

# **EMERGENCY RESPONSE PLAN:**

## **GCC Procedures for Handling Common Emergency Situations**

Emergency Phone Numbers

Evacuation Plan

[Abduction](#)

[Accident or Sickness](#)

[Aircraft Disaster](#)

[Angry Person/Intruder/Parent/Student/Employee, etc.](#)

[Assault/Sexual Assault](#)

[Bomb Threat](#)

[Bomb Threat Checklist](#)

[Break-in/Theft](#)

[Chemical Spill](#)

[Fire/Smoke](#)

[Fire Extinguisher Instructions](#)

[Gas Leak](#)

[Mail Bomb](#)

[Poisoning](#)

[Power Failure](#)

[Shooter/Armed person](#)

[Sniper](#)

[Tornado/Hurricane/Severe Weather](#)

[Violent Attacks](#)

### **Emergency Phone Numbers**

When making off-campus calls using College phones, dial 9 then the number. Local Area Code: 540

<b>From LGC Office Phone</b>	<b>From FAC Office Phone</b>	<b>From DTC Office Phone</b>	<b>From Personal, Cell or Pay Phone</b>
Emergency 9-911	Emergency 9-911	Emergency 9-911	911
Campus Security Ext. 29044	Campus Security Ext. 3079	Campus Security Ext. 32920	LGC (540) 423-9044 FAC (540) 891-3079 DTC (540) 937-2920
Facilities Maint. Ext. 29046	Facilities Maint. Ext. 3048	Facilities Maint. Ext. 32925	LGC (540) 423-9046 FAC (540) 891-3048 DTC (540) 937-2925
Switchboard Ext. 29030	Switchboard Ext. 3000	Switchboard Ext. 32900	LGC (540) 423-9030 FAC (540) 891-3000 DTC (540) 937-2900

Virginia Department of State Police  
9-1-800-542-8716

Virginia Department of Emergency  
Management - Emergency Operations Center  
9-1-804-674-2400

Local Police (non-emergency)  
9-540-373-3122

## Evacuation Plan:

This Evacuation Plan shall be revised/updated annually as appropriate. Further, the Facility and Security Manager will have it reviewed annually with all employees.

Each instructor, for both day and evening classes, shall review the evacuation plan at the first meeting of every class each new semester or term class.

The internal FIRE ALARM SYSTEM will be used to sound evacuation alarms. Procedures are identical for fire, bomb threat, or other emergencies requiring immediate and complete evacuation of buildings.

Do not try to guess whether the alarm has been accidentally set off or whether it is a "false" alarm, a minor disturbance, or a "crackpot" telephone call. Each time the building alarm sounds, react immediately to evacuate the building according to the following plan:

1. When the alarm sounds everyone should immediately stop what you are doing and proceed from the building to the exit highlighted on the evacuation plan corresponding with the room you are currently occupying.
2. Instructors should make sure they have an accurate accounting of students and upon evacuation check his or her respective classrooms before leaving the building to ensure that everyone is out.

Instructors shall have the primary responsibility to see that **disabled students** receive appropriate evacuation assistance, or are directed to the nearest area of rescue assistance, instructors will alert the Building Safety Coordinator and provide the students name and location in the building. Lights should be left on in the empty classrooms, and doors should be closed. **Remember – Lights on! Doors Closed!**

3. Building Hall/Floor Monitors designated by the Facilities Manager and the Security/Safety Manager will immediately proceed to their assigned areas to ensure that all occupants have been evacuated. After the assigned areas have been evacuated, the Building Hall/ Floor Monitors will proceed to the Building Safety Coordinators location to give them the "all clear" for their assigned area.
4. Building Safety Coordinators will immediately proceed to their assigned area in which they assume the duty as liaison with Emergency Services. One of the primary responsibilities for the Building Safety Coordinators is to see that handicapped persons are given the appropriate assistance when Emergency Services arrive. In the absence of a primary Building Safety Coordinator, other Germanna Community College designated personnel shall assume the leadership role.

5. All Students, faculty, and staff (other than Building and Grounds staff, Campus Security, and the College Safety Officer) should immediately proceed to the areas outlined below:

Fredericksburg Area Campus in Spotsylvania Safe Area - All students, faculty and staff that have evacuated the building will gather with their respective classes or department personnel beyond the Emergency Call Boxes on either the east or west side of the main parking area, unless directed to a secondary gathering place by a Building Safety Coordinator. **DO NOT LEAVE THE CAMPUS** until you confirm with your supervisor or instructor, your safe evacuation from the building.

Locust Grove Campus Safe Area –All students faculty and staff will gather with their class or department personnel in the main parking area beyond the Faculty/Staff parking driveway, approximately 75-100 yards from the sidewalk, unless directed by a Building Safety Coordinator. to a secondary gathering place. **DO NOT LEAVE THE CAMPUS** until you confirm with your supervisor or instructor, your safe evacuation from the building.

Joseph R. Daniel Technology Center Safe Area –All students, faculty and staff will gather with their class or department personnel in the southeast section of the main parking area approximately 75-100 yards from the entrance sidewalk, unless directed to a secondary gathering place by a Building Safety Coordinator. **DO NOT LEAVE THE CAMPUS** until you confirm with your supervisor or instructor, your safe evacuation from

College Management Team, Hall Monitors, Building Safety Coordinators, Faculty and Staff should gather in the above specified area to assure that buildings are all clear and to receive further instructions.

6. After evacuation is complete, Building Safety Coordinators shall clear all driveways and sidewalks for arrival of emergency vehicles and personnel.
7. Upon completion of evacuation and confirmation that the building is safe to occupy, the Chief Administrative Officer will notify the Building Safety Coordinators and request they inform students, staff and faculty that they may return safely to the building.

[Back to Top](#)



# **ACCIDENT OR SICKNESS**

In an emergency situation involving blood or chemicals, always use any available precautions to minimize your risk of exposure.

## **What to do if you are exposed**

If eyes, nose, or mouth become contaminated, use eye wash stations to flush the contaminated area. Eye wash stations are located in the First Aid kits and in the Biology and Chemistry Classrooms. Instructors and Staff should always know where the nearest eyewash station at the college. If you don't have access to an eyewash station following an exposure, flush at a regular sink, or water fountain.

Flush the area as soon as possible and continue to flush for a full 15 minutes. Always try to flush away from the nose to prevent contamination of the other eye.

For exposed skin surfaces, wash the exposed area thoroughly with soap and water. Use a non-abrasive, antibacterial soap if possible. If necessary, after washing, seek medical attention immediately.

Report the exposure to your supervisor as soon as possible.

### **\*MSDS Sheets are located in the following locations:**

FAC 1 and 2

1. Vice President of Instruction's office room 227
2. Lab 301a
3. Security and Safety Manager's office room 117.

LGC Campus:

1. Admin Assistant to the Vice President of Administrative Services room 106.
2. Security Office room 112
3. Labs 500 and 505a

Daniel Technology Center:

1. Administrative Assistant to the Director of Facility. Room 118

## **First Aid kits**

**FAC's** are located in the following locations: rooms 125(Security Office), 119(Administrative Assistant to the Director's Office) and in 205(Library workroom).

**FAC II's** are located in the following locations: At the Console in the Lobby, in room 214 and in room 111.

**LGC's** are located in rooms 105C (Business Office), 107 (Admissions and Records, 112(Security Office), 115D (IT), 207C (Library), 303 (Instructional Services), Room 407 (Nursing Office), 505 (Chemistry Lab) and in room 600 (Maintenance Shop).

**Daniel Technology Center's** are located in Rooms 125(Security), 117 (Business Office), 126 (Workroom) and in room 205(Library).

**Faculty and Staff personnel are expected to become familiar with locations of such kits near their offices, shops, laboratories and classrooms, and to make them available in case of minor injuries.**

### **The following procedures apply in all cases of serious accident or sickness:**

Notify Switchboard immediately: FAC-3000 until 7 PM

LGC-29030 until 7 PM  
Daniel Technology Center-32900 until 5 PM

Notify Security immediately:

FAC 1 540-809-2162 after 7PM  
FAC II 540-834-6141 after 7 PM  
LGC 540-809-2160 after 7 PM  
DTC 540-661-9483 after 7 PM

**If the incident appears to be serious enough for Emergency Medical help – dial 9-911 from an office phone or simply 911 from a cell or pay phone.**

[Back to Top](#)



# **ANGRY PERSON/INTRUDER PARENT/STUDENT/EMPLOYEE, ETC.**

1. Be courteous and confident.
2. Remain calm.
3. Maintain a 5 foot distance.
4. Do not touch the person.
5. Listen to what the person is saying.
6. Allow the person to vent.
7. Meet in a neutral, protected location---never alone.
8. Leave the door open or have another staff member join you.
9. Avoid blame—focus on what can be done.
10. Notify the Cashier/Receptionist or Security/Law Enforcement. If the Cashier/Receptionist window is closed, Notify Security via the cell phone number listed below.
11. Cashier/Security will be charged with notifying the Chief Administrative Officer, or his/her designee.
12. All Phone lines in this area should be kept clear in case emergency use is needed.
13. Instruct receptionists at all Germanna facilities to send all inquiries to the Public Information Officer.

## **The following procedures apply in the case of a serious incident:**

Notify Switchboard immediately: FAC-3000 until 7 PM  
LGC-29030 until 7 PM  
DTC -32900 until 7 pm

Notify Security immediately: FAC I 540-809-2162 after 7PM  
FAC II 540-834-6141 after 7 PM  
LGC 540-809-2160 after 7 PM  
DTC 540-661-9483 after 7 PM

**If the altercation appears to be serious enough to require Emergency help – dial 9-11 from an office phone or simply 911 from a cell or pay phone.**

[Back to Top](#)



# **BOMB THREATS**

## **After receiving a Bomb Threat:**

1. Dial 9-911 from an office phone or simply 911 from a cell or pay phone.
2. Give Bomb Threat Checklist (See next page) to Security/Law Enforcement.
3. Notify Cashier/Receptionist or Security. If the Cashier/Receptionist window is closed, Security can be reached via the cell phone number listed below.
4. Security and Maintenance will evacuate the building.
5. Security will notify Chief Administrator, or his/her designee, as well as the Facility Manager.
6. Law Enforcement will immediately respond without delay to any incident involving explosives. If you locate a devise DO NOT APPROACH IT. Notify Law Enforcement of its whereabouts when they arrive on site.
7. Facility Management will assist Law Enforcement in any capacity requested (Blueprints, searches, etc).
8. No one will reenter building until the all clear is given from Law Enforcement.

**If the explosive devise is located in a vehicle an alternate evacuation route away from the assumed location of the devise must be utilized.**

**The following procedures apply in all cases of a Bomb Threat:**

Notify Switchboard immediately:           FAC-3000 until 7 PM  
  LGC-29030 until 7 PM  
  DTC -32900 until 7 pm

Notify Security immediately:           FAC I 540-809-2162 after 7PM  
  FAC II 540-834-6141 after 7 PM  
  LGC 540-809-2160 after 7 PM  
  DTC 540-661-9483 after 7 PM

[Back to Top](#)

# **BOMB THREAT CHECKLIST**

## **When receiving a bomb threat over the telephone:**

1. Stay as calm as possible.
2. Do not transfer the call or put the caller on hold.
3. Listen attentively and speak politely—avoid interrupting.
4. Express your concern for potential loss of life.
5. Keep the caller talking as long as possible.

Exact time of call: \_\_\_\_\_ Date: \_\_\_\_\_ Line #: \_\_\_\_\_

Exact initial words of caller: \_\_\_\_\_

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## **Ask the caller the following questions:**

1. When is the bomb going to explode: \_\_\_\_\_
2. Where is the bomb located: \_\_\_\_\_
3. What does it look like: \_\_\_\_\_
4. What kind of a bomb is it: \_\_\_\_\_
5. What will cause it to explode: \_\_\_\_\_
6. Did you place the bomb: \_\_\_\_\_
7. Why: \_\_\_\_\_
8. Where are you calling from: \_\_\_\_\_
9. What is your address: \_\_\_\_\_
10. What is your name: \_\_\_\_\_
11. If voice is familiar, who did it sound like: \_\_\_\_\_
12. Were there any background noises: \_\_\_\_\_
13. Person receiving call \_\_\_\_\_
14. Position of person receiving call: \_\_\_\_\_
15. Did the caller mention anyone by name (as a target): \_\_\_\_\_

## **Caller's Voice Characteristics (Circle):**

Calm	Disguised	Nasal	Angry	Broken	Stutter	Slow
Sincere	Lisp	Rapid	Giggling	Deep	Crying	Squeaky
Excited	Stressed	Accent	Loud	Slurred	Normal	Muffled

[Back to Top](#)

# **BREAK-INS/THEFT**

1. Notify the Cashier/Receptionist or Security. If the Cashier/Receptionist window is closed, Security can be reached via the cell phone number listed below.
2. Make a list of stolen or damaged property and give a copy to Security.
3. Do not touch or allow others to touch anything.
4. Security will contact local law enforcement if requested from victim.

Notify Switchboard immediately:

FAC-3000 until 7 PM  
LGC-29030 until 7 PM  
DTC -32900 until 7 pm

Notify Security immediately:

FAC I 540-809-2162 after 7PM  
FAC II 540-834-6141 after 7 PM  
LGC 540-809-2160 after 7 PM  
DTC 540-661-9483 after 7 PM

[Back to Top](#)

# CHEMICAL SPILL

## Inside the Building

1. Notify Cashier/Receptionist or Security. If the Cashier/Receptionist window is closed, Security can be reached via the cell phone number listed below.
2. Cashier/receptionist or Security will immediately notify maintenance and the Chief Administrative Officer.
3. Maintenance will immediately cut off the ventilation system.
4. Check the MSDS Material Safety Data Sheets to determine the urgency of the situation.

**\*MSDS Sheets are kept on file in the Security/Safety Managers Office, as well as all labs at all Germanna sites.**

FAC 1 and 2

1. Vice President of Instruction's office room 227
2. Lab 301a
3. Security and Safety Manager's office room 117.

LGC Campus:

1. Admin Assistant to the Vice President of Administrative Services room 106.
2. Security Office room 112
3. Labs 500 and 505a

Daniel Technology Center:

1. Administrative Assistant to the Director of Facility. Room 118

5. Contact 9-911 if necessary.
6. If situation warrants evacuate the building.

## Outside of the Building

1. Notify Cashier/Receptionist or Security. If the Cashier/Receptionist window is closed, Security can be reached via the cell phone number listed below.
2. Insure all students staff and faculty remain inside the building.
3. Notify Maintenance, they will then turn off the ventilation system.
4. Check the Material Safety Data Sheet (MSDS)\* to determine the urgency of the situation.

**\*MSDS Sheets are located in the following locations:**

FAC 1 and 2

1. Vice President of Instruction's office room 227
2. Lab 301a
3. Security and Safety Manager's office room 117.

LGC Campus:

1. Admin Assistant to the Vice President of Administrative Services room 106.

2. Security Office room 112
3. Labs 500 and 505a

Daniel Technology Center:

1. Administrative Assistant to the Director of Facility. Room 118

5. Call 9-1-1 if necessary.
6. Wait further instructions from Chief Administrative officer or his/her designee.
7. All media requests should be referred to the Germanna Public Information Officer.

**The following procedures apply in the case of a Chemical Spill:**

Notify Switchboard immediately: FAC-3000 until 7 PM  
LGC-29030 until 7 PM  
DTC -32900 until 7 pm

Notify Security immediately: FAC 1 540-809-2162 after 7PM  
FAC II 540-834-6141 after 7 PM  
LGC 540-809-2160 after 7 PM  
DTC 540-661-9483 after 7 PM

**If the Chemical Spill appears to be serious enough to require Emergency help – dial 9-911 from an office phone or simply 911 from a cell or pay phone.**

[Back to Top](#)

# **FIRE/SMOKE**

## **INITIAL RESPONSE & NOTIFICATION**

1. If you see fire or smoke, immediately pull the nearest fire alarm station to warn occupants. When a fire alarm sounds all employees, visitors, and students are required to evacuate until the all-clear is given by the Germanna Community College Building Safety Coordinator.

2. Call the fire department at 9-911. Report the fire to the Cashier, if the Cashiers window is closed, you may contact security on the following phone numbers Give the location and description of the fire.

3. If the fire is small and you have been properly trained, attempt to put out the fire with a fire extinguisher. Do this only after the evacuation has started and the fire department and college security have been called. Do not put yourself at undue risk while fighting the fire.

4. After evacuation security will notify the Chief Administrative Officer, or his/her designee, as well as the Facility Manager to inform them of the event.

5. College Security will notify Security Manager, of all fires that were extinguished with extinguishers by students, faculty and staff while on GCC property

### **The following procedures apply in the case of a Fire:**

Notify Switchboard immediately: FAC-3000 until 7 PM  
LGC-29030 until 7 PM  
DTC -32900 until 7 pm

Notify Security immediately: FAC I 540-809-2162 after 7PM  
FAC II 540-834-6141 after 7 PM  
LGC 540-809-2160 after 7 PM  
DTC 540-661-9483 after 7 PM

[Back to Top](#)

# **SPECIFIC EMERGENCY PROCEDURES**

## **Fire Extinguisher Usage**

**P Pull pin on extinguisher.**

**A Aim extinguisher hose at the base of the fire.**

**S Squeeze handle down releasing agent.**

**S Sweep extinguisher hose from side to side until fire is extinguished.**

[Back to Top](#)

# **GAS LEAK**

Natural gas leaks, with odor expelled in the building, may occur and bring danger of an explosion. Natural gas rises and leaks will often occur outdoors because most gas lines are located outside the building. Natural gas is mixed with Mercaptan to provide an odor. The gas rises and the odor falls.

If a leak occurs in or near the building:

1. **DO NOT ACTIVATE THE FIRE ALARM – DANGER OF EXPLOSION.**
2. Notify the Cashier/Receptionist or Security, if the Cashier/Receptionist window is closed, Security can be reached via the cell phone number listed below.
3. Call -9-1-1 from office phones (or simply 911 from cell phone or pay phone).
4. Notify Maintenance or Security to turn off main gas valve.
5. Security will notify the Chief Administrative Officer or his designee, and the Facility Manager of the event.
6. Facility Manager will notify Gas Company
7. Security and members of the evacuation team will help keep students, faculty, and staff a safe distance from the building until the problem has been corrected.
8. If Chief Administrative Officer cancels classes for the remainder of the day, Security and Maintenance will arrange an orderly dismissal of students from the Germanna parking areas.
9. Any inquiries for information from the media will be referred to the Public Information Officer.
10. The Chief Administrative Officer will determine the status for the building

## **In the event of a gas leak:**

Notify Switchboard immediately:

FAC-3000 until 7 PM  
LGC-29030 until 7 PM  
DTC -32900 until 7 PM

Notify Security immediately:

FAC I 540-809-2162 after 7PM  
FAC II 540-834-6141 after 7 PM  
LGC 540-809-2160 after 7 PM  
DTC 540-661-9483 after 7 PM

[Back to Top](#)

# MAIL BOMB

1. Dial 9-911 from office phones (or simply 911 from cell phone or pay phone).
2. Handling of suspicious materials:
  - Do not open suspected container. Lay it down gently and keep it level.
  - Do not immerse in water.
  - Do not lock in cabinet or file/desk drawer.
  - Isolate container and clear an area within 250 feet of all personnel.
  - If windows are available, open them.
3. Security and Maintenance will evacuate the building.
4. Security will notify Chief Administrator, or his/her designee, as well as the Facility Manager of the event.
5. If you locate a device DO NOT APPROACH IT. Notify Law Enforcement of its whereabouts when they arrive on site.
6. Facility Management will assist Law Enforcement in any capacity requested (Blueprints, searches, etc.).
7. No one will reenter building until the all clear is given from Law Enforcement.

In the event a possible mail bomb is found:

Notify Switchboard immediately:

FAC-3000 until 7 PM  
LGC-29030 until 7 PM  
DTC -32900 until 7 PM

Notify Security immediately:

FAC I 540-809-2162 after 7PM  
FAC II 540-834-6141 after 7 PM  
LGC 540-809-2160 after 7 PM  
DTC 540-661-9483 after 7 PM

[Back to Top](#)



# **POWER FAILURE/LINES DOWN**

**SECURITY CELL PHONE MAY BE REQUIRED TO MAKE NOTIFICATIONS -- CAMPUS TELEPHONES MAY BE OUT OF ORDER DUE TO POWER OUTAGE**

## **1. POWER FAILURE – FAC**

Notify:

1. Facilities Manager
2. Security
3. Rappahannock Electric Cooperative – (540) 898-8500
4. Chief Administrative Officer

## **2. POWER FAILURE – LGC**

Notify:

1. Facilities Manager
2. Security
3. Rappahannock Electric Cooperative – (540) 825-8373
4. Chief Administrative Officer

## **3. POWER FAILURE – Daniel Technology Center**

Notify:

1. Facilities Manager
2. Security
3. Rappahannock Electric Cooperative – (540) 825-8373
4. Chief Administrative Officer

Evacuation of the building may become necessary if instructed by the Chief Administrative Officer or his/her designee. Turn equipment off as you leave to prevent a power surge from damaging equipment when the power comes back on.

The decision to close a building will be made by the Chief Administrative Officer or his/her designee and the Facility Manager.

## **4. POWER LINES DOWN EITHER CAMPUS/SITE:**

Notify:

1. Maintenance/Security Personnel to secure area
2. Power Companies:
  - FAC – Rappahannock Electric Cooperative – (540)898-8500
  - LGC – Rappahannock Electric Cooperative – (540)825-8373
  - DTC - Rappahannock Electric Cooperative – (540)825-8373
3. Facility Manager
4. Chief Administrative officer or his/her designee.

[Back to Top](#)

# Shooter/Armed Person

The following information will enable you to take appropriate protective actions for yourself. Try to remain calm as your actions will influence others. The following instructions are intended for incidents that are of an emergent nature (i.e., imminent or in progress).

## **Immediate Action**

1. Secure the immediate area. Whether a classroom, office, or restroom:
  - Lock or barricade the door, if able. Block the door using whatever is available – wedges, desks, tables, file cabinets, other furniture, books, etc.
  - After securing the door, stay behind solid objects away from the door as much as possible.
  - If the assailant enters your room and leaves, lock or barricade the door behind them.
  - If safe to do so, allow others to seek refuge with you.
2. Protective Actions. Take appropriate steps to reduce your vulnerability:
  - Close blinds.
  - Block windows.
  - Turn off radios and computer monitors.
  - Silence cell phones.
  - Place signs in interior doors and windows with code number, but remember the assailant can see these as well. Signs with code numbers and code number reference are located in the information packet.(Mounted on wall behind door)
  - Place signs in exterior windows to identify your location and the location of injured persons. Signs with code numbers and code number reference are located in the information packet. (Mounted on wall behind door)
  - Keep people calm and quiet.
  - After securing the room, people should be positioned out of sight and behind items that might offer additional protection – walls, desks, file cabinets, bookshelves, etc.
3. Unsecured Areas: If you find yourself in an open area, immediately seek protection:
  - Put something between you and the assailant.
  - Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you.
  - If in doubt, find the safest area available and secure it the best way that you can.
4. Call 911. Emergency situations should be reported to law enforcement by dialing 911. You may hear multiple rings – stay on the line until it is answered – do not hang up. Be prepared to provide the 911 operator with as much information as possible, such as the following:
  - What is happening?
  - Where you are located, including building name and room number. (Located in the Information Packet, Mounted on wall behind door)
  - Number of people at your specific location.
  - Injuries, if any, including the number of injured and types of injuries.
  - Your name and other information as requested.

5. Try to provide information in a calm clear manner so that the 911 operator quickly can relay your information to responding law enforcement and emergency personnel.
6. What to Report. Try to note as much as possible about the assailant, including:
  - Specific location and direction of the assailant.
  - Number of assailants.
  - Gender, race, and age of the assailant.
  - Language or commands used by the assailant.
  - Clothing color and style.
  - Physical features – e.g., height, weight, facial hair, glasses.
  - Type of weapons – e.g., handgun, rifle, shotgun, explosives.
  - Description of any backpack or bag.
  - Do you recognize the assailant? Do you know their name?
  - What exactly did you hear – e.g., explosions, gunshots, etc.
7. Treat the Injured. The 911 operator will notify law enforcement and other emergency service (EMS) agencies – fire and rescue. EMS will respond to the site, but will not be able to enter the area until it is secured by law enforcement. You may have to treat the injured as best you can until the area is secure. Remember basic first aid:
  - For bleeding apply pressure and elevate. Many items can be used for this purpose – e.g., clothing, paper towels, feminine hygiene products, newspapers, etc.
  - Reassure those in the area that help will arrive – try to stay quiet and calm.
8. Un-securing the Area
  - The assailant may not stop until his objectives have been met or until engaged and neutralized by law enforcement.
  - Always consider the risk of exposure by opening the door for any reason.
  - Attempts to rescue people only should be made if it can be done without further endangering the persons inside of a secured area.
  - Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area.
  - If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.
  - Law enforcement has an all clear code number. Code number is located in the information package.(Mounted on the wall behind the door)

## **Law Enforcement Response**

Local Law Enforcement will immediately respond to the area. Remember:

1. Help is on the way. It is important for you to:
  - Remain inside the secure area.
  - Law enforcement will locate, contain, and stop the assailant.
  - The safest place for you to be is inside a secure room.
  - The assailant may not flee when law enforcement enters the building, but instead may target arriving officers.
  - Locate information package and retrieve the “All Clear Code Number”.(Mounted on the wall behind the door)

2. Injured Persons. Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure.
  - You may need to explain this to others in order to calm them.
  - Once the threat is neutralized, officers will begin treatment and evacuate.
  
3. Evacuation. Responding officers will establish safe corridors for persons to evacuate.
  - This may be time consuming.
  - Remain in secure areas until instructed otherwise. Law enforcement will give the “All Clear Code Number”.(Information packet mounted on wall behind door)
  - You may be instructed to keep your hands on your head.
  - You may be searched.
  - You may be escorted out of the building by law enforcement personnel – follow their directions.
  - After evacuation you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.
  - Once you have been evacuated you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

### **Decision Maker(s)**

The decision to call in outside supporting agencies or to close all or a portion of the Grounds will be made by Law Enforcement in consultation with the President, Vice President (Chief Administrative Officer) and Director of the Daniel Technology Center or designee and other appropriate individuals in the college administration. Information will be released to the college community as quickly as circumstances permit.

### **Subsequent Procedures/Information**

We cannot predict the origin of the next threat; assailants in incidents across the nation have been students, employees, and non-students alike. In many cases there were no obvious specific targets and the victims were unaware that they were a target until attacked. Being aware of your surroundings, taking common sense precautions, and heeding any warning information can help protect you and other members of the community.

[Back to Top](#)

# SNIPER

Information may be received from a variety of sources:

- Telephone call
- President's Office
- Radio or television
- Visual observation

1. Ascertain specifics such as extent of immediate danger and possible length of time danger might exist.

Notify the Cashier/Receptionist or Security, if the Cashier/Receptionist window is closed, Security can be reached via the cell phone number listed below.

Notify Chief Administrative Officer.

The Chief Administrative Officer will notify Security.

Security will notify Maintenance.

The Chief Administrative Officer or his/her designee, Security and Maintenance Personnel will move students and staff to designated "safe" areas of the building.

**LGC** – Innermost hallway (#200 Hallway) and Room #114 – away from outer windows and doors.

**FAC** – Room 114 and 1<sup>st</sup> floor hallway away from windows.

**FAC II** Auditorium Room 126

**Daniel Technology Center** Room 104 ( Conference Center ).

Maintenance Personnel will evacuate trailers to main building at LGC.

The Chief Administrative Officer or his/her designee will monitor the situation to determine when the danger is removed and individuals may return to classrooms/work areas/ or be released.

\* Please remain inside the building until danger has been removed.

Notify Switchboard immediately:

FAC-3000 until 7 PM  
LGC-29030 until 7 PM  
DTC -32900 until 7 PM

Notify Security immediately:

FAC 1 540-809-2162 after 7PM  
FAC II 540-834-6141 after 7 PM  
LGC 540-809-2160 after 7 PM  
DTC 540-661-9483 after 7 PM

**If the event of an incident of this magnitude – dial 9-911 from an office phone or simply 911 from a cell or pay phone.**

[Back to Top](#)

# **TORNADO/HURRICANE/SEVERE WEATHER**

1. Information may be received from a variety of sources:
  - Telephone call
  - Facilities Managers Office
  - Radio or television
  - Visual observation
  
2. Upon monitoring event security will move all occupants to interior hallways or classrooms on the first floor areas way from any windows or glass doors.
  
3. If you are in one of the trailers at LGC, move to the main building.
  
4. Stay where you are until you are notified that danger has passed.
  
5. Security will notify Facility Manager.
  
6. Security will contact Chief Administrator or his/her designee.

[Back to Top](#)

