Emergency Operations Plan
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INTRODUCTORY ITEMS

Approval and Implementation

Pursuant to §23-9.2:9 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 §23-9.2:9 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 7th day of May, 2014, does hereby officially adopt the PVCC Emergency Operations Plan, to include plans and procedures for both natural and human caused disasters.

I, Dr. Laila Bare, 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 May 7, 2014.

SIGNED

Dr. Laila Bare
Chair, PVCC College Board
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
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 and endorsed by the VCCS Emergency Preparedness & Safety Manager, the local Emergency Management Coordinator and the Albemarle County Police Department.

Approved: ____________________________________________________________
Mary Savage, VCCS Emergency Preparedness & Safety Manager

Approved: ____________________________________________________________
Lt. Mike Wagner, Albemarle County Police Department PVCC Liaison

Approved: ____________________________________________________________
Kirby Felts, Emergency Management Coordinator

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 160 full-time employees and 200 part-time employees, mainly adjunct faculty. The total enrollment for PVCC in the fall 2013 semester is 5,630 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.
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 Rapid Response Team.
- PVCC is planning a series of tabletop exercises coordinated by the college, the Albemarle County Police Department, and the Emergency Preparedness and Safety Officer for the Virginia Community College System (VCCS.)
- A mock “active shooter” drill is tentatively scheduled for the summer, 2014 semester.

Assumptions

- The Coordinator of Emergency Management 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 follow the Area Safety Coordinators to the designated evacuation locations as deemed necessary.

CONCEPT OF OPERATIONS (CONOPS)

PVCC’s EOP is based on the idea that emergency operations will begin with the college and that outside assistance from regional emergency response partners will be requested when an emergency or disaster exceeds PVCC’s capabilities. Requests for assistance will be submitted to the Virginia Emergency Operations Center (VEOC) by the local Emergency Management Coordinator only when the institution’s and the jurisdiction’s capabilities are exceeded.

Situations in which several localities are threatened or impacted concurrently usually involve the state from the onset. If the state is overwhelmed, the Governor may request federal assistance. At each level, the government should officially declare an emergency in order to request assistance.

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 ICS Structure (revised 7/3/14)