clear access to communication lines.

ACCIDENT & INCIDENT REPORTS: For accidents or incidents involving students or the general public the event must immediately be reported to the site manager (during the day) or site receptionist (at night) who will fill out and submit a PVCC report, as well as a Jefferson School City Center management report. Accidents and incidents involving students and the general public will be submitted to the Vice President for Finance and Administrative Services at PVCC’s main campus and depending on the incident will also be reported to the Jefferson School City Center’s property management. For accidents and incidents

involving PVCC employees, including student employees, the employee should report the event to the site manager then contact the Human Resources Office at PVCC's Main Campus, room 810 (434.961.6567) to complete a First Report of Accident form.

FOR EVENTS THAT OCCUR OUTSIDE OF THE BUILDING ON SITE GROUNDS: First report the incident to 911 or call the Emergency Communications Center non-emergency number at 434.977.9041, then report the event to the site manager or receptionist on duty. The site manager or receptionist will also record the event and file a report with PVCC's main campus security, as well as the Jefferson School City Center's property management.

DIAL "911" TO SUMMON RESCUE SQUAD, LAW ENFORCEMENT, OR FIRE DEPARTMENT IN THE EVENT OF AN IMMEDIATE EMERGENCY.

APPENDIX F: GIUSEPPE CENTER EMERGENCY PROCEDURES

PVCC EMERGENCY PROCEDURES FOR GREENE COUNTY GIUSEPPE CENTER

MEDICAL AND OTHER EMERGENCIES: In the event of an injury, illness, or other circumstances requiring **immediate emergency assistance**, the person on the scene should call “911” and then inform the site manager or evening receptionist by reporting to the reception desk or dialing 434-990-1131. The site manager will direct emergency personnel if needed. The site manager will also notify appropriate persons at the college.

The 911 address for the Greene County Giuseppe Center is 222 S. Main Street, 2nd Floor, Stanardsville, VA 22973.

FIRST AID KITS and AED: Only employees with the proper training should attempt to administer first aid. First aid kits are available at the receptionist’s desk. An Automated external defibrillator (AED) is located near the main entrance.

FIRE, GAS LEAK, OR BOMB THREAT: When the fire alarm sounds (in case of fire) or when verbally instructed (in case of gas leak or bomb threat), all persons should immediately leave the building by the nearest exit. With the exception of emergency personnel, all persons must remain at least 500 feet from the building until such time as authorization is given to return to the building. **All persons without exception must leave the building when instructed to do so by authorized personnel.**

TORNADO OR SEVERE WINDSTORM: In the event of a tornado or severe windstorm requiring shelter, all persons should move to an interior hallway, restroom or other interior room without windows.

BUILDING LOCKDOWN: A building lockdown will be ordered in response to acts of violence 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.**

EARTHQUAKE: Remember to Drop, Cover, and Hold on. If You Are Inside: Watch for falling objects; crawl under a table, counter, etc.; get into a protective position by tucking your head to your knees and cover your head with your arms; **consider persons with disabilities** who may need assistance. **Stay Away From:** windows, glass partitions, mirrors, overhead fixtures, filing cabinets, bookcases, electrical appliances and hanging objects. Evacuate the building only after debris has stopped falling. **If You Are Outside:** Move to an open area way from building structures and watch for fallen power lines, street lights and trees. **DO NOT:** Use elevators; move seriously injured persons unless they are in danger; use matches/lighters or other sources of ignition; use telephones, as emergency response personnel will need clear access to communication lines.

ACCIDENT REPORTS: For accidents/incidents involving students or the general public, the online PVCC Incident Report Form should be completed by the supervising faculty or staff member, or by the person involved, as appropriate. Forms are available from the Safety and Security webpage. Reports of accidents involving students and the general public should be submitted to the Vice President for Finance and Administrative Services. For accidents involving PVCC employees, including student employees, the employee should contact the Human Resources Office (Main Campus, room 810) and complete a First Report of Accident form.

DIAL “911” TO SUMMON RESCUE SQUAD, LAW ENFORCEMENT, OR FIRE DEPARTMENT IN THE EVENT OF AN EMERGENCY.

FOR NON-EMERGENCY SECURITY ISSUES, CONTACT THE PVCC SECURITY DEPARTMENT SECURITY OFFICER CELL PHONE – DIAL 434-981-6362

APPENDIX G MUTUAL AID AGREEMENTS

The Piedmont Virginia Community College police department maintains mutual aid agreements with the Albemarle County Police Department, the Virginia State Police, and the Greene County Sheriff's Office. An agreement with the City of Charlottesville Police Department is forthcoming.

The agreements define and establish procedures and practices for cooperation between the police departments and Piedmont Virginia Community College Police Department in the emergency response to, investigation of, and prevention of crimes that occur on property owned or controlled by Piedmont Virginia Community College or on public property within the campus, or immediately adjacent to and accessible from the campus. Pursuant to §23-234 of the *Code of Virginia*, the agreements also establish procedures and practices when the police departments investigate any felony sexual assault incident occurring on property owned or controlled by Piedmont Virginia Community College or on public property within the campus, or immediately adjacent to and accessible from the campus.

These agreements are on file and are maintained by the Chief of Police and the office of the Vice President for Finance and Administrative Services.

APPENDIX H EMERGENCY TELEPHONE NUMBERS

PVCC Security Cell Phone	(434) 981-6362
PVCC Inclement Weather/Emergency Message Line	(434) 971-6673

Albemarle County Emergency Services Coordinator	(434) 971-1263
Albemarle County Police	911 or non-emergency line: (434) 977-9041
American Red Cross, Central Virginia Chapter	(434) 979-7143
Blue Ridge Poison Control Center	(800) 222-1222
Center for Disease Control Emergency Hotline	(800) 232-4636
Charlottesville/Albemarle Rescue Squad	911
Fire Department (Albemarle County)	911
FBI Charlottesville Office	(434) 293-9663
Greene County Emergency Management (McDaniel - cell)	(540) 219-3534
Greene (Giuseppe Center) Site Manager (K. Woodson - cell)	(434) 939-7101
Martha Jefferson Hospital Emergency Department	(434) 654-7150
Martha Jefferson Hospital Main Line	(434) 654-7000
Monticello High School	(434) 244-3100
National Response Center Oil and Toxic Spills	(800) 424-8802
Thomas Jefferson Health District / Charlottesville/Albemarle Health Dept.	(434) 972-6200
University of Virginia Hospital Emergency Department	(434) 924-3627
University of Virginia Hospital Main Line	(434) 924-0211
Virginia State Police (Division 3)	(800) 552-0962
Virginia Department of Transportation (VDOT)	(434) 293-0011

APPENDIX I
EXTERNAL RESOURCES FOR RECOVERY

Cleaning Contractor	Red Coat/Cavalier Services	(434) 531-3682
Crane	Paisley Kerr, LLC	(804) 919-5555
Debris Removal	PVCC Facilities Department	(434) 961-5447
Diesel Fuel	James River Solutions, Inc.	(804) 358-9000
Electric	Dominion Virginia Power	(866) 366-4357
Equipment Rental	Sunbelt Rental	(434) 964-0005
Excavation	Paisley Kerr, LLC.	(804) 919-5555
Fire Alarm	Siemens	(804) 222-6680
Generator Repair	GenServ	(540) 414-3491
Locking Systems	PVCC Facilities Department	(434) 961-5447
Plumber, Carpenter, Mason, etc.	Paisley Kerr, LLC	(804) 919-5555
Portable Restrooms	Allied Portable Toilets	(434) 823-2785
Propane	Amerigas	(434) 295-4194
Public Utilities (Gas line)	Charlottesville Gas	(434) 970-3812
Rental Trucks	Penske Truck Rental	(434) 973-3337
Roof Repairs	Skyline Roofing	(540) 879-2279
Sprinkler System	Siemens	(804) 222-6680
Telephone Service	CenturyLink	(800) 788-3600
Tree Services	Paisley Kerr, LLC	(804) 919-5555
Water/Sewer	Albemarle County Service Authority	(434) 977-4511

APPENDIX J

VICTIMS OF CRIMES IN AN EMERGENCY

The 2009 Session of the General Assembly introduced legislation amending Code of Virginia, [§ 44-146.18](#), which was signed into law with an effective date of July 1, 2009, which states:

“13. Develop standards, provide guidance and encourage the maintenance of local and state agency emergency operations plans, which shall include the requirement for a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § 19.2-11.01. The Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be the lead coordinating agencies for those individuals determined to be victims, and the plan shall also contain current contact information for both agencies;”

In the event of an emergency when there are crime victims involved as defined by [§19.2-11.01](#) of the Code of Virginia, PVCC will contact the Virginia Department of Virginia Criminal Justice Services (DCJS) and the Virginia Criminal Injuries Contact Fund (VCICF) to deploy. Both entities will serve as the lead for coordinating services and assistance to the victims.

Contact information:

Department of Criminal Justice Services (DCJS)

Kassandra Bullock
Phone: (804) 786-3973
After Hours: (804) 981-6933
Link: <https://www.dcls.virginia.gov/victims-services>
DCJS INFO-Line 1-888-887-3418 (Monday through Friday 9 am to 5 pm)

Amia Bassett (Alternate)
Phone: (804) 225-4060

Criminal Injuries Compensation Fund (CICF)

Jack Ritchie, Director, CICF Criminal Injuries Compensation Fund (CICF)
CICF Toll Free: 1-800-552-4007
Phone: (804) 367-1018
After Hours: (804) 307-5431
<http://www.cicf.state.va.us>
cicfmail@cicf.virginia.gov (e-mail)

Leigh Snellings, Assistant Director (alternate)
1-800-552-4007 (normal business hours)
(804) 212-4232 (after hours)

APPENDIX K

FAMILY REUNIFICATION

PVCC will designate a facility to be established as the result of a mass casualty/fatality incident, wherein a significant number of victims and/or family members are expected to request information and assistance. The family reunification facility is established to serve as a centralized location to provide information and assistance about missing or unaccounted-for persons, and deceased, and support the reunification of the missing or deceased with their loved ones. This plan supports the families of victims until the transition to a state managed Family Assistance Center, if necessary.

In order to provide the best assistance, partnership and collaboration from a variety of government and non-government organizations will be required. These resources include, but are not limited to, crisis counselors, spiritual care, and victim advocacy.

PVCC will make all attempts to keep the location secure from media and curiosity seekers and will require credentialing from all persons entering the area. Registration and security will be provided at the entrance to the reunification area.

Family Reunification Locations (in order of succession)

The following locations will be used for family reunification. Multiple locations have been identified in the event a location is unavailable due to the incident. The locations are separate from the scene but close enough to provide site visits after the recovery effort has ceased. Media briefings will be held at a separate location to ensure families leaving the reunification locations will not have to share public areas with the media or general population.

Room Name	Building	Room Number	Room Phone Number
Main Stage Theatre	Dickinson Building	D346	434-961-3436
Auditorium	Monticello High School		434-244-3100 (main line)
Auditorium	Main Building Auditorium	M229	961-5229
Classroom	Jefferson School	J125	434-961-5255 (main line)

APPENDIX L Charlottesville-UVA-Albemarle EOP

ESF #15: External Affairs

Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none">• Charlottesville Office of Communications• Albemarle County Communications• UVA Office of University Communications	<ul style="list-style-type: none">• Charlottesville-Albemarle Health Department• Charlottesville/Albemarle Public Schools• Fire and Rescue Departments• Jurisdictional/Agency Law Enforcement• Martha Jefferson Hospital• Piedmont Virginia Community College• University of Virginia Health System

Mission and Scope

A. Mission

To provide timely and accurate information to the public, the media, the private sector and local elected officials and employees during emergencies and to provide protective action guidance as appropriate to save lives and protect property.

B. Scope

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #15 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in communication activities required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Emergency public information and protective action guidance
- Community relations
- Media relations
- Government relations (local, state and federal officials)

Policies

- All emergency response and recovery operations conducted under ESF #15 will be in accordance with the National Incident Management System (NIMS).
- When more than two agencies are involved in emergency operations, a Regional Public Information Officer will be designated to coordinate the release of information to the media and public regarding the emergency. Public information communications specialists from departments across the City of Charlottesville, Albemarle County and University of Virginia, as well as other regional entities' public information staff, will support the Regional Public Information Officer. A rotating schedule will be established to ensure appropriate staffing levels. This policy does not prevent Public Safety

supervisors from providing basic information after coordination with ESF #15 nor does it preclude Public Safety and Health Department Public Information Officers (PIOs) or Public Safety Information Officers (PSIOs) from responding to media inquiries at the scene. In the event that an incident commander/official releases time sensitive information at the scene, he or she will ensure that the same information is conveyed to ESF #15.

- It is critical that all points of information release are coordinated to ensure that the public receives accurate, current and consistent information.
- ESF #15 encompasses the full range of external affairs functions including public information, community relations and governmental affairs.
- Public information includes providing incident-related information through agency-specific tools, the media and other sources to individuals, families, businesses and industries directly or indirectly affected by the incident.
- Community relations activities include identifying and communicating with community leaders (i.e., grassroots, political, religious, business, labor and ethnic) and neighborhood advocacy groups to ensure a rapid dissemination of information, identify unmet needs and establish an ongoing dialogue and information exchange.
- Government affairs include establishing contact with elected officials, or their representatives, representing the affected areas to provide information on the incident and the status of response and recovery activities. It also includes coordinating responses to inquiries from elected officials.
- The ESF #15 coordinating agencies and respective public information offices and cooperating agencies will take part in training, planning, and exercises to ensure an effective operation upon activation.
- Public education about disaster preparedness is a critical component of ESF #15 and will be conducted on a year-round basis in conjunction with the ESF coordinating agencies.
- Depending on the situation, ESF #15 may establish a Joint Information Center (JIC) that may include representatives from the coordinating and cooperating agencies as needed. Depending on the nature of the incident, technical experts may be needed from a variety of agencies. ESF #15 will work with the Planning Section at the EOC to identify and secure support from needed subject matter experts.
- A “Virtual JIC” may be implemented to coordinate and share information among the departments and agencies and other cooperating agencies.
- If the EOC is activated on a partial or full basis, a physical JIC will automatically be established in the EOC. It may be activated for EOC monitoring level activities, based upon the decision of the coordinating agencies.
- ESF #15 will utilize all available communication tools during an emergency, including public information/press releases, social media (both agency-specific social media sites and general community emergency sites), the cable television emergency message system, local government television stations, communityemergency.org, organizational

websites, mass notification system, news conferences, local radio and television, highway advisory radio, community meetings and, if necessary, door-to-door contacts.

- Coordinating agencies will facilitate the process of developing a “common message” and communications strategy to ensure the consistency of information provided to the public, communities and the private sector.
- In the event of a mass fatality incident, ESF #15 will provide support to the Family Assistance Center (FAC) to include family and media briefings, website postings, social media updates and public information outreach and will facilitate communications with family members.

Concept of Operations

For emergency response operations involving only one or two agencies such as fire and police, the on-scene Incident Commander determines the need for notifications and all public information is coordinated through the coordinating agency’s public information office.

As an incident or threat escalates to involve more than two agencies or a local emergency is declared, regional PIOs will coordinate all public information in cooperation with incident management and all agencies involved. Prior to (or in the absence of) an activation of the Emergency Operations Center (EOC) coordination of public information will be through the coordinating agencies.

The coordinating agencies will coordinate and share information with other departments and agencies through established protocols and procedures.

ESF Coordinating Agencies will notify the ESF #15 cooperating agencies and determine the need to activate a Joint Information Center (JIC). Other Agencies and departments will provide representatives to the JIC as requested. Depending on circumstances, a Virtual JIC may be used instead of or in conjunction with a physical JIC.

The JIC will operate at the coordination center for all public information activities related to the incident.

The JIC will continue operations until the EOC is de-activated or as otherwise directed.

The coordinating agency will ensure that information is posted if the Regional JIC is activated.

Responsibilities

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop and communicate information on supporting disaster planning and preparedness procedures • Train staff for emergency assignments • Participate in planning, training, and exercises • Develop and maintain agency notification rosters • Develop and maintain inventory of resources • Assist in resolving ESF #15 after-action issues
Response	<ul style="list-style-type: none"> • Provide representative(s) to the EOC/JIC when ESF #15 is activated • Maintain a timely information flow to the EOC of all critical information • Maintain records of costs and expenditures
Recovery	<ul style="list-style-type: none"> • Submit records of costs and expenditures for necessary reimbursement

All Agencies	
Phase	Responsibilities
	<ul style="list-style-type: none"> • Participate in ESF #15 after-action review
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify opportunities to mitigate the impact of future incidents • Implement identified mitigation actions

Charlottesville Office of Communications	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Establish internal communication protocols for the City of Charlottesville executive staff and Information Technology to make sure emergency information can be disseminated to public, staff, media and elected officials without incident
Response	<ul style="list-style-type: none"> • Coordinate activities with cooperating agencies • Conduct press conferences and media briefings as needed • Assist with development and communication of key messages • Provide emergency information to City of Charlottesville employees, the media, the public and elected officials • Coordinate community relations and emergency public information • Coordinate necessary equipment and personnel needs to be ready in case of emergency
Recovery	<ul style="list-style-type: none"> • Communicate information on disaster assistance initiatives and programs • Coordinate media briefings and inquiries • Participate in debriefing post event

Albemarle County Communications	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Establish internal communication protocols for County's executive staff and Information Technology to make sure emergency information can be disseminated to public, staff, media and elected officials without incident
Response	<ul style="list-style-type: none"> • Coordinate activities with cooperating agencies • Conduct press conferences and media briefings • Assist with development and communication of key messages • Provide emergency information to County employees, the media, the public and elected officials • Coordinate community relations and emergency public information
Recovery	<ul style="list-style-type: none"> • Communicate information on disaster assistance initiatives and programs • Coordinate media briefings and inquiries • Participate in debriefing post event

UVa Office of University Communications	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> Establish internal communication protocols for the University's senior leadership Establish protocols for sustaining information technology to make sure emergency information can be disseminated to public, staff, media and elected officials without incident
Response	<ul style="list-style-type: none"> Coordinate activities with cooperating agencies Conduct press conferences and media briefings Assist with development and communication of key messages Provide emergency information to University employees, students, patients, visitors, the media, the public and the Board of Visitors Coordinate community relations and emergency public information
Recovery	<ul style="list-style-type: none"> Communicate information on disaster assistance initiatives and programs Coordinate media briefings and inquiries Participate in debriefing post event

Charlottesville/Albemarle Public Schools	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> Identify and publicize resources Collaborate in planning with other agencies Identify strategic goals and opportunities for effective communications
Response	<ul style="list-style-type: none"> Coordinate and provide communications and information to various publics through multiple channels Coordinate or conduct press conferences and briefings, as needed Support JIC operations with partners, as needed
Recovery	<ul style="list-style-type: none"> Coordinate and communicate information on disaster assistance through multiple channels Respond to press inquiries, conduct briefings Participate in post-operative review
Mitigation	<ul style="list-style-type: none"> Participate in planning, training, and exercises Maintain inventory of publications, agencies, and communication venues Develop and refine supporting plans and procedures

Fire and Rescue Departments	
Phase	Responsibilities

Fire and Rescue Departments	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Provide regular information updates to the EOC • Coordinate on-scene information releases with the EOC
Recovery	<ul style="list-style-type: none"> • Provide regular information updates to the EOC • Coordinate on-scene information releases with the EOC
Mitigation	<ul style="list-style-type: none"> • Conduct after action reviews and develop plans as appropriate

Jurisdictional/Agency Law Enforcement	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Assist with information distribution • Provide assistance in developing public information
Recovery	<ul style="list-style-type: none"> • Provide assistance in developing public information related to the incident

Martha Jefferson Hospital	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Conduct press conferences and media briefings in conjunction with community partners • Respond to requests for information needed to address media or other public inquires • Provide assistance in developing public information related to health issues and concerns
Recovery	<ul style="list-style-type: none"> • Provide assistance in developing public information related to the incident

Piedmont Virginia Community College	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> • Establish internal communication protocols for the college's senior leadership • Establish external communication protocols to make sure emergency information can be disseminated to students, staff, faculty, college board members, and the public without incident

Piedmont Virginia Community College	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Assist with development and communication of key messages • Provide emergency information to college employees, students, college board members, and the public • Support JIC operations with partners, as needed
Recovery	<ul style="list-style-type: none"> • Provide assistance in developing public information related to the incident • Support JIC operations with partners, as needed

Thomas Jefferson Health District	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Assist with protective guidance information distribution • Provide assistance in developing public information related to health issues and concerns • Support JIC operations with partners, as needed
Recovery	<ul style="list-style-type: none"> • Provide assistance in developing public information related to the incident • Support JIC operations with partners, as needed

UVA Health System	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> • Respond to requests for information needed to address or other public inquiries in accordance with patient privacy laws • Provide assistance as needed in developing public information related to health issues or concerns
Recovery	<ul style="list-style-type: none"> • Respond to requests for information needed to address or other public inquiries in accordance with patient privacy laws