Paul D. Camp Community College

Emergency Response Plan

Last Updated: June 9, 2011

Privacy Statement

Public disclosure of this plan would have a reasonable likelihood of threatening public safety by exposing vulnerabilities and policies. It contains sensitive information that is not subject to the Freedom of Act (FOIA) under Virginia Code 2.2-3705.2. Accordingly, Paul D. Camp Community College is withholding this plan from fully public disclosure.
Table of Contents

Table of Contents ............................................................................................................................................ 2
Emergency Response Plan Evaluation and Approval .................................................................................. 5
Information and Guidelines for Emergency Response Plan ..................................................................... 6
General Information .................................................................................................................................. 7
   Use of the Emergency Communications Notebook ........................................................................... 7
College Emergency Response Plan ............................................................................................................. 8
   General Compliance Objectives ............................................................................................................ 8
      References ........................................................................................................................................ 8
      Purpose ........................................................................................................................................... 8
      Succession ....................................................................................................................................... 8
      Emergency Action Steps ................................................................................................................... 8
      Designated Emergency Operation .................................................................................................... 9
      Safeguarding Vital Records ............................................................................................................... 9
      Validation ......................................................................................................................................... 9
Checklist ..................................................................................................................................................... 10
   Emergency Management Kit ................................................................................................................ 10
Assigned Roles of Administrators During a College Emergency ............................................................. 11
   President ........................................................................................................................................... 11
   The Vice President of Financial and Administrative Services and/or, ............................................ 11
   The Vice President of Instruction and Student Development and/or, ........................................... 11
   The Vice President of Institutional Advancement ........................................................................... 11
   Superintendent Buildings and Grounds ............................................................................................... 12
   Safety, Security Officer and Emergency Planner ................................................................................ 12
Aircraft Disaster .......................................................................................................................................... 13
   Aircraft crash into or near a building .................................................................................................. 13
   Aircraft on or near school site but no damage to building .................................................................. 13
Allergic Reaction ....................................................................................................................................... 14
   Possible Symptoms ............................................................................................................................ 14
   Preventive/Supportive Actions ............................................................................................................ 14
Assault and Rape .......................................................................................................................................... 15
Bomb Threats/Telephone Threats .............................................................................................................. 16
   The individual taking the call should: ................................................................................................. 16
   Authorities to be involved: .................................................................................................................. 16
Anthrax and Other Biological Agent Threats ............................................................................................ 18
   How to Handle Anthrax and Other Biological Agent Threats ......................................................... 18
   Suspicious unopened letter or package marked with threatening message such as “anthrax” ....... 18
   Envelope with powder and powder spills out onto surface ............................................................... 18
   Question of room contamination by aerosolization ......................................................................... 19
   How to identify suspicious packages and letters .............................................................................. 19
Kidnapping ................................................................................................................................................ 20
   Implement PDCCC Code Adam Plan if the kidnapping occurs on a campus .................................. 20
Natural Disasters ....................................................................................................................................... 21
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelter in Place</td>
<td>21</td>
</tr>
<tr>
<td>General Procedures</td>
<td>21</td>
</tr>
<tr>
<td>In the event of injuries</td>
<td>21</td>
</tr>
<tr>
<td>Inside building</td>
<td>21</td>
</tr>
<tr>
<td>On the campus grounds</td>
<td>21</td>
</tr>
<tr>
<td>Power Failure or Lines down in Area</td>
<td>22</td>
</tr>
<tr>
<td>Gas Leak</td>
<td>23</td>
</tr>
<tr>
<td>Life-threatening Crisis to Individual</td>
<td>24</td>
</tr>
<tr>
<td>First Actions</td>
<td>24</td>
</tr>
<tr>
<td>Other Actions</td>
<td>24</td>
</tr>
<tr>
<td>For Major Accidents, Injuries</td>
<td>24</td>
</tr>
<tr>
<td>Chemical Spill (Inside the Building)</td>
<td>25</td>
</tr>
<tr>
<td>Chemical Spill (Outside the Building)</td>
<td>25</td>
</tr>
<tr>
<td>Death of a Staff Member or Student</td>
<td>26</td>
</tr>
<tr>
<td>Fire or Explosion</td>
<td>26</td>
</tr>
<tr>
<td>Mass Involvement of Students in Large Group Crisis</td>
<td>27</td>
</tr>
<tr>
<td>Asphyxiation</td>
<td>27</td>
</tr>
<tr>
<td>Food Poisoning</td>
<td>27</td>
</tr>
<tr>
<td>Communicable Disease</td>
<td>27</td>
</tr>
<tr>
<td>Medication Overdose</td>
<td>28</td>
</tr>
<tr>
<td>Poisoning</td>
<td>28</td>
</tr>
<tr>
<td>Suicide Threats</td>
<td>29</td>
</tr>
<tr>
<td>Suicide Attempts</td>
<td>29</td>
</tr>
<tr>
<td>Who’s in Charge When the President Is Away</td>
<td>30</td>
</tr>
<tr>
<td>Communicating with the Media in Times of Crisis</td>
<td>31</td>
</tr>
<tr>
<td>Do’s and Don’ts for Suspected Packages</td>
<td>33</td>
</tr>
<tr>
<td>PDCCC Franklin Campus Layout</td>
<td>35</td>
</tr>
<tr>
<td>PDCCC Workforce Development Center Layout</td>
<td>36</td>
</tr>
<tr>
<td>PDCCC Hobbs Campus Layout</td>
<td>37</td>
</tr>
<tr>
<td>Commonwealth Of Virginia</td>
<td>38</td>
</tr>
<tr>
<td>Bomb Threat Checklist &amp; Telephone Procedure</td>
<td>38</td>
</tr>
<tr>
<td>Emergency Phone Numbers</td>
<td>39</td>
</tr>
<tr>
<td>Internet Connects</td>
<td>40</td>
</tr>
</tbody>
</table>
### Plan Update Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Update</th>
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<tr>
<td>June 7, 2011</td>
<td>Chgd key personnel contact data, added victims service data</td>
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Emergency Response Plan Evaluation and Approval

Dates Reviewed

8/19/2005 LTP

3/29/2007 LTP

6/7/2011 AEE

____________________________________

Dr. Paul Conco
President

____________________________________

Annette Edwards
Interim Vice President of Financial and Administrative Services
Information and Guidelines for Emergency Response Plan

A crisis can impact a single building or the entire College, depending on the nature of the crisis. The most important consideration in dealing with a crisis is the health, safety and welfare of the students, faculty and staff.

A crisis can happen at any time. Examples include bomb threats, gas explosions, the death of a student or staff member, suicide or hostage situations.

Some of these things are very likely to occur at any time. The larger the college, the more complicated the communication chain may become for contacts within the College and the VCCS. The larger the community, the more media contacts there are to be made. Regardless of size, there are certain persons who need to be called in particular crisis situations.

For issues that have a general impact, such as natural disaster, responsibility for crisis management rests with administrators.

<table>
<thead>
<tr>
<th>NAME</th>
<th>WORK PHONE</th>
<th>HOME PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Paul Conco</td>
<td>Franklin, (757) 569-6712</td>
<td>(757) 304-9451</td>
</tr>
<tr>
<td>President</td>
<td>Cellular (434) 646-4505</td>
<td></td>
</tr>
<tr>
<td>Dr. G. R. (Joe) Edenfield, Vice President of Financial and Administrative Services</td>
<td>Franklin, (757) 569-6710</td>
<td>(757) 562-2133</td>
</tr>
<tr>
<td></td>
<td>Cellular (757) 567-4447</td>
<td></td>
</tr>
<tr>
<td>Dr. Maxine Singleton</td>
<td>Franklin, (757) 569-6713</td>
<td>(757) 340.4792</td>
</tr>
<tr>
<td>Vice President of Instruction and Student Development</td>
<td>Suffolk, (757) 925-6305</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cellular (757) 651-8150</td>
<td></td>
</tr>
<tr>
<td>James Gorham</td>
<td>Franklin, (757) 569-6768</td>
<td>(757) 484-1442</td>
</tr>
<tr>
<td>Superintendent of Buildings and Grounds</td>
<td>Franklin (757) 641-8943</td>
<td></td>
</tr>
<tr>
<td>Randy Betz</td>
<td>Franklin, (757) 569-6051</td>
<td>(757) 562-5290</td>
</tr>
<tr>
<td>Vice President, Workforce Development Center</td>
<td>Franklin (757) 653-1621</td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>Franklin (757) 569-6744</td>
<td>(757)</td>
</tr>
<tr>
<td>Dean of Franklin Academic Programs</td>
<td>Cellular (757)</td>
<td></td>
</tr>
<tr>
<td>Dr. Harriette Arrington</td>
<td>Suffolk, (757) 925-6302</td>
<td>(757) 827-6660</td>
</tr>
<tr>
<td>Dean of Suffolk Academic Programs</td>
<td>Cellular (757) 335-1957</td>
<td></td>
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</table>
General Information

1. You have a greater chance of managing a crisis situation with a college-wide plan.
2. The written crisis plan should include the persons responsible in the event of a particular crisis.
3. Each building should identify individuals who are responsible for specific duties.
4. Decide who will be the College spokesperson. It may not be the same individual in all cases. For example, in cases of natural disasters, the President or Vice Presidents may take on the task. However, the Vice President of Institutional Advancement may be called in when there is a suicide or death of a student or staff member.
5. If a crisis occurs, the President, Vice President of Financial and Administrative Services, Vice President of Instruction and Student Development, Superintendent of Buildings and Grounds, and Vice President of Institutional Advancement should be notified immediately and kept apprised of continuing developments.
6. The Vice President of Institutional Advancement can also provide written statements and press releases. If you prefer not to deal with the media or if events are occurring too rapidly for you to take time for media responses, the Vice President of Institutional Advancement can handle the contact from a central location.

Use of the Emergency Communications Notebook

All staff should maintain an up-to-date notebook or checklist and Paul D. Camp Community College Policies and Procedures Manual in their offices.

- The notebook should be readily accessible for personal use and reference.
- The notebook should be updated in pencil with names and numbers verified as appropriate.
- Campus building information and plans should be inserted into the appropriate place in the book.
- Necessary review of emergency procedures according to College policy should be conducted.
College Emergency Response Plan

General Compliance Objectives

Compliance with the Governor of Virginia Executive Order 7 (2002) requires a College Plan for Continuity of Operations and the Security of Students and Employees in the event of disasters (natural or manmade) emergencies including terrorist attacks.

References

The College should have the following documents on file for implementing any emergency plans:


Purpose

The purpose of this EOP is to provide reasonable assurance a Recovery Plan which follows generally accepted principles of continuity of operation planning. The College mission requires delivery of educational services. In the event of a disaster, the College must reestablish services within a reasonable timeframe.

Succession

This EOP establishes the College executive staff as the hierarchy for maintaining continuing authority to implement all provisions of the Plan. A complete listing of assigned duties is provided with pre-delegation of authority to implement the provisions of law as contained in the Virginia Emergency Services and Disaster Laws of 2000. The hierarchy for authority to act includes:

- College President
- College Vice President of Financial and Administrative Services
- College Vice President of Instruction and Student Development

Emergency Action Steps
This Plan includes a listing of emergencies with a specific list of required actions. In addition to these steps if a criminal act occurs incidental to the emergency Virginia Department of Criminal Justices Services and the Virginia Criminal Injury Compensation shall also be contacted.

Designated Emergency Operation

The College has three separate sites within a 100-mile triangle. Assuming one of the three sites can be occupied as an Emergency Response Plan Center, this is the first option. These three facilities are:

- Franklin Campus (2) sites
- Hobbs-Suffolk Campus (1) Site
- Smithfield Center (1) Site

Safeguarding Vital Records

The College maintains Contingency Plans for its Information Technology infrastructure. As a requirement each College staff employee is required to develop and maintain a contingency plan without support of information technology. In addition, College data files are keyed through the VCCS Systems Office. The College Plan requires backup on a daily sequence. If the Plan is followed, records are retrievable for all enrollment and financial data transactions. Contract providers are included in the State contract listing for non-professional services. The College maintains a Safety Plan with the major focus of the safeguarding of College staff and students.

Validation

The College EPA will become an integral part of employee safety orientation. In addition, routine college development plans will include updating of College staff on safety issues to include the College Emergency Response Plan.
Checklist

Emergency Management Kit

The following items are listed as basic for creating and maintaining Emergency Management Kits. The list includes specific items that may save time in implementing a school plan to manage emergencies. Individuals may need additional items and those should be added to the emergency kit, as well.

- List of telephone numbers for the Systems Office, local law enforcement agencies, emergency medical services, fire department, and other agencies that may need to know of a school crisis,
- List of telephone numbers for the cellular telephones,
- List of FAX lines at the Systems Office,
- Local telephone numbers,
- Current staff directory,
- Floor plan that shows the location of all exits, computer locations, and all other devices that may be useful in communication during an emergency,
- List of assigned roles for faculty and staff,
- Summary of information that can be made public during an emergency; include Freedom of Information summary, state policy, and others, and
- Flashlight at each office cluster.
Assigned Roles of Administrators During a College Emergency

President

- Direct all operations of the College in the management of the emergency.
- Gather information from all aspects of the emergency for use in making appropriate decisions about the management of the emergency.
- Assess the emergency situation and assign tasks based on the overall needs for managing the emergency.
- Direct all activities of faculty and staff in the management of the emergency.
- Stay in contact with the leaders of the emergency services agencies and the law enforcement agencies working with the emergency.
- Authorize the release of information to the public.
- Keep the Systems Office informed of the emergency status.
- In his absence, the Vice President of Financial and Administrative Services or the Vice President of Instruction and Student Development will serve in this capacity.

The Vice President of Financial and Administrative Services and/or,
The Vice President of Instruction and Student Development and/or,

The Vice President of Institutional Advancement

- Establish and implement plan for crisis; form and coordinate crisis teams.
- Maintain active file of helping agencies within the community; the names of contact person will be included.
- Maintain active file of community persons, such as counselors, doctors, ministers; information regarding services and follow-up services will be included.
- Maintain and initiate contact for insurance, worker’s compensation and other staff services.
- Plan and initiate arrangements for food for personnel.
- Handle overflow telephone calls at the emergency site.
- Receive dignitaries who come to help or gather information.
- Confer with staff, faculty and students; coordinate briefings for faculty and staff.
- Report immediately to the local hospital if faculty, staff, or students are being sent for treatment.
- If more than one hospital is admitting faculty, staff, or students, coordinate the communication among these hospitals. Assign and direct other staff to assist with the hospitals.
Paul D. Camp Community College
Emergency Response Plan

- Meet and talk with the spouses and/or parents or persons who have been admitted to the hospital.
- Supervise the collection of information about those involved in the emergency.
- Identify all injured and missing faculty, staff, and students involved in the emergency.
- Check faculty, staff, and student records for all injured to determine special medical needs that may be on file.
- Supervise the emergency communications network.
- Determine information to be disseminated based on the Freedom of Information Act and the Right-to-Privacy laws.
- Coordinate media release with the Vice President of Institutional Advancement.
- Notify risk management of emergency.
- Establish and maintain lines of communication between the Systems Office and the emergency site.
- Assign resources (persons and materials) to various sites for specific needs.
- Arrange for the payment of monies needed to respond to emergency situations; authorize purchases and payments for such resources.

Superintendent Buildings and Grounds

- Coordinate with the Vice President of Financial and Administrative Services as well as the Vice President of Instruction and Student Development.
- Set up a command center.
- Obtain and direct the placement of generators when power must be restored for a temporary period.

Safety, Security Officer and Emergency Planner

- Prepare Emergency Response Plan
- Coordinate plan with local and regional emergency planners
Aircraft Disaster

Aircraft crash into or near a building

Call police, fire, or rescue as indicated by the accident.............................................................. Dial 9 + 911

Call College Safety and Security Officer .................................................................................. (757) 802-0325

Call the Superintendent of Buildings and Grounds................................................................. Cellular (757) 641-8943

Notify the President......................................................... Franklin (757) 569-6712 or Home (757) 304-9451
............................................................................................................................................... Cellular (757) 423-646-4505

Notify the Vice President of Financial and Administrative Services .................. Franklin (757) 569-6710;
........................................................................................................................................ Suffolk or Smithfield (757) 925-6303  Cellular (757) 567-4447

Notify the Vice President of Institutional Advancement ..................................................... (757) 569-6791
........................................................................................................................................ Pager (757) 881-7503

Utilize emergency exit plan to maximize the safety of faculty, staff, and students.

Faculty, staff, and students should be assembled in an area as far from the crash scene as possible and should be up-hill and up-wind from the crash.

Provide for treatment and removal of the injured.

Account for all building occupants and determine the extent of injuries.

Aircraft on or near school site but no damage to building

Call the College Safety and Security Officer who will notify the appropriate personnel.

All faculty, staff, and students should remain in the buildings. Any personnel outside should report immediately to nearest classroom or office or designated area until further instructions are received.

No evacuations should occur unless subsequent explosions or fire endangers the building.
Allergic Reaction

Possible Symptoms

General feeling of impending doom or fright, weakness, sweating, sneezing, shortness of breath, nasal itching, hives, vomiting, cough, restlessness, shock, hoarseness, swollen tongue, severe localized swelling.

First Actions

- Assess situation, remain calm, and make individuals comfortable.
- Notify the Superintendent of Buildings and Grounds.
- Only move for safety reasons.
- Send for immediate help and first aid kit (in case of known allergies).
- Notify rescue squad (Dial 9 + 911), depending on the circumstances.
- Notify spouse, parent, or guardian.
- Administer medication, by order of a doctor, if appropriate. Apply ice pack, keep warm.
- Observe for respiratory difficulty.
- If possible, record the time and site of insect sting and name of medication, dosage, and time administered.

Preventive/Supportive Actions

Encourage staff and/or students having health situations affecting them to alert staff or wear a medical alert ID bracelet or chain.
Assault and Rape

In the event there is an occurrence of rape and/or serious assault, school personnel should follow these procedures:

1. Render first-aid to victim,
   - Phone Police (9 + 911)
   - Notify College Safety and Security Officer (757) 802-0325
   - Notify Vice President of Financial and Administrative Services Franklin (757) 569-6710; Suffolk (757) 925-6303; Cellular (757) 567-4447
   - Notify the Vice President of Instruction and Student Development Franklin, (757) 569-6713; Suffolk, (757) 925-6305; Cellular (757) 651-8150
   - Notify spouse/guardian or next of kin
   - Notify the Vice President of Institutional Advancement (757) 569-6791; Cellular (757) 881-7503

2. Obtain as much information regarding the assailant and incident as possible.

3. Accompany the victim to the hospital if necessary.

4. Notify the Virginia Criminal Injury Compensation Fund (804)522-4007 or (804) 399-8966 (after hours).

**NOTE:** The Institutional Advancement Office will be the only source of information to the press.
Bomb Threats/Telephone Threats

The College Safety and Security Officer and the Vice President of Financial and Administrative Services must evaluate the seriousness of bomb threats or other disruptive types of demonstrations using input from all sources. Bomb and other threats may be originated in writing, in person, over the telephone or relayed through a second source.

The individual taking the call should:

- Keep the caller on the line as long as possible.
- Notify Floyd Myrick, Franklin (757) 641-8039; or Melvin Lankford, Hobbs (757) 641-9214.
- For the Smithfield Center, report all threats to the local police (9 + 911) or (757) 925-6342 or Isle of Wight sheriff's office (757) 357-2151.
- Notify the Vice President of Financial and Administrative Services, the Vice President of Instruction and Student Development, and the College Safety and Security Officer.
- Write down all the information obtained in exact words. Use the Bomb Threat Checklist and Telephone Procedures Sheet (see attachment 1); place copies of the bomb threat sheet at the switchboard and other appropriate phone locations.
- Find out what time the bomb is due to go off.
- Document in writing, as soon as possible, other types of threat contacts including:
  - Specific time message is received
  - Date and day of the week
  - Exact wording of message
  - Estimation of sex, age, cultural background of person making the call
  - Make note of background noises, tone of voice

Authorities to be involved:

Police.......................................................................................................................................................... 9 + 911

Explosion Ordinance Disposal (Ft. Lee).................................................................................................. 9 + 911

College Safety and Security Office ........................................................................................................ (757) 802-0325
Consider the safety of faculty, staff, and students as the prime factor. If advised, direct faculty, staff, and students to safe areas of the campus. Nothing is to be touched or altered.

**Do not re-enter the building until authorized.**

Alert staff of situation, and do not search for any bomb until the police arrive.

The recommendation to close the College will be made only after consultation between the President, Vice President of Financial and Administrative Services, and the Superintendent of Buildings and Grounds.

If a call is received in the evenings, notify the Campus Director or College guard. If unsuccessful in contacting the guard, call the police. The guard will notify immediately the Superintendent of Buildings and Grounds, the President, and the Vice President of Financial and Administrative Services.
Anthrax and Other Biological Agent Threats

How to Handle Anthrax and Other Biological Agent Threats

Do Not Panic

- Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

- For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

Suspicious unopened letter or package marked with threatening message such as “anthrax”

1. Do not shake or empty the contents of any suspicious envelope or package.
2. Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have any container, then cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
4. Then leave the room and close the door or section off the area to prevent others from entering.
5. Wash your hands with soap and water to prevent spreading any powder to your face.
6. Dial 9-911 to report the incident to local police and also report the incident to the College Safety and Security Officer (757) 802-0325.
7. List all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

Envelope with powder and powder spills out onto surface

1. Do not try to clean up the powder. Cover the spilled contents immediately with anything and do not remove this cover!
2. Then leave the room and close the door or section off the area to prevent others from entering.
3. Wash your hands with soap and water to prevent spreading any powder to your face.
4. Dial 9-911 to report the incident to local police and also report the incident to the College Safety and Security Officer at (757) 802-0325.
5. Remove heavily contaminated clothing as soon as possible and place in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.

6. Shower with soap and water as soon as possible. *Do not use bleach or other disinfectant on your skin.*

7. List all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up and to law enforcement officials for further investigation.

**Question of room contamination by aerosolization**

1. For example: small device triggered warning that air handling system is contaminated or warning that a biological agent released in a public space.
2. Turn off local fans or ventilation units in the area.
3. Leave area immediately.
4. Close the door or section off the area to prevent others from entering.
5. Dial 9-911 to report the incident to local police and also report the incident to the College Safety and Security Officer (757) 802-0325.
6. Shut down air handling system in the building.
7. List all people who were in the room or area. Give this list to both the local public health authorities, so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

**How to identify suspicious packages and letters**

Characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as “personal” or “confidential”
- Show a city or state in the postmark that does not match the return address
Kidnapping

Phone the President or his designee.

Phone the police (9 + 911).

Phone the spouse, parent, or guardian.

The President or his designee will notify the Systems Office and the Vice President of Institutional Advancement.

Do not release any information to the press. Refer requests for information to the Vice President of Institutional Advancement.

Implement PDCCC Code Adam Plan if the kidnapping occurs on a campus.
Natural Disasters

In the event the school experiences a weather disaster of such severity that the President determines that the safety of students and staff is endangered, the following procedures should be used:

Shelter in Place

- Go immediately to the designated Storm Shelters in college buildings
- If unable to reach a designated storm shelter take shelter in the nearest restroom.

General Procedures

- Check the buildings and utilities for damage.
- Notify the Systems Office.

In the event of injuries

- Give first aid.
- Phone for medical help (9 + 911).
- Set-up a first aid center.

Inside building

The faculty should have the students to drop to the floor and move away from windows. Do not have students or faculty go outside until advised to do so. Precautions will be taken to strengthen or barricade the doors. Boards and/or blankets will be placed over the windows to protect personnel from flying glass or debris.

If the building is unsafe, dismiss classes one at a time through safe exits. Do not re-enter the building until advised to do so.

Refer injured staff or students for treatment.

On the campus grounds

Move the students away from the building, trees, or wires, etc. Stay in the open until instructed to do otherwise.
Power Failure or Lines down in Area

If there has been a power failure, or if lines are down in the area of the College:

<table>
<thead>
<tr>
<th>Power Failure</th>
<th>Days</th>
<th>Nights</th>
</tr>
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<tbody>
<tr>
<td>Franklin Power Company</td>
<td>(757) 562-8568</td>
<td>(757) 562-8575</td>
</tr>
<tr>
<td>Suffolk’s Dominion Power Company</td>
<td>1-888-667-3000</td>
<td>1-888-667-3000</td>
</tr>
<tr>
<td>Smithfield’s Dominion Power Company</td>
<td>1-888-667-3000</td>
<td>1-888-667-3000</td>
</tr>
<tr>
<td>Notify the Superintendent of Buildings and Grounds</td>
<td>(Cellular) 641-8943</td>
<td>Suffolk (925-6335)</td>
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<tr>
<td></td>
<td>Franklin (569-6768)</td>
<td>Home (757) 484-1442</td>
</tr>
<tr>
<td>Notify the President</td>
<td>(757) 569-6712 or Home</td>
<td>(757) 569-6712 or Home</td>
</tr>
<tr>
<td></td>
<td>(757) 423-646-4505</td>
<td>(757) 304-9451</td>
</tr>
<tr>
<td>Notify the Vice President of Financial and Administrative Services</td>
<td>(757) 569-6710 or Home</td>
<td>(757) 569-6710 or Home</td>
</tr>
<tr>
<td></td>
<td>(757) 567-4447</td>
<td>(757) 567-4447</td>
</tr>
<tr>
<td>Notify the College Safety and Security Officer</td>
<td>(757) 802-0325</td>
<td></td>
</tr>
</tbody>
</table>

Lines down in area

Have maintenance worker mark off the area around the downed lines to prevent faculty, staff, and students from going near them.

<table>
<thead>
<tr>
<th>Notify the Franklin Power Co.</th>
<th>(Days) (757) 562-8568</th>
<th>(Nights) (757) 562-8575</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dominion Power Company</td>
<td>Suffolk</td>
<td>(1 888) 667-3000</td>
</tr>
<tr>
<td>Dominion Power Company</td>
<td>Smithfield</td>
<td>(1 888) 667-3000</td>
</tr>
<tr>
<td>Notify the Superintendent of Buildings and Grounds</td>
<td>Franklin (757) 569-6769</td>
<td>Suffolk (757) 925-6335</td>
</tr>
<tr>
<td></td>
<td>Cellular (757) 641-8943</td>
<td></td>
</tr>
</tbody>
</table>
Gas Leak

Natural gas leaks, with odor in the building, may occur and bring danger of explosion. Natural gas rises and will often be outside because most gas lines are outside of a building. Natural gas is mixed with Mercaptan to give it odor. The gas goes up and the odor goes down.

If leak is in or near building

Evacuate the building immediately following your building evacuation plan (see attachment 2). Get everyone a safe distance from the building.

<table>
<thead>
<tr>
<th>Turn off main gas valve</th>
<th>Phone Fire Department</th>
<th>9 + 911</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Superintendent of Buildings and Grounds</td>
<td>Franklin (757) 569-6768</td>
<td>Suffolk (757) 925-6335</td>
</tr>
<tr>
<td>Phone Virginia Natural Gas Company</td>
<td>Suffolk (757) 466-5500</td>
<td>1-877-572-3342</td>
</tr>
<tr>
<td>Phone Columbia Natural Gas</td>
<td>Smithfield 1-800-544-5606</td>
<td></td>
</tr>
<tr>
<td>Phone the President</td>
<td>Franklin (757) 569-6712</td>
<td>Home (757) 304-9451</td>
</tr>
<tr>
<td></td>
<td>Cellular (423) 646-4505</td>
<td></td>
</tr>
<tr>
<td>Vice President of Financial and Administrative Services</td>
<td>Franklin (757) 569-6710</td>
<td>Suffolk (757) 925-6303</td>
</tr>
<tr>
<td></td>
<td>Cellular (757) 567-4447</td>
<td></td>
</tr>
</tbody>
</table>

Keep faculty, staff, and students a safe distance until the problem has been corrected.
Paul D. Camp Community College
Emergency Response Plan

Life-threatening Crisis to Individual

When a life-threatening situation is perceived to exist, the President or his designee should be notified.

First Actions

Call the Rescue Squad 9 + 911

Notify the College Safety and Security Officer (757) 802-0325

Apply first aid and life-sustaining techniques utilizing trained personnel.

Call spouse or parent immediately.

Call Vice President of Financial and Administrative Services Franklin (757) 596-6710
Suffolk (757) 925-6303
Cellular (757) 567-4447

Call Vice President of Instruction and Student Development Franklin (757) 569-6713
Suffolk (757) 925-6305
Cellular (757) 651-8150

Call the President Franklin (757) 569-6712
Home (757) 304-9451
Cellular (434) 646-4505

Other Actions

If spouse or parent cannot be reached, continue to:

1. Phone spouse or parent.
2. Phone spouse’s or parent’s place of employment, possibly discussing situation with a business associate.
3. Contact relative to seek additional information and possibly inform of the crisis.

For Major Accidents, Injuries

Follow employee’s or student’s emergency notification as indicated by the nature of accident or injury.
Paul D. Camp Community College
Emergency Response Plan

Chemical Spill (Inside the Building)

Evacuate the area immediately.

Notify the Trades/Utilities Senior Worker

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franklin</td>
<td>(757) 569-6768</td>
</tr>
<tr>
<td>Workforce Center</td>
<td>(757) 569-6057</td>
</tr>
<tr>
<td>Suffolk</td>
<td>(757) 925-6335</td>
</tr>
</tbody>
</table>

The Superintendent of Buildings and Grounds will call the fire department if deemed necessary.

Notify the President or his designee; and the Superintendent of Buildings and Grounds as soon as possible.

Chemical Spill (Outside the Building)

Notify the Trades/Utilities Senior Worker

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franklin</td>
<td>(757) 569-6768</td>
</tr>
<tr>
<td>Cellular</td>
<td>(757) 641-8039</td>
</tr>
<tr>
<td>Workforce Center</td>
<td>(757) 569-6057</td>
</tr>
<tr>
<td>Cellular</td>
<td>(757)-653-1621</td>
</tr>
<tr>
<td>Suffolk</td>
<td>(757) 925-6335</td>
</tr>
<tr>
<td>Cellular</td>
<td>(757) 641-9214</td>
</tr>
</tbody>
</table>

Notify the Superintendent of Buildings and Grounds

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Numbers</th>
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</thead>
<tbody>
<tr>
<td>Franklin</td>
<td>(757) 569-6769</td>
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<tr>
<td>Suffolk</td>
<td>(757) 925-6335</td>
</tr>
<tr>
<td>Cellular</td>
<td>(757) 641-8943</td>
</tr>
</tbody>
</table>

Notify the College Safety and Security Officer

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(757) 802-0325</td>
</tr>
</tbody>
</table>

Notify the Vice President of Financial and Administrative Services

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franklin</td>
<td>(757) 569-6710</td>
</tr>
<tr>
<td>Suffolk</td>
<td>(757) 925-6303</td>
</tr>
<tr>
<td>Cellular</td>
<td>(757)567-4447</td>
</tr>
</tbody>
</table>

Notify the President

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franklin</td>
<td>(757) 569-6712</td>
</tr>
<tr>
<td>Home</td>
<td>(757) 304-9451</td>
</tr>
<tr>
<td>Cellular</td>
<td>(757) 423-646-4505</td>
</tr>
</tbody>
</table>

Ensure that all the faculty, staff, and students are in the building and that they remain there.

Shut off all outside air ventilators.

Keep telephone lines clear for emergency calls only.
Death of a Staff Member or Student

Notify the President.

Contact family of the deceased. Preferably the President or his designee should visit the family at their home to offer assistance.

Notify the Vice President of Financial and Administrative Services and the Vice President of Instruction and Student Development.

The Vice President of Institutional Advancement should be notified.

Prepare a fact sheet giving accurate, up-to-date information.

Hold a faculty/staff meeting at the end of the day to review the day’s events.

Offer counseling services for anyone who may feel the need.

Fire or Explosion

When a fire or explosion occurs in a building, there is an immediate threat to faculty, staff, and students. All personnel should evacuate the building in accordance with the provisions contained in PDCCC Fire Safety Plan and muster at the assigned Emergency Evacuation Area until released by fire personnel.

The Fire Warden shall:

Sound an alarm.

Alert the Fire Department. 9 + 911

Alert the Police Department. 9 + 911

Attend to the safety of everyone with a building check.

Consult with the President or his designee regarding closing the College. (757) 569-6712.

Inform the Vice President of Institutional Advancement. (757) 569-6791; Pager (757) 881-7503.

Reminder

Close doors.

Turn off lights.

Remain with your class or group.

Move away from the building and proceed to the assigned EAA.

Follow additional administrative instructions.
Mass Involvement of Students in Large Group Crisis

Large groups of students or staff within a building may be involved in crisis situations, such as asphyxiation, food poisoning, or exposure to communicable disease.

**Asphyxiation**

<table>
<thead>
<tr>
<th>Mass Involvement of Students in Large Group Crisis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Notify the Superintendent of Buildings and Grounds</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Evacuate the building</td>
</tr>
<tr>
<td>Phone Fire Department</td>
</tr>
<tr>
<td><strong>Notify the President</strong></td>
</tr>
<tr>
<td><strong>Notify the Vice President of Financial and Administrative Services</strong></td>
</tr>
<tr>
<td><strong>Notify the Vice President of Instruction and Student Development</strong></td>
</tr>
</tbody>
</table>

**Food Poisoning**

- Notify the President or his designee.
- Notify the Superintendent of Buildings and Grounds.
- Administer first aid, using trained personnel.

**Communicable Disease**

- Check source of information.
- Notify spouses or parents when deemed appropriate.
- Notify Health Department if deemed necessary.
Medication Overdose

In the event of a medication overdose to a faculty, staff, or student:

**First Actions**

- Notify the College Safety and Security Officer (757) 802-0325.
- If life-threatening danger is apparent, call 9 + 911.
- Keep individuals aware and alert as possible.
- Utilize trained staff as needed for first aid.

**Preventive/Supportive Actions**

- Encourage staff that may have health situations affecting them to alert co-workers about the situation and possible remedies.
- Suggest that anyone having a health problem wear a medical alert bracelet or chain.

Poisoning

In the event of the poisoning or suspected poisoning of a student or staff:

**Immediate Actions**

<table>
<thead>
<tr>
<th>Action</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notify College Safety and Security Officer</td>
<td>(757) 802-0325</td>
</tr>
<tr>
<td>Rescue Squad</td>
<td>9 + 911</td>
</tr>
<tr>
<td>Call the Poison Control Center</td>
<td>(1-800) 222-1222</td>
</tr>
<tr>
<td>Administer first aid suggested by the Poison Information Center.</td>
<td></td>
</tr>
</tbody>
</table>

**Preventive Measures**

- List the names of personnel who have special paramedic, first-aid training, or other special life-saving or life-sustaining training.
- Provide staff with information on possible poison materials in the building.
Suicide Threats

Intervention by college personnel may include the following:

Focus on the individual’s needs—let them talk.

For severe cases, insure the safety of the individual through supervision at all times.

Try to determine the extent of suicidal thinking, potential plan, and lethality of plan.

Contact spouses or parents.

Call 9 + 911 if necessary.

Suicide Attempts

Handle as a medical emergency. Call 9 + 911.

If attempt is by poisoning, follow outline on poisoning.

Notify President. (757) 569-6712 or (757) 304-9451
Cellular (423) 646-4505

Notify the Vice President of Financial and Administrative Services. (757) 569-6710 or (757) 925-6303
Cellular (757) 567-4447

Notify the Vice President of Instruction and Student Development. (757) 569-6913 or (757) 925-6305
Cellular (757) 651-8150

Notify the College Safety and Security Officer (757) 802-0325

The Vice President of Institutional Advancement may be notified by the President. (757) 569-6791
Pager (757) 881-7503
Who’s in Charge When the President Is Away

It is understood that the President of the College is charged with the responsibility of faculty, staff, and students. Therefore, it is the responsibility of the President to designate an administrator to be responsible and to make decisions during a crisis in his absence.

Precautionary Actions

The president’s list of designees is:

- Dr. G. R. (Joe) Edenfield, Vice President of Financial and Administrative Services,
- Dr. Maxine Singleton, Vice President of Instruction and Student Development,
- Senior person present if neither of the above is present.
Communicating with the Media in Times of Crisis

- The **primary goal** should be to keep the public informed about the crisis while trying to maintain the privacy of students and ensure as little interruption of the educational process as possible.

- As soon as possible, **prepare a written statement** that gives the basic facts clearly and concisely or ask the Vice President of Institutional Advancement to prepare one for you. News people will always want to know who, what, when, why, and how. Try them out on your colleagues and see if they have any recurring questions. **Use the same facts** in dealing with all media so the story is consistent.

- If news media personnel arrive on campus while students are in class, guide their activities so they will not disrupt the educational process. The news media can come onto the campus but should not be permitted to enter classrooms.

- **Don't presume** to tell a reporter what is or isn’t newsworthy. That decision is made by the reporters and their editors. And never, *absolutely never*, lie to a reporter. Tell the bad news quickly; get it over with. It may be your only chance to set the record straight. It's vital to establish the College as the best source for information on the crisis. If the media thinks you’re hiding something, they’re likely to dig hard for information from other sources and play the story more sensationallly; and perhaps less accurately. Protecting and enhancing the College’s credibility is important.

- **Talk conversationally**, or you will inadvertently pitch your voice up and sound strained. If you don’t understand the question, say so. Parroting the reporter’s question is very dangerous on radio or video tape because the tape can be edited to sound like you concur whether you do or not. Suppose the reporter asks, “How are you handling this terrible shock?” Don’t respond, “We are handling this terrible shock by….” Instead, respond in your own words.

- **Answer each question and then be silent**. Stick with the statement. Don’t embellish it and don’t respond to media pressure to chat about it. Just because a TV reporter sticks a microphone in your face or a radio reporter lets the tape run does not mean you have to fill that prolonged silence. Don’t worry; your pauses will be removed in the editing process. If you are standing for the interview, don’t back up, even though a microphone seems to be put down your throat. Plant your feet firmly and stand your ground. Suggest that everyone sit down if you need “space.”

- Remember that **conflict is news**, and reporters often phrase their questions to bring out the conflict or emotion in a story. Guard your staff and students against such intrusions if grief is involved in the response.

- If a reporter asks several questions at once, say something like, “You’ve asked me several questions. Where would you like me to begin?” If a reporter interrupts you before you’ve finished answering a question, pause, let the reporter finish, and then continue your answer. Don’t let the reporter get you off track or tell you when you’ve finished your answer. However, don’t go into lengthy detail or run off with the interview either.
Don’t let a reporter’s friendly, sympathetic manner disarm you into giving him/her additional information. Don’t assume any chatty comments “are off the record” even if you say they are. Keep in mind that the media aren’t in business to help you with your communication needs: the media are in business to 1) make money and 2) disseminate news. “News” can be defined as any information of interest to the public.

Reporters are under constant deadlines, but no deadline is so important that it’s worth making an inaccurate statement. If a reporter says he/she has deadline problems, ask how long you have to get the information, and then try to obtain it within that amount of time. Don’t put reporters off; they will only get more insistent and abrasive if you do so.

It is best not to answer a query with “No comment.” Otherwise, the reporters may report you wouldn’t answer questions or may interpret for themselves why you aren’t answering. Instead say, I can’t share that information with you right now; but I will call you as soon as I can release it.” Or say, “I don’t know the answer, but I should have it in an hour. Please call me.” If you can’t reveal information at all, tell the reporter why.

After you provide the written statements to the media or answer subsequent questions, keep a media log of whom you speak to and what you give them, whether it is the basic statement or a subsequent update. This allows you to track which medium received what information.

Don’t ask a reporter for editing rights or to see the story for approval before it runs. Most news media have specific policies preventing this. Reporters may well interpret these requests as insults or a slight on their importance. Don’t complain to the media if you feel you were treated unfairly.
Do’s and Don’ts for Suspected Packages
(For Guidance of Search Teams Only)

- DON’T submerge in water due to conductivity of electric circuits and possibility of violent reactions with chemical agents.
- DON’T bring a bomb or suspected package into an inhabited building.
- DON’T shock or jar a bomb while transporting it.
- DON’T attempt to open a package by hand; always use remote means where possible.
- DON’T cut a string or unlatch a box or package by hand due to possibility of pressure release devices.
- DON’T turn a box or cylindrical object by hand due to the possibility of sliding contacts, mercury switches, or balanced pendulum fusing systems.
- DON’T transport suspected nitroglycerin in metallic containers, use plastic or well-cushioned clean glass containers.
- DON’T lay a bottle on its side as it may cause certain hyperbolic chemicals to mix causing a mechanical explosion or violent reaction.
- DON’T puncture or cut into a box with a metallic object as the possibility of an electric probe proof current may be employed.
- DON’T accept identification markings on any suspected package as legitimate.
- DON’T stereotype the bomb as being highly explosive as the contents may be incendiary in nature.
- DON’T transport a bomb through congested areas.
- DON’T allow radio transmission in the near vicinity of a suspected package.
- DON’T pass metallic objects over or in the near vicinity of a suspected package until identification of its contents are made due to the possibility of a magnetic device.
- DO use speed with caution in any suspected package due to the possibility of a silent relay being employed.
- DON’T work as one person alone. Use a maximum of two per suspected device. One cardinal rule, however, is to work as a team, keeping the number of personnel at a minimum on the actual device.
- DO use protective clothing and safety glasses while working on a suspected device.
- DON’T cut through any two wires or a double strand of wire at one time, and DO wear rubber surgeon’s gloves while working on electric circuits as the sweat of the hands could bridge two wires and complete an electric circuit.
- DON’T open pipe caps or related devices by hand as loose black powder may be present in the threaded portion.
- DO arrange for medical and fire standby in all cases of suspected packages.
Paul D. Camp Community College  
Emergency Response Plan

- DON’T attempt a rendering safe procedure on military munitions as the nature of these could include sensitive fuses, directional munitions or toxic gas agents. Request military assistance.
- DON’T ever touch a package until jarring and tumbling has been accomplished remotely due to the possibility of a sensitive vibratory switch.
- DON’T stereotype or try to outguess a perpetrator based on previous incidents or like devices. The device should be rendered safe with all the precautions for an unknown device until positive identification is made.
- DON’T attempt to perform demolitions without completing an approved course of instruction under trained personnel.
- DON’T permit smoking in the immediate vicinity of a suspected bomb.
- DO use chemical protective clothing (acid resistant, glasses, etc.) in the disposal of any hazardous chemical agents such as acids, nitrates, etc.
- DON’T transport a bomb or suspected package in the same vehicle in which you are riding. Always use a detached vehicle such as a trailer filled with sand or approved bomb carrier.
- DON’T cut any one wire of an electric circuit until the circuit is identified as the possibility of a collapsing circuit could exist.
- DON’T transport electric blasting caps, squibs, or like devices in a vehicle without proper shielding or unshunted to keep out stray electricity.
- DON’T remove or separate any explosive components by hand once access is gained to a device due to the possibility of booby-traps, even on the smallest device. Use remote means of separation of explosive components.
- DON’T wear nylon clothing while working on suspected packages due to the high static charges, which could accumulate.
- DON’T work near steam pipes, moving wheels, belts, or pulleys due to the danger of static charges.
- DON’T make a hasty decision—use all available references and tools. If necessary, consult with other disposal experts for a decision prior to attempting rendering a safe procedure on an unknown device or package.
- DON’T underestimate delay times or evacuation distances. It is better to overestimate the evacuation or delay times for safety reasons. A good rule of thumb is the delay time plus 50 percent. Time is of the essence, as the bomb could explode at any time during operation.
- DON’T underestimate the size of a suspected package, as an explosive charge the size of a thimble or cigarette lighter could kill or maim nearby personnel.
- DON’T x-ray any package where a clockwork mechanism is heard to be active.
PDCCC Workforce Development Center Layout
PDCCC Hobbs Campus Layout
Commonwealth Of Virginia

Bomb Threat Checklist & Telephone Procedure

INSTRUCTIONS: Be Calm, Be Courteous. Listen. Do Not Interrupt the Caller.
Notify Supervisor or Security Officer by Pre-arranged Plan While Caller Is on the Line.

Name of Operator ________________ Time ______________ Date ______________

Number at which call was received: ______________________________________

Caller’s Identity: ☐ Male ☐ Female ☐ Adult ☐ Juvenile Approximate Age ______________

Origin of Call: ☐ Local ☐ Long Distance ☐ Booth ☐ Internal
(If call is from within building, leave plug in board.)

VOICE CHARACTERISTICS: ☐ Loud ☐ High Pitch ☐ Raspy ☐ Intoxicated
☐ Soft ☐ Deep ☐ Pleasant ☐ Other

LANGUAGE: ☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Foul ☐ Other

MANNER: ☐ Calm ☐ Rational ☐ Coherent ☐ Deliberate ☐ Righteous
☐ Angry ☐ Irrational ☐ Incoherent ☐ Emotional ☐ Laughing

SPEECH: ☐ Fast ☐ Distinct ☐ Stutter ☐ Slurred
☐ Slow ☐ Distorted ☐ Nasal ☐ Lisp

ACCENT: ☐ Local ☐ Not Local ☐ Foreign ☐ Race ☐ Region

BACKGROUND:
☐ Factory machines ☐ Bedlam ☐ Music ☐ Office machines
☐ Street traffic ☐ Trains ☐ Animals ☐ Mixed
☐ Airplanes ☐ Party ☐ Quiet ☐ Voices

PRETEND DIFFICULTY WITH HEARING, KEEP CALLER TALKING. If building is occupied, inform caller that detonation could cause injury or death.

QUESTIONS TO ASK: When will it go off? Certain Hour
Where is it located? Building ______________________ Area ______________________
What kind of bomb? Incendiary ________________ Explosives ______________________
Where are you now? ________________________________
What is your name and address? ________________________________
How do you know so much about the bomb? ________________________________

ACTION TO TAKE IMMEDIATELY AFTER CALL: Notify your supervisor/security officer as instructed. Talk to no one other than instructed by your supervisor/security officer.

Did caller appear familiar with plant or building by his description of the bomb location?
☐ Yes ☐ No

Write out the message in its entirety and any other comments.
### Emergency Phone Numbers

**Paul D. Camp Community College**  
**Franklin (757) 569-6700**  
**Suffolk (757) 925-6300**  
**Smithfield (757) 925-6340**  
**Workforce Development Center (757) 569-6050**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Office Phone</th>
<th>Home</th>
<th>Cellular Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>President’s Office</td>
<td>Franklin (757) 569-6712</td>
<td>(757) 304-9451</td>
<td>(423) 646-4505</td>
</tr>
<tr>
<td>Vice President of Financial and Administrative Services</td>
<td>Franklin (757) 569-6710</td>
<td>(757) 562-2133</td>
<td>(757) 567-4447</td>
</tr>
<tr>
<td>Business Office</td>
<td>Franklin (757) 569-6704</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Suffolk (757) 925-6315</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety and Security Officer</td>
<td>(757) 569-6721</td>
<td>(757) 802-0325</td>
<td></td>
</tr>
<tr>
<td>Superintendent, Buildings and Grounds</td>
<td>(757) 569-6768</td>
<td>(757) 484-1442</td>
<td>(757) 641-8943</td>
</tr>
<tr>
<td>Vice President of Instruction and Student Development</td>
<td>Franklin (757) 569-6713</td>
<td>(757) 340-4792</td>
<td>(757) 651-8150</td>
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<tr>
<td></td>
<td>Suffolk (757) 925-6305</td>
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<tr>
<td>Admission and Records</td>
<td>Franklin (757) 569-6700</td>
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<tr>
<td></td>
<td>Suffolk (757) 925-6300</td>
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<tr>
<td>Fire Dispatcher</td>
<td>9 + 911</td>
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<td></td>
<td>Franklin (757) 562-8581</td>
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<td></td>
<td>Suffolk (757) 923-2350</td>
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<td>Smithfield (757) 357-3231</td>
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<tr>
<td>Virginia State Police</td>
<td>9+ (757) 562-3004</td>
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<tr>
<td></td>
<td>Franklin Virginia State Police</td>
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<td>9+1+ (800)-553-3144</td>
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<tr>
<td>Police</td>
<td>Franklin (757) 562-8575</td>
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<td></td>
<td>Suffolk (757) 923-2190</td>
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<td></td>
<td>Smithfield (757) 357-3247</td>
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<tr>
<td>Rescue Squad</td>
<td>9 + 911</td>
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<tr>
<td>U. S. Coast Guard Search and Rescue</td>
<td>(757) 483-8567</td>
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<tr>
<td>Southampton Memorial Hospital</td>
<td>(757) 569-6100</td>
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<tr>
<td>Obici Hospital</td>
<td>(757) 934-4000</td>
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<tr>
<td>Office of the Chancellor</td>
<td>9 + 1 + (804) 819-4903</td>
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<tr>
<td>FBI</td>
<td>9 + 1 + (757) 455-0100</td>
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<tr>
<td>Attorney General’s Office</td>
<td>9 + 1 + (804) 786-2071</td>
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<tr>
<td>State Emergency Services</td>
<td>(757) 424-6800</td>
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<tr>
<td>Poison Center</td>
<td>9 + 1 + (800) 552-6337</td>
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<tr>
<td>National Response Center Oil &amp; Toxic Chemical Spill</td>
<td>9 + 1 + (800) 424-8802</td>
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<tr>
<td>Criminal Injuries Compensation Fund</td>
<td>9+1+ (800) 552-4007</td>
<td></td>
<td>9+1+ (804) 614-5567 after hours</td>
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</table>
The College ERP includes numerous internet links. Those links relating to the Virginia Emergency Services and Disaster Laws of 2000 have been added to the College ERP.

Virginia Department of Emergency Management
http://www.vaemergency.com

Lists of Sample Plans and Planning Resources
www.dhrm.state.va.us/WorkersComp/emergency_links.htm

Post 9/11 revisions to evacuation plans
www.govexec.com/dailyfed/0202/021202t1.htm

MIT Business Continuity Plan
http://ist.mit.edu/security

Disaster Recovery Journal. Sample Plan
www.drj.com/new2dr/samples.htm