



EMERGENCY RESPONSE PLAN

FEBRUARY 2014

**Revised
November 2020**

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.

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.

When is an emergency response necessary?

Under the Clery Act, PVCC is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An **“immediate” threat** as used here encompasses an imminent or impending threat, such as a fire currently raging in one of our buildings, an active shooter, a terrorist attack, or an earthquake.

This plan will be reviewed annually by the vice president for finance and administrative services and revised as required.

Suggestions related to safety, security, and emergency responses are welcomed and encouraged. These should be forwarded to the vice president for finance and administrative services.

RELATED DOCUMENTS:

- PVCC Crisis and Emergency Management Plan
- PVCC Continuity of Operations (COOP) Plan
- PVCC IT Combined DR-RA Plan (Disaster Recovery-Risk Analysis)
- PVCC Bloodborne Pathogens Control Plan

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1.1 Active Shooter

1.1.1 General

Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities and places of like kind where people congregate, or while attending any college-sponsored sporting, entertainment or educational events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden.

If you should observe an individual entering a campus building with a weapon, 911 should be called immediately.

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 police by dialing (434) 961-5319 or the campus police cell phone number at (434) 981-6362.

1.1.2 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 and obey all instructions given to you by law enforcement officials.

- **If it becomes necessary to flee during an active shooter incident:**
 - Consider fleeing as your first option.
 - 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.
- **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.

- **In the event that the shooter is in the same building as you**, close the door to your classroom, which will lock automatically. If you are in an office or non-classroom area, you will need to manually lock the door. 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. 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.
- **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.

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.

Shotguns and/or assault rifles in addition to helmets and pepper spray may be visible. 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 section 1.1 have been reviewed by the Albemarle County Police Department.

1.2 Bomb Threat

- An individual receiving a bomb threat via email should forward the email to the campus police department at security@pvcc.edu and immediately call the campus police department at (434) 961-5319 or the campus police cell phone at (434) 981-6362. The police officer on duty will immediately notify the vice president for finance & administrative services or other member of the president's staff (or the president) if the vice president is unavailable.
- An individual receiving a bomb threat via telephone 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 receiver should immediately contact the campus police office at (434) 961-5319 or the campus police cell phone at (434) 981-6362.
- If a building evacuation is ordered, building occupants will be directed to the nearest exit and should remain at least 500 feet from the building. Designated building safety coordinators will assist in directing the evacuation.
- 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.
- The president or designee will alert the Albemarle County Fire Department of a possible explosion resulting in fire.

1.3 Building Evacuation

A building evacuation will be ordered when it is necessary to ensure the safety of building occupants. When a building evacuation is ordered, building occupants will be directed to the nearest exit and should remain at least 500 feet from the building. Designated building safety area coordinators will assist in directing the evacuation.

Persons should not re-enter the building until authorized to do so by proper authorities.

The college also has a reciprocal agreement with Monticello High School for an alternate evacuation route from the campus should College Drive be closed for any reason.

1.4 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 quite. Do not leave your place of safety until instructed to do so by authorized personnel.

1.5 Chemical Spills / Gas Leaks / Hazardous Materials

1.5.1 Chemical Spills or Gas Leaks

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

- Notify campus police immediately at (434) 961-5319 or the campus police cell phone number at (434) 981-6362 if a gas leak and/or chemical spill is observed, detected or suspected. Campus police will determine if it is necessary to call 911. The Albemarle County Fire Department (911) and the Charlottesville Public Utilities Division (434) 293-9164 should be called immediately to report the leak. Complete details about the location and circumstances of the incident will be provided.
- If the odor of gas is detected, notify campus police as described above and inform everyone in the area/building by shouting "Gas Leak". Immediately leave the area and advise everyone contacted to do the same.
- Campus police will notify the facilities manager, who will sound the evacuation alarm if it is deemed necessary and appropriate. The facilities manager will also instruct facility personnel to turn off air handler units and disconnect electrical service and other utilities as deemed necessary and appropriate.
- Evacuation must be completed as quickly as possible. If a building evacuation is ordered, building occupants will be directed to the nearest exit and should remain at least 500 feet from the building. Designated building safety area coordinators will assist in directing the evacuation. When exiting from buildings, do not turn on/off any light or electrical switches, do not activate the fire alarm and use the stairs. Leave the door to the room and/or building open so that the gas can more easily disperse.
- Campus police on the scene will be responsible for making sure that no one enters the building(s) or room(s) until authorized to do so.
- The facilities staff will investigate the reported leak and either repair it or call the appropriate utility or contractor to repair the leak.
- In the event that local emergency services have responded to the notice of a gas leak, campus personnel will defer any action until approved to do so by the local Emergency Management Coordinator. Once approved to do so, campus personnel from the facilities (B&G) department as well as the security department will perform repairs or place the calls to the appropriate utility/contractor.
- Off-site campuses will be notified by the vice president for finance and administrative services or his designee.
- The Director of Marketing and Media Relations will be responsible for any communications with the media.
- The affected area will not be reoccupied until it has been determined that gas is not present.

1.5.2 Hazardous Materials

1.5.2.1 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, facilities 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 and will be located in the security office.

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

1.5.2.2 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 alkalis (bases) should not be stored side by side. These can combine and cause an explosion.

1.5.2.3 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.

1.5.2.4 Emergency Eye Wash Stations and Showers

Emergency eye wash stations are located in the Keats Science Building, in rooms 201, 202, 204 and 205. An emergency eye wash station is also located in the Main Building, room 101. 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.

1.5.2.5 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.

1.6 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.

1.7 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 campus telephone system and cell phones. 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 work 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 Stultz Center for Workforce Development for the dissemination and handling of any news releases. The Director of Marketing & Media Relations/Public Information Officer, will coordinate all news releases.

1.8 Earthquake

In the event an earthquake occurs at or near the campus, the following actions should take place: 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
 - Hanging objects
- Evacuate the building only after debris has stopped falling and the building or structure has stopped shaking/moving.

If You Are Outside

- Move to an open area away from building structures.
- Watch for fallen:
 - Power lines
 - Street lights
 - Trees

If You Are in a Vehicle

- Stop your vehicle in the nearest open area.

- Stay in your vehicle until the tremors have subsided.

After the Incident

- Remain calm
- Be prepared for after-shocks
- If a building evacuation is ordered, building occupants will be directed to the nearest exit and should remain at least 500 feet from the building. Designated building safety area coordinators will assist in directing the evacuation.
- Consider persons with disabilities who may need assistance.
- Open doors carefully
- Watch for falling objects

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

1.9 Emergency Communications

The college uses multiple means of communication, including the campus emergency text messaging system (Omnilert), the campus emergency public address system, Alertus Desktop Alert, the campus telephone system, cell phones, the college two-way radio net, the digital signage system, electronic mail, the college web site, Facebook and Twitter, local media announcements, individual building fire alarm systems, bullhorns and word of mouth, as appropriate to the situation.

Communications about a PVCC emergency will be implemented within the framework of the Incident Command System and Structure. Under this structure, PVCC's Director of Marketing and Media Relations or alternate, functions as the Public Information Officer who will coordinate with PVCC's president or administrator in charge and the incident commander to determine messages to release. Messages also will be coordinated with any emergency response officials who may be on site. The incident commander approves all messages prior to their release. Communications will be timely, accurate and use clear language.

Communications will focus first on securing the safety of everyone on campus and/or in PVCC's centers in Greene County and at the Jefferson School. Communications to internal audiences have priority. External audiences and media will then be addressed.

<i>Information Flow Chart</i>					
Emergency Occurs → Security Notified	President or Administrator in Charge and Incident Commander	Incident Command Team (Includes Public Information Officer who is the Marketing & Media Relations Manager or alternate)	Internal Audiences (Students, faculty, staff, VCCS Emergency Preparedness & Safety Coordinator)	External Audiences → (Parents, community groups with vested interest, etc.)	Media alerted (News conference planned if needed)

Multiple communication channels may be used during a PVCC emergency:

- Omnilert emergency alert system for posting messages directly to PVCC’s Web site, the College’s official Facebook and Twitter pages, Blackboard, and sending text and email alerts to those who are subscribers to this alert service. Note: Posts to Facebook and Twitter are seen by the media.
- Public address system (main campus only). [Security staff; Finance and Administrative Services staff]
- Alertus Desktop Alert messages to computer monitors linked to the College network. [Information Technology staff; Public Information Officer or alternate; Finance and Administrative Services staff]
- Flat-screen TV monitors.
- Emails to PVCC employees through Outlook software on the College’s computer network.
- Phone messages to PVCC employees through the College’s phone system.
- Recorded messages on PVCC’s emergency telephone number. [Business Manager or alternate]
- Official news releases or statements emailed or phoned in to local media. [Public Information Officer or alternate]
- News conferences if needed to respond to media requests. [Public Information Officer or alternate]
- Messengers/runners to relay information, as deemed appropriate.

Media will be directed to the Stultz Center for Workforce Development for dissemination of official information about the incident. The public information officer will coordinate this. If that location is not accessible, another will be chosen.

1.10 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 should be called (911). 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 and Advising Center (Room 144), the Business Office (Room 240), the Security Office (Room 218), and the Humanities Division Office (Room 317) in the Dickinson Building. Kits are also available in the Giuseppe Center, Jefferson School Center, Keats Science and Stultz Center Buildings.

Automated external defibrillators (AED's) are located in the main building near the receptionist's desk; in the 200 Wing near the Business, Mathematics and Technologies Division Office (Room 270); and in the 800 Wing near the Human Resources Office (Room 810). The Dickinson Building AED is near the Humanities Division Office (Room 317); the Keats Science Building AED's are near the elevator in the 100 and 200 hallways; and the Stultz Center AED is located in the student lounge. Off campus facilities have the AED's located in an accessible area.

The nearest hospitals are the University of Virginia (434) 924-0211 and Martha Jefferson Hospital (434) 654-7000. 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.

1.11 Fire

The individual discovering the fire will first call 911, giving the location of the fire, the situation, extent of the fire, and the caller's name. The person should also activate the fire alarm and call campus police at (434) 961-5319 or the campus police cell phone at (434) 981-6362.

A fire door located between the Café and the Admissions office will close automatically when the alarm and/or sprinkler system are activated.

In the event of a fire, area Emergency Management Coordinators will evacuate classrooms and office areas in accordance with the evacuation plans posted throughout the campus buildings. The police officer on duty will notify the vice president for finance and administrative services, the president, and the facilities manager.

1.12 General Information

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.)
- 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 VPFAS 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 Virginia Department of Emergency Management. The police chief serves as the Alternate Agency Emergency Management Coordinator for purposes of identification of emergency personnel to the Virginia Department of Emergency Management.

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 windstorm. 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 facilities personnel are fully briefed to take appropriate action in any emergency.

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 on-duty police officer will assume responsibility for implementing this contingency plan. The officer will contact the president, or if the president is not available, a vice president before taking action. If this notification is not possible, the officer 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.

1.13 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, the emergency messaging system (Omnilert), voice message on the college switchboard and emergency message line, Facebook and Twitter, 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 facilities 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.

1.14 Kidnapping

Call 911 immediately and notify campus police at (434) 961-5319 or the campus police cell phone at (434) 981-6362 as soon as possible. Provide details of the incident. Campus police will meet with and direct emergency responders to the scene. **Be able to provide as much of the following to the police as possible:**

- Where the victim was last seen.
- Timeframe the victim was last seen.
- Exact location last seen.
- Persons accompanying the victim when last seen.
- Description of clothing worn when last seen.
- Description of suspect and suspect’s car.
- Location of recent photographs of victim.

1.15 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 C of this document.

1.16 Pandemic

The Vice President of Finance and Administrative Services may serve as the point of contact between the Virginia Department of Health and the College. The local Environmental Health Services (EHS) should be immediately made aware of any reported contagious diseases as reported by the health department or others. EHS will provide guidance and direction as necessary. All public communications as it pertains to Contagious Diseases must be approved by the Vice President of Finance and Administrative Services or President.

Any PVCC employee or any students who know or have reason to believe they are infected with a contagious disease should seek expert medical advice and are encouraged to advise local health authorities of a possible public health threat. They must follow the directions of local health authorities in order to prevent the spread of infection and to protect their own health.

1.16.1 Procedures

Students

- Students who know or suspect they are infected with a contagious disease must notify the Dean of Student Services and their instructor(s).

- The Deans of Student Services has the authority to send students home if they fail to follow the Dean's instructions. This will be considered a violation of the student code of conduct and may result in disciplinary action.
- Before returning to PVCC, students who have been diagnosed as having a contagious disease must present written documentation from his/her treating physician or primary care provider documenting that the individual is medically cleared (i.e., is no longer infectious to others) and is able to return as of a specified date. This information must be presented to the Dean of Student Services. All records regarding this medical information must remain confidential and be filed separately from all other general student records and/or personnel files.
- Students are encouraged to stay in touch with faculty regarding class assignments and progress as appropriate.

Employees

- Employees who know they are infected with a contagious disease must notify their supervisor and the Human Resources office.
- Before returning to PVCC, employees who have been diagnosed as having a contagious disease must present written documentation from his/her treating physician or primary care provider documenting that the individual is medically cleared (i.e., is no longer infectious to others) and can return to work as of a specified date. This information must be provided to the Human Resources office and their supervisor.
- As per PVCC policy, employees need to follow all policies and procedures pertaining to sick leave and supervisor notification with regard to their status.
- Supervisors have the authority to send employees home if they do not comply with this policy. Employees will be charged sick or annual leave if sent home.

College

- Should any disease reach a pandemic stage, PVCC will monitor the situation by communicating with local and state health officials and review media sources in order to provide appropriate information to the College community. College officials may temporarily close the College or a campus, if such closure serves the best interest of the College community.
- PVCC will inform the College community of plans to provide continuity of operations that will minimize educational and social disruption.
- PVCC may require infected persons to isolate themselves from the College community until the danger of infection is no longer present.
- PVCC will consult with local and state health officials to provide any specific instructions for individuals returning to the College following infection of a contagious disease.

1.16.2 Confidentiality

No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of the student, employee, or other College community member unless required by state and/or

federal law. Furthermore, all medical information relating to contagious diseases of students, employees, or other College community members will be kept confidential, according to applicable state and federal law. Medical information pertaining to infectious diseases of persons within the College community will only be disclosed to responsible college officials on a need-to-know basis.

1.17 Power Outage / Electrical Emergencies

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

Personal Response

1. Immediately contact the facilities manager at (434) 961-5448 or extension 5448 from a campus phone or radio to report a power outage in any room, building, or area on campus.
2. While it is important to report the outage, do not call to ask how the power outage occurred or when power will be restored. For extended outages, information regarding alternate plans for classes or other contingency plans will be announced on the PVCC web site, via Omnilert, the PVCC Emergency Phone Number (434) 971-6673, local radio and television stations.
3. If you do not have sufficient light to continue working safely or if you are instructed by campus security, move to an area with natural light or to an outside location, weather permitting.
4. For those in a shop or a lab, turn off gas burners or equipment which, if unattended when power is suddenly restored, might pose a danger or a fire hazard.
5. When leaving a work area or site, take essential personal possessions and lock offices and/or classrooms.
6. Assist those requiring help. Elevators should not be used during a power emergency. If someone is in an elevator during a power outage, follow instructions posted in the cabin of the elevator. It is important to remain calm until someone can respond to provide assistance.
7. Emergency lighting should provide minimal lighting to enable people to move to another location. Emergency lighting has battery backup and will generally provide only enough illumination to exit the immediate area.

Organizational Response

1. Once campus police are notified of a power outage, the facilities manager, the VPFAS (Incident Commander) and the president will be notified as required, in this order.
2. If the source of the outage cannot be identified or if repairing the outage is beyond the scope and authority of the facilities staff to repair it in a timely manner, the facilities manager shall notify the utility company or the appropriate contractor.
3. Campus police, with assistance from the facilities department, will survey the facility to determine the extent of the outage and to identify the source of the failure, if possible. Power outages can encompass the entire campus, a single building or an area within a

building.

4. As required, the facilities manager will notify the VPFA and the president of the survey results and estimate the time necessary to restore electricity.
5. Repairs will be made by the facilities staff if it has the equipment and expertise to make the repair in a timely manner.
6. The facilities manager shall serve as the College's liaison to the utility company or the appropriate contractor. It is their responsibility to keep the vice president and the president apprised of repairs as they progress, including revised estimates of the costs, the duration of the outage and the possible completion date.
7. Except in emergencies or situations requiring evacuation, the president, or the vice presidents in the president's absence, shall have the authority to cancel classes or adjust the times at which they end or resume. The marketing manager will communicate these decisions to the faculty and employees, the media and the community at large.

1.18 Psychological Crisis

A psychological crisis occurring on campus can manifest itself in a number of ways, such as threats against others, threats against oneself, emotional breakdowns, excessive alcohol use, or drug abuse. All employees and students must report incidents or threat of violence to their immediate supervisor, the Human Resource Office, campus police, and/or to the Violence Prevention and Threat Assessment Team. The PVCC Incident Report Form (available on the PVCC website) should be used to file a report.

Copies of all incident reports involving actual or alleged workplace violence or threats will be provided to the human resources officer, the vice president for finance and administrative services, the vice president for instruction and student services, the dean of student services, and the police chief as appropriate through an integrated technology platform (Maxient).

No person who, in good faith, reports threatening or otherwise troubling behavior in accordance with this policy will be subject to retaliation.

It is important to remember that witnesses to these types of crisis are not to attempt to serve as a crisis counselor. Rather, it is their responsibility to notify the proper authorities at the College so that appropriate professionals can be identified to address the situation as quickly as possible.

1.19 Tornado or Severe Wind Storm

In the event of a tornado or severe windstorm requiring shelter, all persons should evacuate to one of the following interior rooms:

Main Building (501 College Drive)

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

Dickinson Building (400 College Drive)

Room #: 102, 106, 129, 130, 132, 222, 223, 226

Giuseppe Center (222 S. Main Street, Stanardsville)

Any room that does not have 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.

Jefferson School Center (233 4th Street, NW)

Any room that does not have 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.

Keats Science Building (490 College Drive)

Upper and Lower Level Hallways

Stultz Center (600 College Drive)

Room #: 100, 101, 109, 111, 113, 119, 131

The main campus rooms noted above 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 vice president for finance & administrative services will acquire the food stored in the cafeteria and vending machines for emergencies.

2.0 SAFETY AND ACCIDENTS

2.1 Vehicle Accidents

Any vehicle accident that occurs on campus, including in parking lots, must be reported to campus police at (434) 961-5319 or the campus police cell phone at (434) 981-6362. If required, campus police will report the accident to local authorities by calling 911. The following information is required:

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

Those involved in an accident and/or are witnesses:

1. Report the accident immediately to campus police at (434) 961-5319 or on the campus polices cell phone at (434) 981-6362;
2. Check the scene to make sure it is safe to respond;
3. While waiting for campus police, render immediate first aid, if qualified, and/or determine the status of those involved in the accident. Do not attempt to move injured persons unless a life-threatening condition exists;
4. Remain at the scene until campus police arrives and advise involved parties to

also remain. If someone insists on leaving before campus police arrives, do not attempt to stop them. However, take note of the appearance of the vehicle and person and record the license number;

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

2.2 Workplace/Student Accidents on Campus

For serious injuries, call emergency services at 911 and then campus police at (434) 961-5319 or on the campus police cell phone at (434) 981-6362 to report the accident. Most classroom is equipped with a telephone that has a Speed Dial 1 to direct dial the campus police cellphone.

The report will include the following information:

- Location of accident;
- Nature of the accident;
- Names of injured;
- If medical attention was necessary.
- Whether medical attention was accepted or denied by the victim.

If the accident results in a minor injury, first aid kits are available as listed in Section 1.10 Emergency Medical Services.

Those involved in an accident and/or are witnesses:

1. Check the scene to make sure it is safe to respond;
2. If the cause of the accident still poses a danger to others, alert campus police at (434) 961-5319 or on the campus police cell phone at (434) 981-6362 and provide assistance you are requested to and capable of rendering to eliminate the danger.
 - a. While waiting for the arrival of campus police, render immediate first-aid if qualified and/or determine the status of the person(s) involved in the accident. Do not attempt to move the injured person unless a life-threatening condition exists.
 - b. The college is not equipped to provide medical services. 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 and Advising Center (Room 144), the Business Office (Room 240), the Security Office (Room 218), and the Humanities Division Office (Room 317) in the Dickinson Building. Kits are also available at the division office in the Giuseppe Center, Jefferson School, Keats Science and Stultz Center Buildings.
 - c. Automated external defibrillators (AED's) are located in the Main Building near the receptionist's desk; in the 200 Wing near the Business, Mathematics and Technologies Division Office (Room 270); and in the 800 Wing near the Human Resources Office (Room 810). The Dickinson Building AED is near the

Humanities Division Office (Room 317); the Keats Science Building AED's are near the elevator in the 100 and 200 hallways; the Stultz Center AED is located in the student lounge. Off campus facilities have the AED's located in an accessible area.

3. Remain at the scene until campus police arrives and advise anyone involved to also remain. If someone insists on leaving before campus security arrives, do not attempt to stop them. However, provide the name and/or description to campus security upon their arrival.
4. Defer to campus police and/or local authorities upon their arrival. Turn over any names of witnesses and/or other information to them as requested.
5. Notify the College Human Resources Department at (434) 961-6567 or extension 6567. Human resources will handle workers' compensation where applicable and/or advise the injured party where to seek medical assistance. Campus police will coordinate the investigation of the accident and identify and implement corrective action identified during the investigation.
6. Campus police will notify the facilities department at (434) 961-5447 and/or the vice president for finance and administrative services at (434) 961-5208 of the occurrence of the accident as soon as possible.
7. If appropriate, campus police will make sure that all incidents are reported to the dean of students for student accidents, and the employee's supervisor for employee accidents and document accidents in an incident report. The supervising faculty member should file an incident report when an accident occurs in a classroom, laboratory, or shop. The incident report can be found on the [PVCC Department of Public Safety & Campus Police Web page](#).
8. When appropriate as indicated by the accident investigation, the College will take steps to eliminate the causes of the accident/injury wherever possible.
9. Any contact with the media is the responsibility of the Director of Marketing and Media Relations.

2.3 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. Incident reports should be submitted for off-campus occurrences using the same procedures as on-campus occurrences.

APPENDIX A

PVCC EMERGENCY “911” ADDRESSES

DICKINSON BUILDING

400 College Drive
Charlottesville, VA 22902

GIUSEPPE CENTER

222 S. Main Street
Stanardsville, VA 22973

JEFFERSON SCHOOL CITY CENTER

233 4th Street, NW
Charlottesville, VA 22901

KEATS SCIENCE BUILDING

490 College Drive
Charlottesville, VA 22902

PVCC MAIN BUILDING

501 College Drive
Charlottesville, VA 22902

STULTZ CENTER

600 College Drive
Charlottesville, VA 22902

APPENDIX B

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	1-800-222-1222
Center for Disease Control Emergency Hotline	1-800-232-4636
Charlottesville/Albemarle Rescue Squad	911
Charlottesville Gas Department (Public Utilities)	(434) 293-9164
Dominion Virginia Power	1-866-366-4357
Fire Department (Albemarle County)	911
FBI Charlottesville Office	(434) 293-9663
Martha Jefferson Hospital Emergency Department	(434) 654-7150
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
Thomas Jefferson Health District Charlottesville/Albemarle Health Department	(434)972-6200
University of Virginia Hospital	(434) 924-0211
Virginia State Police (Division 3)	1-800-552-0962
VCCS Emergency Preparedness & Safety Manager	1-804-819-4986
Virginia Department of Transportation (VDOT)	(434) 293-0011

APPENDIX C

INCIDENT COMMAND STRUCTURE



APPENDIX D

POLICIES

[PVCC Policy XII – 4.0 Firearms And Dangerous Weapons Policy](#)

[State Board for Community Colleges](#)
[Weapons Regulations](#)
[Chapter 10: Regulation Of Weapons](#)

[PVCC Policy II – 11.0 Inclement Weather Policy](#)

[PVCC Policy XII – 2.0 Violence Prevention and Threat Assessment](#)

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