I. Plan Documentation

Promulgation Document

Promulgation of the Germanna Community College Emergency Operations Plan

By virtue of the authority vested in me by the State Board for Community Colleges as President of Germanna Community College and as the administrator ultimately responsible for emergency management on campus, I hereby promulgate and issue the Germanna Community College Emergency Operations Plan (“the Plan”) dated November 2012, thereby superseding all previous versions of the Plan. The Plan provides for Germanna Community College’s response to emergencies and disasters in order to save lives; to protect public health, safety, and property; to restore essential services; and to enable and assist with economic recovery.

The Plan complies with Code of Virginia Title 23 and Title 44 and is consistent with the National Incident Management System as implemented in the National Response Framework adopted January 2008.

The College Coordinator of Emergency Management (Chief of Police), on behalf of the College President, is hereby authorized to activate the College Emergency Operations Center (“EOC”) in order to direct and control college emergency operations. Augmentation of the EOC shall constitute implementation of the Plan.

Furthermore, the College Coordinator of Emergency Management is hereby authorized, in coordination with the College President, to amend the Plan as necessary to ensure the continued health and safety of the students, faculty, staff and property of the Germanna Community College.

In accordance with the duties and responsibilities assigned in the Plan, the head of each designated college department or program shall appoint a lead and at least one alternate Emergency Coordination Officer for the department or program. The Emergency Coordination Officer is assigned the following responsibilities:

1. Coordinate with the College Coordinator of Emergency Management on emergency preparedness, response, and recovery issues;

2. Prepare and maintain designated parts of the Plan for which the department or program is responsible;

3. Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the Plan;

4. Maintain a roster of department or program faculty and staff to assist in disaster operations and ensure that persons on the roster are accessible and available for training, exercises, and activations of the Plan;
5. Coordinate appropriate training for department of program personnel assigned to disaster operations;
6. Prepare and maintain internal emergency preparedness, response, and recovery plans for the department or program’s resources (facilities, personnel, and assets) that outline a comprehensive and effective program to ensure continuity of essential functions under all circumstances;

7. Assure the Coordinator of Emergency Management that preparedness plans for college facilities are coordinated with the applicable local emergency management agencies.

This Promulgation rescinds the pervious promulgation (Number 1) of the Germanna Community College’s Emergency Response Plan dated July 2009, by Dr. David Sam, President.

This Promulgation shall be effective upon its signing and shall remain in full force and effect until amended or rescinded by further promulgation.

Given under my hand and under the Seal of the Germanna Community College, this 7th day of December 2012.

Dr. David A. Sam, President
Attest: ________________________________

Craig Branch, Chief of Police
Witness: ________________________________
Approval and Implementation

RESOLUTION OF ADOPTION

WHEREAS, the State Board for Community Colleges is concerned with the health and well-being of its students, facility, faculty and staff and desires that the best possible emergency service be available to them; and, the College President is concerned with the health and well-being of its students, facility, faculty and staff and desires that the best possible emergency service be available to them; and approval authority from the State Board for Community Colleges has been given to the Germanna Community College Local Board; and

WHEREAS, the Code of Virginia Chapter 1 of Title 23 and Title 44 that any public institution of higher education shall develop, adopt, and keep current a written crisis and emergency management plan; and every four years, each institution shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure the plan remains current, and the revised plan shall be adopted formally by the institution’s governing Board pursuant to the Code of Virginia §23-14. Such review shall also be certified in writing to the Virginia Department of Emergency Management; and

WHEREAS, such a plan has been developed by college staff in coordination with the Virginia Department of Emergency Management with input from college departments and the local Emergency Management Agencies;

NOW THEREFORE BE IT RESOLVED that the Germanna Community College Local Board, on this 30th day of January, 2013, does hereby officially adopt the Germanna Community College Emergency Operations Plan, to include plans and procedures for both peace time and war-caused disasters. * * * * *

I, Doug Rogers, do hereby certify that the foregoing writing is a true, correct copy of a resolution unanimously adopted by the Germanna Community College Local Board of the Virginia Community College System at a meeting held on January, 30th, 2013.

SIGNED

Name

Doug Rogers, Chair

Germanna Community College Board
## Record of Changes

<table>
<thead>
<tr>
<th>Change Number</th>
<th>Date of Change</th>
<th>Page or Section Changed</th>
<th>Summary of Change</th>
<th>Name of Person Authorizing Change</th>
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<tr>
<td>1</td>
<td>11/20/12</td>
<td>All</td>
<td>Overall Compliance Changes</td>
<td>Chief Craig L. Branch, ECO</td>
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<td>2</td>
<td>11/06/13</td>
<td>6, 8, 21</td>
<td>Role/title changes, operational response changes</td>
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<td>3</td>
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<td>6, 12, 18, 33, 37, 38, 39, 40, 43, 55</td>
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## Record of Distribution

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<th>Title of Recipient</th>
<th>How Distributed (electronic or hard-copy)</th>
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<tr>
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<td>Germanna Community College</td>
<td>Local Board, Executive Policy Group, Emergency Planning Team</td>
<td>(Secured) College Share Point Site and Electronic</td>
</tr>
<tr>
<td>College</td>
<td>Germanna Community College Incident Response Team, Germanna CERT</td>
<td>Team Members</td>
<td>(Secured) College Emergency Management Share Point Site and Electronic</td>
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<td>City of Fredericksburg</td>
<td>Emergency Management</td>
<td>Chief Edwin L. Allen, Jr.,</td>
<td>Electronic</td>
</tr>
<tr>
<td>Stafford County</td>
<td>Emergency Management</td>
<td>Deputy Chief Mark Stone</td>
<td>Electronic</td>
</tr>
<tr>
<td>Spotsylvania County</td>
<td>Emergency Services</td>
<td>Division Chief William &quot;Chip&quot; Hart</td>
<td>Electronic</td>
</tr>
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<td>Orange County</td>
<td>Emergency Management</td>
<td>Chief John R. Harkness</td>
<td>Electronic</td>
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<td>Culpeper County</td>
<td>Emergency Services</td>
<td>Director Warren Jenkins</td>
<td>Electronic</td>
</tr>
<tr>
<td>State Agency</td>
<td>Virginia Department of Emergency Management, Planning Division</td>
<td>Scott Hudson Region II Coordinator</td>
<td>Electronic</td>
</tr>
<tr>
<td>State Agency</td>
<td>Virginia State Police Division II-Culpeper</td>
<td>Capt. Todd Taylor Division II BFO Commander</td>
<td>Electronic</td>
</tr>
<tr>
<td>State Agency</td>
<td>University of Mary Washington Police Department</td>
<td>Chief of Police</td>
<td>Electronic</td>
</tr>
<tr>
<td>Volunteer Organizations</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support Agencies</td>
<td>Rappahannock-Rapidan Health District</td>
<td>Emergency Planner Kathy Hatter</td>
<td>Electronic</td>
</tr>
</tbody>
</table>
II. Introduction

A crisis or emergency can happen at anytime and could impact one individual, a single building or the entire college campus. This document is Germanna Community College’s Emergency Operation Plan (EOP). Emergencies cause confusion and stress for all involved. In order to minimize these effects, initial activation and implementation of the emergency plan should always be handled in a calm, consistent manner. Efficient implementation of the plan will provide a clear direction, responsibility and continuity of control for key officials and administrators. The basic idea to any well constructed emergency plan is to minimize the possible threat to individuals and properties during an actual emergency. In order to minimize the threat of an emergency, annual evaluation and reviews need to be done to the emergency plan.

Purpose

The purpose of this plan is to direct actions intended to preserve life and protect property from further destruction in the event of an emergency. The overall plan establishes an emergency organization to direct and control operations during an emergency situation by assigning responsibilities to specific entities. All essential entities are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from a natural or man-made emergency.

This plan consists of the basic plan, the appendices, and the emergency support function and incident annexes. The basic plan provides and overview of the college’s approach to emergency response and operations. It explains the policies, organization and tasks that would be involved with the response to an emergency. The appendices give definition to the terms and acronyms used throughout the basic plan, and are the location for any supporting figures, maps, and forms. The emergency support function annexes focus on detailing the specific responsibilities, tasks and operational actions to complete a specific emergency operations function; while the incident annexes focus on any additional special planning or response needs beyond the basic response plan for particular event scenarios.

Scope

This plan and all it contents applies to all of the college’s students, facilities, faculty and staff. Major emergencies may impact the surrounding community in addition to the campuses. If this occurs, the college will make every effort to cooperate with local, state, and federal officials in their delivery of emergency services.

Personnel or partners who have a roll will have access and be knowledgeable of the EOP.

This plan is designed to serve as the official Emergency Operations Plan for the Germanna Community College. As such this plan directly applies to all persons associated with Germanna Community College, including its students, faculty, staff, employees, contractors, volunteers and other support entities affiliated with the college.

This plan does not replace the procedures for safety, hazardous material response, or other emergency measures already established at the College. Instead, it supplements these
existing procedures with a temporary crisis management structure, which provides for an immediate managerial focus on response operations and an early transition to recovery.

Each department is responsible for maintaining its own emergency response plan or standard operating procedures that coincides with this College EOP. This EOP can be used as a reference, but does not replace the departments’ responsibilities to develop and test their own emergency plans. With this in mind, departments can use this manual as a model to help determine the relationships, responsibilities and general guidelines to establish in their detailed “quick action” emergency guides. Likewise, departments can use this guide as a reference in creating emergency-related checklists, departmental plans, standard operating procedures, general orders, and field plans.

This plan fulfills the Commonwealth of Virginia’s requirement for all state agencies to prepare and keep current an Emergency Operations Plan to respond to disasters or large scale emergencies.

**Situation**

**College Profile**

Germanna is a two-year public college within the Virginia Community College System (VCCS). Germanna is one of the fastest growing community colleges within the Virginia system with an annual enrollment of approximately 11,000 students, making it the 7th largest community college in Virginia in enrollment. Enrollment growth over the last 10 years is up 82 percent. Germanna provides quality, accessible, and affordable educational opportunities for the residents of the City of Fredericksburg and the counties of Caroline, Culpeper, King George, Madison, Orange, Spotsylvania and Stafford. The college is centrally located between Richmond, VA and Washington, DC. It covers a large geographic area that includes both urban and rural communities. The college has locations off of major roads such as Interstate 95 and Routes 1, 3, 17 and 29. Germanna’s 2,439 square mile service region is larger than the State of Delaware. The estimated population of the city and counties served by Germanna is over 400,000.
**Mission:** As a public, comprehensive community college, Germanna provides accessible, quality educational and training opportunities that meet our communities’ changing learning needs.
The Mission is achieved through:
- Courses, programs, and services that enable students to gain access to and succeed in higher education;
- Associate degrees and courses that prepare students to advance to and succeed in four year colleges and universities;
- Training and services to develop successful employees who meet employers’ specific needs;
- Training, associate degrees, and certificates for students to enter and succeed in the workplace; and
- Services and support for community and economic development.

**Vision:** Germanna Community College is recognized as the region’s leader and preferred partner providing excellence in accessible educational opportunities and related services to our communities. Our quality learning experiences enable students to participate effectively in the social, economic, political, intellectual, and cultural life of their communities. Germanna, a dynamic learning organization, is the premiere gateway to personal and community development.

**Values:** Our values influence our thoughts, guide our decisions, mold our policies, and help determine our course of action. Student learning and success are at the heart of all that we do and are demonstrated by:

*Passion for learning and teaching:* We demonstrate our commitment to the belief that everyone can learn. Although at different rates and in different ways, all learners can learn if we challenge, support, and believe in them through everything we do and in every decision we make.

*Integrity:* We are true to our mission, to our values, to our learners, to our communities, and to each other. We say what we mean and we do what we say. We admit our mistakes and take responsibility for our actions.

*Culture of service:* We are dedicated to serving the educational and training needs of our students and communities. Our individual wants are secondary to the mission we serve.

*Excellence:* We seek to achieve excellence and to foster and develop excellence in our learners. We continuously improve our teaching and organizational systems and processes. We embody a culture of evidence and make decisions using that evidence.

*Professionalism:* We exhibit the skill, competence, and character expected of educational professionals.

*Stewardship:* We practice servant leadership. We effectively manage and maintain the resources in our care. We uphold the responsibility placed on us as teachers and supporters of teachers of the current and future citizens of our service area, our commonwealth, and our nation.

*Respect:* We treat our students, our stakeholders, our resources and each other with courtesy and respect. We respect each other enough to speak truths and have courageous conversations, and we do so with civility.
Fredericksburg Area Campus:

The Fredericksburg Area Campus is located on seventy-acres donated by the John T. Hazel family in Spotsylvania County near the intersection of Interstate 95 at Routes 1 and 17 South. Phase I of the Fredericksburg Area Campus opened January, 1997. The V. Earl Dickinson Building, a 76,000 square-foot facility, includes classrooms, laboratories, library, student lounge, bookstore, and offices for faculty and administrative staff to provide a full range of services to students. The Workforce Development and Technology Center, a 40,000 square-foot building devoted to the use of technology for the delivery of instruction and advanced technology training programs opened in October 2004. The Science & Engineering Information Commons Building opened in 2012, it's approximately 50,000 square-feet providing laboratories, instructional resources, student services and more. Additional campus facilities includes; a four level parking deck and courts, playing fields, nature trails, jogging paths, and picnic areas are planned for future development of the 70-acre campus.

Locust Grove Campus:

The Locust Grove campus is located on Route 3 midway between Culpeper and Fredericksburg. The campus consists of 100 acres adjacent to the Rapidan River in Orange County. The campus building of approximately 65,000 square feet includes classrooms, laboratories, a virtual hospital equipped with high fidelity simulation technology, bookstore, administrative and faculty offices, a library, information services, business office, and student lounge. There is also a 9,200 square feet maintenance building. Outdoor facilities include a playing field as well as nature trails, jogging paths, and a picnic area.
Daniel Technology Center:

Located at the junction of U.S. Route 29 and State Route 3 adjacent to the town of Culpeper, Germanna's Joseph R. Daniel Technology Center occupies 34 acres. The 39,000 square foot facility is designed primarily for workforce development instruction and technology training. A wide variety of credit classes are also offered.

Stafford County Center:

Germanna's Stafford County Center is located on Jefferson Davis Hwy at Aquia Park. Germanna opened the facility in July 2009 with the support of the Stafford County Economic Development Authority. The center provides a full range of credit courses in addition to Workforce and Community Education.

Automotive Technology Center:

In August 2012 Germanna Community College opened at 15,000-square-foot Automotive Technology Center off U.S. 1 just north of Centreport Parkway in Stafford County, Virginia.
The center includes a classroom, a 24-station computer lab and two automotive labs with four bays each.

**Central Park Offices:**

The Central Park Offices location consist of 2,300 square feet of space for Germanna’s Marketing & Public Information, Education Foundation and Media Relations offices located at 1320 Central Park Blvd Suite 106 Fredericksburg, Virginia.

**Emergency Service Providers**

**Law Enforcement:**
- GCC College Police- (540) 891-3079
- Stafford County Sheriff’s Office- (540) 658-4450
- Spotsylvania County Sheriff’s Office- (540) 582-7115
- Fredericksburg Police Department- (540) 373-3122
- Orange County Sheriff’s Office- (540) 672-1200
- Culpeper County Sheriff’s Office- (540) 727-7900
- Virginia State Police- (800) 572-2260
- University of Mary Washington Police Department- (540) 654-1025
- Fredericksburg/Spotsylvania Nat'l Mill Park Ranger Station- (540) 899-2698

**Fire/EMS:**
- Stafford County Fire & Rescue- (540) 658-7200
- Spotsylvania County Fire, Rescue & Emergency Management- (540) 507-7900
- Fredericksburg Fire Department- (540) 372-1059
- Lake of the Woods Vol Rescue Squad- (540) 972-7480
- Lake of the Woods Vol Fire Department- (540) 972-7510
- Orange County Fire & Rescue- (540) 672-7044
- Culpeper County Vol Rescue Squad- (540) 825-2247
- Culpeper County Vol Fire Department- (540) 825-8777

Germanna Community College is exposed to many hazards, many of which have the potential of disrupting the community, causing casualties, and damaging or destroying college, public, and/or private property.

Listed below is a Hazard Identification Risk Analysis (HIRA). The HIRA identifies possible hazards that may threaten the college and rates each threat based on the possibility of
occurrence and the potential damage it could cause. This enables emergency planners to mitigate and better prepare for the hazards that pose the greatest threat to the college. Based on the hazard identification and risk assessment that was completed for the college within the College Disaster Resistant Plan, the hazards that were determined as most likely to impact the college are:

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural</td>
<td></td>
</tr>
<tr>
<td>Hurricane</td>
<td>Limited</td>
</tr>
<tr>
<td>Tornado</td>
<td>Moderate</td>
</tr>
<tr>
<td>Severe Weather</td>
<td>Significant</td>
</tr>
<tr>
<td>Wildfire</td>
<td>Moderate</td>
</tr>
<tr>
<td>Conflagration</td>
<td>Moderate</td>
</tr>
<tr>
<td>Resource Shortage</td>
<td>Moderate</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Limited</td>
</tr>
<tr>
<td>Flood</td>
<td>Limited</td>
</tr>
<tr>
<td>Dam Inundation</td>
<td>Limited</td>
</tr>
<tr>
<td>Temperature Extremes</td>
<td>Moderate</td>
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<tr>
<td>Epidemic</td>
<td>Limited</td>
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<tr>
<td>Human-Caused</td>
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</tr>
<tr>
<td>Terrorism</td>
<td>Moderate</td>
</tr>
<tr>
<td>Criminal Activity</td>
<td>Moderate</td>
</tr>
<tr>
<td>Internal Threat Assessment</td>
<td>Moderate</td>
</tr>
<tr>
<td>Pandemic</td>
<td>Moderate</td>
</tr>
<tr>
<td>Mass Casualty</td>
<td>Limited</td>
</tr>
<tr>
<td>Civil Unrest</td>
<td>Limited</td>
</tr>
<tr>
<td>Chemical Incident</td>
<td>Moderate</td>
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<tr>
<td>Radiological Incident</td>
<td>Limited</td>
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<tr>
<td>Biological Incident</td>
<td>Limited</td>
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<tr>
<td>Explosive Incident</td>
<td>Moderate</td>
</tr>
<tr>
<td>Nuclear Incident</td>
<td>Limited</td>
</tr>
<tr>
<td>Communication Failure</td>
<td>Moderate</td>
</tr>
<tr>
<td>Infrastructure Failure</td>
<td>Moderate</td>
</tr>
<tr>
<td>Hostile Intruder</td>
<td>Moderate</td>
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<tr>
<td>Technological Events</td>
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<td>Fuel Shortage</td>
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<td>Electrical Failure</td>
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<td>Generator Failure</td>
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<td>Camera System Failure</td>
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<td>Natural Gas Failure</td>
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<td>Fire Alarm Failure</td>
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<td>Communications Failure IT</td>
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<td>Communications Failure- Police</td>
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<td>HVAC Failure</td>
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<tr>
<td>Information Systems Failure</td>
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<tr>
<td>Event Description</td>
<td>Hazard Index</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Fire, Internal</td>
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<tr>
<td>Access Control System Failure</td>
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<tr>
<td>Hazmat Exposure, Internal</td>
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<tr>
<td>Supply Shortage</td>
<td>Limited</td>
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<tr>
<td>Structural Damage</td>
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**Hazardous Materials**

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<thead>
<tr>
<th>Event Description</th>
<th>Hazard Index</th>
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<tbody>
<tr>
<td>Mass Casualty Hazmat Incident (From historic events at GCC with &gt;= 5 victims)</td>
<td>None</td>
</tr>
<tr>
<td>Small Casualty Hazmat Incident (From historic events at GCC with &lt; 5 victims)</td>
<td>None</td>
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<tr>
<td>Chemical Incident</td>
<td>Moderate</td>
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<tr>
<td>Small-Medium Sized Internal Spill</td>
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</tr>
<tr>
<td>Large Internal Spill</td>
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<td>Biological Incident</td>
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<tr>
<td>Radiological Incident</td>
<td>Limited</td>
</tr>
<tr>
<td>Nuclear Incident</td>
<td>Limited</td>
</tr>
<tr>
<td>Terrorism, Radiological / Biological</td>
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</tr>
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</table>

Hazard indices and vulnerability assessments for moderate and significant risk events were developed for the buildings on the college’s campuses and centers. The hazard indices evaluated the extent to which the buildings were at risk from a particular hazard. The vulnerability assessments estimated the potential impacts if a particular building were affected by a specific hazard. These assessments can be found within the college’s Police Chief’s Office or on the secured college network drive.

A Hazardous Identification Risk Analysis (HIRA) assessment for the college was completed in 2012 and can be accessed through the college’s Coordinator of Emergency Management, Chief Craig L. Branch.

**Assumptions**

Emergency planning requires a set of commonly accepted, assumed conditions that provide a foundation for establishing protocols and procedures. This is commonly referred to as “worst case scenario” planning. The following planning assumptions are considered for this scenario:

1. Significant loss of life and/or serious injuries may result without adequate response from local emergency medical agencies.
2. Critical utilities such as water, power, telephone, internet, cellular, microwave and repeater systems may be interrupted.
3. Regional and local resources may not be available due to their own destruction or exceeded capacity.
4. Roads may be blocked or impassible for extended periods of time due to extensive damage or flooding.
5. Buildings and structures may be severely damaged or destroyed.
6. Normal resource providers may not be able to deliver needed materials due to their own impacts or limited access.
7. Conditions may be too unsafe for people to leave the college.
8. Communications with persons beyond campus or the region may be interrupted.
9. The college may need to operate independently for a period of days to weeks.
10. College employees may not be willing or able to return to work.
11. The college may be unable to meet obligations to students and the community due to severe structural damages.
12. The college may be called upon to provide shelter to students, faculty, staff, and other non-college personnel.
13. The college may be unable to fulfill its obligations to student education or community accessibility for an extended period of time.
14. There will be an overwhelming demand for information from college officials.
15. There will be shortages of manpower, equipment and supplies needed to respond to and recover from the disaster.
16. Outside assistance through contractors and mutual aid may be required.
17. Response costs and uninsured losses will exceed the college’s budget and means to recuperate financially without outside aid (federal, state).
18. There will be significant attrition on the part of students, faculty and staff.
19. The recovery of the surrounding community would be integral to the college’s own recovery.
20. Prioritization of response and recovery actions may result in the loss of certain college functions and traditions.

TRAINING AND EXERCISES
Germanna Community College is dedicated to regularly testing the knowledge, skills and abilities of emergency personnel as well as the plans, policies, procedures, facilities and equipment of the institution. Training helps emergency personnel become familiar with their responsibilities and acquire the skills necessary to perform assigned tasks. Exercises provide a means to validate plans, checklists and response procedures and to evaluate the skills of personnel. Training, committee meetings, exercises and other necessary activities should be conducted on a regular basis at the discretion of the college’s Coordinator of Emergency Management and Executive Policy Group.

EVALUATION
After each major exercise or activation of the EOP, a brief after action report should be written to evaluate the event against measurable goals. This document should include: purpose, date / time, whether the test was announced or unannounced, participants, description, successes, shortcomings and corrective action recommendations. The report is designed to assess the emergency plans and its capabilities. The after action reports may be distributed to the participants for corrections and recommendations. A meeting to review the corrective action recommendation also may be scheduled to discuss the necessity of altering any college policies and procedures.
III. Concept of Operations

General

A primary goal of Germanna Community College is to provide a safe environment for the students, faculty and staff members. This is accomplished

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

In 2003 President Bush issued Homeland Security Directive 5 requiring all federal, state, tribal and local organizations to implement the National Incident Management System (NIMS) during any domestic incident management, and emergency prevention, preparedness, response, recovery and mitigation programs or activities. In 2005, Virginia Governor Mark Warner issued Executive Order 102 adopting Homeland Security Directive 5 and ordering that all state and local agency emergency plans and procedures be developed in consonances with NIMS, the National Response Plan and in accordance with the National Preparedness Goals.

One component of NIMS is the Incident Command System (ICS). ICS is a standardized, on-scene, all-hazards incident management concept that is to be utilized for all domestic emergency incidents. This system allows first responders throughout the country to work seamlessly in a standardized organizational structure.

Germanna Community College personnel will utilize the Incident Command System when responding to college emergencies.

ESTABLISHMENT OF COMMAND

Each emergency shall be led by an Incident Commander (IC), who is responsible for all aspects of the incident. Typically, the first responding officer / staff member on scene will assume the role of Incident Commander (IC) until a supervisor or more qualified person arrives.

Upon arrival, the IC should report the following information to the College Police Emergency Communications Center:

- Identify the unit(s) on scene
- Confirm assumption of command
- Give a brief description of the incident and report conditions.

In addition, the IC must:

- Evaluate the situation
- Establish any necessary incident facilities (Incident command post, staging area, etc.)
- Develop an incident action plan
- Assign other incoming units
- Call for additional assistance, if necessary
TRANSFER OF COMMAND
When the responsibility of Incident Command is transferred from one person to another, (i.e. when a supervisor arrives on scene) a transfer of command briefing should take place and include:

- An assessment of the general conditions and tactical problems
- Where personnel and equipment have been assigned
- What resources are available for assignment
- Whether additional resources are needed

Whenever possible, the transfer of command should take place face to face, and if time permits, the person being relieved should provide a written summary of the circumstances. The change in command should be announced to all incident personnel and not merely assumed because of the arrival of a superior.

INCIDENT COMMANDER
The IC is selected based upon his/her qualifications and expertise, not necessarily rank, position or seniority. The role of the IC shall be assigned by the college President or Coordinator of Emergency Management. Depending on the type and severity of the disaster, the IC may vary. Some examples may include:

- GCC Police Chief or designee- Weather Emergency/Law Enforcement Action
- Local Fire Department - Hazardous Materials Release/Fire/Structure Failure
- GCC Facilities Director- HVAC/Power Outage
- Local or State Health Department- Health Epidemic
- GCC IT Director- Cyber Attack/ Mass Network Failure

The IC is responsible for all activities associated with the incident, to include the authority on all aspects of operations, planning, logistics, finance, safety, liaison, and public information until s/he delegates the authority and responsibilities to another person.

UNIFIED COMMAND
In the instance that the emergency requires the coordination and expertise from more than one department, a Unified Command may be used. In a Unified Command, leaders from the responsible agencies work together, and speak as one voice, to determine plans, objectives, resource allocations and priorities.

DIRECTION AND CONTROL
A. President:

1. All emergency operations shall be directed by the College President or his designee as listed below:

   - In the absence of the President, his designee or the Emergency Coordinator’s Orders of Succession, the senior College Police or Security officer shall assume operational control of the emergency until properly relieved.

B. College Police Chief/ College Coordinator of Emergency Management:

1. Emergency operations shall be coordinated by the College Police Chief/ College Coordinator of Emergency Management or delegated alternate. The direct operational
control of the campus major emergency or disaster is the responsibility of the College Police Chief/College Coordinator of Emergency Management or designee.

The Incident Command System as outlined in this plan shall be used by all responders to maintain an effective span of control and workload for all supervisory personnel. The Incident Command System provides a series of supervisory levels that are available for implementation to create a command structure. The most frequent determining factor in establishing supervisory levels within the command structure is the need to maintain an effective span of control. A span of control between three and seven subordinates is desirable in most cases, with the optimum being five.

The Incident Commander also should consider activating additional supervisory levels within the command structure when activities become highly complex or are conducted over a large geographic area. In order to allow for deployment of resources without overextending span of control or compromising personnel safety due to incident size or complexity, the following assignments will be available to the Incident Commander:

- **Strike Teams** – Used to group similar resources into teams working on a similar task (i.e. police and security officers staffing a perimeter).
- **Task Forces** – Used to group different resources into teams working on a similar task (i.e. search and rescue team).
- **Divisions** – When more than one unit is assigned to perform tactical functions in a specified geographic area, a division should be established to provide coordination and control of tactical operations (i.e. north division or southeast division).
- **Groups** – When more than one unit is assigned to the same function incident wide, a group should be established to provide coordination and control of tactical operations (i.e. Campus-CERT group, damage assessment group or shelter group)
- **Branches** – Branches are an optional control level that may be established to group tactical objectives together for coordination and to maintain span of control. The most common branches at emergency operations are fire suppression, law enforcement and EMS branches.

**ESTABLISHED COMMAND LANGUAGE**

The following commands shall be used to communicate to campus community actions they should be follow:

- **Secure In Place (Lockdown)** – lock the room you and occupants are in. Block door, if possible. Turn off lights and remain quiet until given the all clear. If communication is available, calmly call 911 or Ext. 2911 from a college phone in the location.
- **Exit/Evacuate the Building** – Follow specific details as instructed. Generally move to a location at least 300 feet from building. If active shooter, seek shelter or flee if you can.
- **Shelter In Place** – go to a covered and concealed shelter area in the lowest level of the building away from doors and windows and be seated in a crouched position.

**LEVELS OF EMERGENCY ACTIVATION**

The level of activation of the Executive Policy Group and Incident Response Team in an emergency is dependent on the nature and degree of the incident. At GCC, activations are divided into six levels:
<table>
<thead>
<tr>
<th>Level</th>
<th>Category</th>
<th>Title</th>
<th>Criteria</th>
<th>IRT Activation</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>State Level I-Alert</td>
<td>Monitoring</td>
<td>Day-to-day monitoring of environmental conditions (i.e., weather, homeland security briefings, police activity, behavioral intervention team (BIT) activity, etc.) to identify potential hazards.</td>
<td>IRT is not activated or placed on standby.</td>
</tr>
<tr>
<td>5</td>
<td>State Level II-Stand-by Ready</td>
<td>Normal Operations</td>
<td>Incident in which emergency responders can handle within the normal chain of command. Some collaboration between departments may be needed, but damage / interruption to campus activity is minimal.</td>
<td>IRT is not activated or placed on standby.</td>
</tr>
<tr>
<td>4</td>
<td>State Level II-Stand-by Ready</td>
<td>Preparedness</td>
<td>Threat or actual incident is anticipated to occur and preventative measures are being taken to mitigate damage.</td>
<td>Select functions of the IRT are activated.</td>
</tr>
<tr>
<td>3</td>
<td>State Level III-Partial Implementation</td>
<td>Localized Emergency</td>
<td>Threat of or actual incident in which a notable deployment of College and possibly local / state resources are needed.</td>
<td>Select functions of the IRT are activated.</td>
</tr>
<tr>
<td>2</td>
<td>State Level IV-Full Implementation</td>
<td>Major Emergency</td>
<td>Threat of or actual incident in which a significant All identified functions of the IRT are activated.</td>
<td>All identified functions of the IRT are activated.</td>
</tr>
</tbody>
</table>
deployment of College and possibly local / state / federal resources are needed. Typically entails 24-hour operations.

<table>
<thead>
<tr>
<th></th>
<th>State Level IV- Full Implementation</th>
<th>Prolonged Emergency</th>
<th>Major disaster or emergency situation in effect that requires a prolonged response</th>
<th>All identified functions of the IRT are activated</th>
</tr>
</thead>
</table>

INCIDENT FACILITIES

One of the initial responsibilities of an Incident Commander is to establish the incident facilities, to include:

**Emergency Operations Center (EOC)**
The Emergency Operation Center is a facility from which the executive policy group and various incident response team members directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

**Incident Command Post (ICP)**
The Incident Command Post (ICP) is the primary field location for the Incident Response Teams and is normally located at or in the immediate vicinity of the incident site and is the focus for the conduct of direct, on-scene control of tactical operations. It’s a temporary facility and signifies the physical location of the tactical-level, on-scene incident command and management organization. It is commonly marked with a green emergency light, so as to be distinguished from a distance. Additional site-specific field command posts or functional offices can be used to coordinate on-site response or functional units; but all report back to the ICP. At Germanna, the ICP may perform Emergency Operations Center-like functions in the context of a smaller jurisdiction or during less complex incident scenarios.

**Staging Area**
A staging area is a location where reserves of personnel, equipment and other available resources will report and maintain a state of readiness while waiting for a specific assignment. This location will be determined according to incident response needs, personnel safety, and staffing requirements.

**Media Area**
Personnel from the media typically respond quickly to any incident on campus. A designated media area should be established to allow media to report the incident, but not impede response operations. This area shall be designated by the Public Information Officer after consultation with the college President, Executive Policy Group and Incident Commander.
Only the college President, his designee, and/or the Public Information Officer are authorized to release any information to the news media. All personnel should direct any media inquiries to the Public Information Officer or designated information center. The college President has designated the college’s Vice President of Workforce and Community Relations as the official college spokesperson.

The emergency plan will only be employed when there is an actual or imminent threat to a large population. If and when an emergency or crisis strikes, the college will need to be prepared to handle the initial impact of the disaster until further assistance can be given. The number of casualties and the amount of destruction suffered during an emergency could be reduced if the emergency plan is followed and order is maintained.

In the event an incident exceeds the college’s emergency response capabilities, outside assistance may be available, either through mutual aid agreements with nearby jurisdictions or volunteer emergency organizations. College resources must be fully committed before local, state or federal assistance is requested.

**Sequence of Action**

This section describes incident management actions ranging from initial threat notification, to early coordination efforts to assess and disrupt the threat, to preparatory activation of the ESF structure, to deployment of resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

**NON-EMERGENCY/NORMAL OPERATIONS**

These are actions that are implemented during non-emergency or disaster periods that will prepare Germanna Community College for potential emergency response if necessary:

- Public information and educational materials will be provided to the public via newsletters, brochures, publications in directories, college web-sites and other media;
- Develop, review and exercise emergency operations plans and standard operating procedures;
- Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts; and
- Conduct response and incident management training.

**INCREASED READINESS**

When a disaster threatens, all agencies having responsibilities will take action as called for in their respective ESF:

- Flash flood watch
- Severe Weather

**Preparedness**

**TRAINING**

It is critical for the safety of the GCC community that all personnel on campus have an understanding of the Emergency Operations Plan. This shall be accomplished by holding several different types of training during the year. Training will be performed and documented
by the college’s Chief of Police/Coordinator of Emergency Management in conjunction with
the GCC Department of Human Resources and GCC Emergency Planning Team (Previously
called the COOP Team).

**Orientation:** Upon approval of the Plan, formal orientations will be scheduled for all employees
to review a summary of the Plan and answer questions. After this initial orientation, all new
employees will review a summary of the plan with Human Resources during the orientation
phase.

**Employee Training:** General areas of training are to include:
- individual roles and responsibilities
- information about threats, hazards and protective actions
- notification, warning and communication procedures
- emergency response procedures
- evacuation, shelter and accountability
- location and use of common emergency equipment

**Exercises and Drills:** The Emergency Planning Team will annually convene and discuss
individual roles based on a scenario consistent with an emergency or crisis as described in
the Plan. This exercise will identify areas that need improvement as well as areas that
overlap. This exercise may be facilitated by the college’s Chief of Police, Virginia Department
of Emergency Management or another trained emergency service provider.
The college Coordinator of Emergency Management and local emergency service providers
will conduct annual walk-through drills. These drills will be designed to allow each entity to
learn what the others do during an emergency as well as identify what areas need improving.
A formal evaluation will be conducted at the end of the drill.

Follow-up and refresher training is available on a periodic basis to support skills learned
during the initial training received by emergency services personnel. Specific training
programs have been and can be developed to support specific threats that affect certain local
communities. The federal government, through FEMA, provides specialized training courses
and courses geared towards teaching those who deliver courses at the state and local level.
These may be accessed through FEMA’s or VDEM’s Training websites.

Pursuant to Executive Order 41 (2011), a functional exercise is simulated once per year. This
exercise involves emergency services as needed and meets compliance with this order. An
after actions review will be conducted with all personnel involved.

### ICS Training Requirements

<table>
<thead>
<tr>
<th>Training</th>
<th>Chief of Police</th>
<th>IRT</th>
<th>Executive Policy Group</th>
<th>College Police</th>
<th>Incident Commander</th>
<th>Facilities</th>
<th>EOC Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICS 100.HE</td>
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<td>ICS 200.b</td>
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</table>
* This particular training is for public affairs personnel and or college officials who may be called upon to speak to the media (i.e. interviews, press conferences, etc.)

**Pre-Incident**

These are actions that are implemented if the college Coordinator of Emergency Management receives notice of a potential emergency from the federal Homeland Security Advisory System, National Weather Service watches and warnings or other reliable sources.

Some issues to consider at this point in the incident are:
- Communication alert & warning;
- Public health and safety;
- Responder health and safety;
- Property protection;
- Possible partial activation of the EOC;
- Brief the college’s governing body of the impending situation;
- Alert emergency response personnel and develop a staffing pattern;
- Coordinate with external agencies (i.e. Health Department, American Red Cross, etc.); and
- Determine any protective action measures that need to be implemented in preparation for the situation.

**MASTER CHECKLIST**

At the first indication an emergency may exist that will affect any segment of the college community, the following Master Checklist should be used.

*First responders*

☑ do we call local jurisdiction(s) or State Police for additional resources?
☑ do we contact the VP for Administrative & Financial Services and the College Coordinator of Emergency Management?
☑ do we advise the campus community?
☑ do we advise the president?
☑ do we convene the Incident Response Team?
☑ contact Core Team leaders?
☑ do we contact the VP of Workforce Development & Community Relations or college PIO regarding external communications? Media?
☑ should we send out safety information?

In addressing points on the Master Checklist, the following priorities should be considered:

1. Life safety
2. Incident stabilization
3. Property conservation
4. Community well-being

**ACTIVATION OF THE EMERGENCY OPERATIONS PLAN**

The president or Vice President for Administrative Services has the authority to activate the Emergency Operations Plan. Once the Emergency Operations Plan is activated, the responsible units, as described in this Plan, shall implement the necessary procedures outlined to address the emergency.
These actions are taken to preserve life, property, the environment, and the social, economic, and political structure of the community. Some issues to consider at this point in the incident are:

- Law Enforcement and Security Services;
- Protection of responder health and safety;
- Fire;
- Emergency medical services;
- Evacuations;
- Dissemination of public information;
- Actions to minimize additional damage;
- Search and rescue;
- Public health and medical services;
- Distribution of emergency supplies;
• Debris clearance;
• Protection and restoration of critical infrastructure;
• Daily functions of the college that do not contribute directly to the emergency operation may be suspended for the duration of the emergency response;
• Efforts and resources may be redirected to accomplish an emergency task;
• Implement evacuation orders as needed;
• Open and staff emergency shelters as needed; and
• Submit Situation Reports to the Virginia Emergency Operations Center (VEOC) and local emergency managers.

Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations, and if applicable, hazard mitigation.

**Requesting resources from the VEOC by the college:**

*If state resources are needed by the college during an emergency, the request should be made by the local government on the college’s behalf. This is consistent with recent amendments to the Code of Virginia §44-146.18 and §23-9.2:9.*

Effective July 1, 2009, the local government of the jurisdiction in which the institution is located must contact the Virginia Department of Criminal Justices Services (VDCJS) and the Virginia Criminal Injury Compensation (VCICF) Fund on behalf of the institution of higher education in emergency events in which there are victims of crime as defined Code of Virginia §19.2-11.01.

The college will coordinate with our local emergency management contacts to make requests for resources to the VEOC, CICF and/or DCJS on behalf of the college. Contacts are as follows:

<table>
<thead>
<tr>
<th>Stafford County</th>
<th>Emergency Management</th>
<th>Deputy Chief</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spotsylvania County</td>
<td>Emergency Services</td>
<td>Division Chief</td>
</tr>
<tr>
<td>Orange County</td>
<td>Emergency Management</td>
<td>Chief</td>
</tr>
<tr>
<td>Culpeper County</td>
<td>Emergency Services</td>
<td>Chief</td>
</tr>
<tr>
<td>Fredericksburg</td>
<td>Emergency Management</td>
<td>Chief</td>
</tr>
</tbody>
</table>

**Recovery**

These actions occur after the initial response has been implemented. These actions will assist return to normal operation as much as feasible. During the recovery period, some of the issues that will need to be addressed are:

• Initial damage assessment—within 72 hours of impact, complete and submit an Initial Damage Assessment (IDA) to the VEOC and VCCS;
• Assess college infrastructure and determine viability for re-entry of members of the college community;
• Begin immediate repairs to electric, water, and sewer lines and pumping stations;
• Assess long-term recovery needs
• Begin cleanup and restoration of facilities and grounds; and
• Re-establishment of habitats and prevention of subsequent damage to natural resources
A Joint Field Office (JFO) may open to assist those impacted by the disaster if the event is declared a Federal Disaster. The JFO is the central coordination point among Federal, State and Local agencies and voluntary organizations for delivering recovery assistance programs.

Mitigation

These actions are completed to reduce or eliminate long-term risk to people and property from hazards and their side effects. During the mitigation process, these issues will need to be addressed:

- Review the All-Hazard Mitigation Plan and update as necessary any mitigation actions that could be of assistance in preventing similar impacts for a future disaster.
- Work with the Virginia Department of Emergency Management Mitigation Program to develop mitigation grant projects to assist in the most at risk areas.
- Grant programs for loss reduction measures (if available);
- Delivery of loss reduction building-science expertise;
- Coordination of Federal Flood Insurance operations and integration of mitigation with other program efforts;
- Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs;
- Predictive modeling to protect critical assets;
- Early documentation of losses avoided due to previous hazard mitigation measures; and
- Community education and outreach necessary to foster loss reduction.
- Implement mitigation measures in the rebuilding of infrastructure damaged in the event

DECLARATION OF A COLLEGE EMERGENCY

The college president or his designee may declare a college state of emergency exist whenever the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to require significant expenditure and a coordinated response in order to prevent or alleviate damage, loss, hardship or suffering. A college emergency may be declared by the VP for Administrative & Financial Services if the college president cannot be reached due to the disaster or other exigent circumstances. The college Coordinator of Emergency Management may declare the existence of a college emergency under exigent circumstance.

Activation of the Emergency Operations Center (EOC)

The President of the college or his designee may activate the EOC if this becomes necessary. However, the Chief of Police/Coordinator of Emergency Management or his designee may activate the EOC if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale;
- An extensive response and coordination will be required to resolve or recover from the emergency or disaster event;
- The disaster will affect not only the college but also its surrounding jurisdictions which may utilize the same response resources; and/or
- The college’s emergency operations plan is implemented to control the major emergency or disaster event.
Partial activation may be ordered when the emergency requires relatively few personnel to accomplish the necessary tasks. Such situations might vary from weather warnings or operations resulting from minor storm damage, fire, and vehicular accidents with multiple casualties, etc.

Full activation will be ordered when widespread destruction has occurred or there is an imminent threat of such destruction. An incident of such magnitude would require commitment of a large number of personnel and equipment resources to properly respond to and recover from an incident.

EOC Operations

Following the occurrence of an emergency or disaster, the EOC will receive notification through any of one or more sources. These include: Radio, phone, NWS teletype, NAWAS, VDEM, NTAS, VA Fusion Center, etc. The event is logged by date and time. The College Coordinator of Emergency Management and other key personnel are notified of the situation and report to the EOC. The Incident Commander will brief the College President, Executive Policy Group and Incident Response Team as appropriate.

1. The EOC (or the college's primary warning point) relays pertinent data to affected departments such as local emergency management offices, fire, police, sheriff, and EMS units.
2. If the situation warrants, local agencies having responsibilities associated with the particular disaster are notified and asked to report to the EOC or to the scene of the emergency as required.
3. From this point on, the EOC monitors the progress of the emergency and evaluates efforts to contain the situation. Resource requirements that cannot be met at the college level are channeled to the local agency’s Emergency Coordinator for disposition pursuant to the Code of Virginia §§44-146.18 and §23-9.2:9. This continues until the situation is resolved.
4. If the situation warrants, the College Coordinator of Emergency Management will request assistance from a neighboring county and the Virginia Department of Emergency Management (if needed). In either case, the respective organizations provide liaison officers to the EOC for coordination of operations.
5. News releases and emergency public information is prepared and disseminated from the EOC through the Public Information Officers (PIOs).
6. The Incident Commander insures continuity of operations and sustained manpower capability around the clock for the duration of the emergency.

This operation continues until the emergency condition terminates, at which time various EOC staff members conduct follow-up activities with respect to after-action reports, response evaluation, conducting debriefings, compiling reports and logs, etc.

Emergency Operations Center Locations

Germanna Community College maintains a list of designated internal and external Emergency Operation Center Locations. This list is distributed to the appropriate personnel assigned these responsibilities.

*In the event that the EOC locations are unavailable, the college President or his designee will immediately notify the Executive Policy Group and the VCCS office (if applicable) of the selected alternate internal or external location. The Incident Commander will notify the
Incident Response Team members, as well as other affected agencies and local/state response agencies.

The alternate EOC`s are equipped with a generator, water supply, sanitary facilities, and communications equipment. The IC may designate an internal alternate EOC location in a room at another college owned facilities. If this is occurs, the IC will notify the appropriate college administrators/responders and coordinate the set up with the Logistics Section Chief.

Transfer of responsibility from the primary to an alternate internal Germanna EOC location is accomplished by using personnel from the logistics section to relocate equipment and supplies to the alternate site.

As soon as communications checks are accomplished, the actual shift of control will be at the direction of the college President or designee.

The primary EOC Organizational and Functional Structure

The EOC is composed of six major sections. These sections are described in the ESF Concept of Operations section of this plan.

Communication, Alert and Warning will be provided to the college community and public via:

- Germanna E2 Campus Alerts
- Internal Public Warning System
- VoIP Phone Alert System
- College Flat Screen Monitors
- College Website
- On-foot alert routes.
- Two-way Radio Communications
- College Switch Board
- PIO External Media Communications/Press Conference
IV. Organization

Germanna’s Emergency Operations Plan identifies the college personnel that will participate in the emergency response. Detailed of their roles are provided in the ESF annexes. The college will use the Incident Command Structure (ICS) and National Incident Management system (NIMS).

This diagram shows the Germanna Community College Field Incident Command structure. This structure will directly link with the EOC if the center is set up to assist in response to the event. Not all events will require the response of the EOC, but all events will require the response of a field incident team even if multiple responsibilities are handled by single individuals.
When the college’s emergency operations center (EOC) is activated, there should be coordination between the EOC manager and the incident commander to ensure a consistent response.

This shows full GCC ICS staffing.

![Emergency Operations Plan Diagram](image)
COMMAND STRUCTURE
The Command Structure provides a consistent, easily managed and adaptable means of controlling and managing an emergency situation on the Germanna Community College campus. This system is designed to smoothly integrate with the Incident Command System used by local, state and federal law enforcement and emergency services.

EXECUTIVE POLICY GROUP
The Executive Policy Group (EPG) is an assemblage of the Germanna Community College’s Executive Leadership Team and is directed by the college president. Additional college departmental leaders and managers may be assigned at the discretion of the college president or his designee. Its role is to advise and assist the Incident Commander (IC) by making emergency-related policy decisions throughout the Emergency Operations Plan activation.

Position assigned to: The college president will chair this group. If he or his designee is unavailable, the highest ranking official of the college will assume the role until such time that the president or designee relieves the initial or subsequent chairperson. When the chairperson is relieved, it must be done formally and the relieving official shall be briefed regarding the current situations, plans, possible options, and other recommendations. A principal responsibility for the EPG is to keep managers and employees focused on the right set of priorities in a crisis situation. Additional duties include:

- Assemble at the designated emergency operations center location.
- Gather information from IC and analyze conditions of the crisis as related throughout the college and surrounding areas.
- Allocate and direct distribution of resources to accomplish the purposes of the college’s Continuity Plan.
- Request needed resources from available outside sources if those resources are not available internally.
- Approve final plan and final policy decisions.
- Coordinate with the college IC and PIO to ensure accurate dissemination of internal and external communications.

Authority: Full authority to make/approve emergency expenditures, interim policy changes/waivers, college closings, and decision to evacuate and relocate to preserve life and property.

INCIDENT RESPONSE TEAM (IRT)
The Incident Response Team is responsible for the execution of the Emergency Operations Plan via ESF functions during an emergency situation. The IRT is activated at a level based on the type and nature of the incident to respond to any emergency situation. Primary responsibilities include:

- Creating a planning schedule and milestones for developing emergency response capabilities and obtaining plan approval;
- Working with the Incident Commander and Section Chiefs to maintain timely and accurate assessment of the crisis;
- Relaying decisions to appropriate personnel;
- Relaying information to their respective departments;
- Channeling all relative event information and conditions to the Incident Commander and Section Chiefs for further dissemination;
- Identifying management and policy issues.
- Conduct routine testing and assessment of the college’s Emergency Operations Plan.
ESSENTIAL PERSONNEL
Specific staffing requirements will vary widely among Germanna Community College’s departments due to differences in their size, structure, mission and essential functions. Each individual department’s Emergency Response Plan or Standard Emergency Procedures identifies the department’s essential personnel as well as their roles and responsibilities in the event of an emergency. Each area has associated personnel that are necessary to ensure proper emergency response to an incident. Without these essential personnel, the institution will not be able to perform its essential functions or meet faculty, staff or student needs. These personnel are essential to the college’s EOP and fulfilling Germanna Community College’s mission.

INCIDENT COMMAND SYSTEM
The Incident Command System consists of five sectors: Command, Operations, Logistics, Planning, and Finance and Administration. The initial EOC will be communicated to the Executive Policy Group and Incident Response Team upon activation of the EOP. Center location may vary based on the campus or center affected by the incident(s). Upon assessing the situation, the Incident Command Center may be relocated to another facility either on or off campus.

COMMAND: The Incident Commander (IC) operates in the EOC and is responsible for the implementation of college policy as directed by the college president and Executive Policy Group, utilization of emergency management skills, and management practices to bring about a successful conclusion of the emergency incident.
Position assigned to: The College’s Coordinator of Emergency Management /Chief of Police or his designee. If the IC is relieved, it must be done formally and the relieving official shall be briefed regarding the current situations, plans, possible options, and other recommendations. Authority: Full authority to make emergency request for additional emergency response /Mutual Aid Request, personnel assignments, and decision to preserve life and property.
Immediate Actions:
- activate Incident Response Team by setting up the Command Center
- select planned or alternate location
- determine who from the Team needs to be involved in incident
- assess current situation and decide on priority actions
- provide timely briefing and situation reports to the Executive Policy Group regarding the status of the incident
- Coordinates routine briefing with various section chiefs to ensure an accurate flow of information is being provided to the EPG
- determine if outside governmental assistance will be needed

Ongoing Actions:
- monitor situation set new priorities as needed
- authorize expenditures and personnel work schedules, as needed
- Maintain a Unit Log (ICS Form 214)

PUBLIC INFORMATION OFFICER: The Public Information Officer (PIO) is a member of the college’s Media Communications and/or Marketing Offices and is responsible for the college’s activities relating to external and internal communications. The PIO is the college’s point of
If a college State of Emergency is declared, the Public Information Officer will:

- Obtain a briefing(s) from the Emergency Coordinating Officer/Incident Commander
- Collaborate with the College President and Executive Policy Group, and ensure representation in the Joint Information Center
- Maintain information security controls
- Distribute emergency information to students, faculty and staff via the college’s notification resources,
- Advise Emergency Coordinating Officer on information dissemination and media relations,
- Obtain information from and provide information to the Planning Officer
- Coordinate/direct press conferences for the college’s spokesperson
- Obtain information from and provide information to community and media
- Maintain a Unit Log (ICS Form 214)

**OPERATIONS**: The Operations Section Chief will be the Senior Emergency Services Official, based on the type of incident. The Operations Section Chief is responsible for protecting the health and safety of the college community by execution of the policies and course of actions as directed by the IC. The Operations Section Chief is responsible for all activities within the affected or impacted area(s) of the emergency.

*Position assigned to:* College Chief of Police or designee. The highest-ranking official from an outside agency may assume a dual role in Operations with the College Police Chief or his designee.

*Authority:* Directs actions taken by the Operations section and supervises the staff.

*Immediate Actions:*

- Issue initial emergency alerts (if needed)
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources, confirms correct emergency services have been notified
- Attends to life threats as needed
- Direct evacuation efforts
- Control access to incident scene

*Ongoing Actions:*

- Monitor situation
- Provide a point of contact for Assisting and Cooperating Agencies,
- Coordinate emergency services operations as needed
- Coordination of traffic control and crowd control
- Accountability of college community members
- Maintain a Unit Log (ICS Form 214)

**LOGISTICS:** The Logistics Section Chief is responsible for obtaining personnel, supplies, and equipment; determining what is needed for fuel, food, water, alternate light/power sources;
ordering and arranging for distribution or pick up of needed items; and, monitoring longer term needs as directed by the IC.

**Positioned assigned to:** Director of Facilities or designee
**Authority:** Directs actions taken by the Logistics section, supervises staff, and makes expenditures within authority granted by Incident Commander and Executive Policy Group.

**Immediate Actions:**
- Issue initial emergency alerts (if needed)
- Obtain a briefing from the Emergency Coordinating Officer
- Set up of EOC site
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources
- Establishment of resource staging areas

**Ongoing Actions:**
- Monitor supply needs
- Monitor personnel needs
- Track resources and personnel as they are requested, obtained and used
- Site management (Organize the clearance and removal of debris, Provide utility assessment and shut down services, Conduct preliminary damage assessments, Maintain communication systems, Evaluate building safety, etc.)
- Coordinate feeding, sleeping, rehab, sanitation and other worker needs
- Maintain a Unit Log (ICS Form 214)

**PLANNING:** The Planning Section Chief is responsible for providing short-term and long-term planning and information to assist the IC and Executive Policy Group in decision making. The Planning Section Chief will also track and document activities.

**Position assigned to:** Associate Vice President for Financial Services, or designee.
**Authority:** Directs action taken by the Planning section and supervises section staff.

**Immediate Actions:**
- Obtain a briefing(s) from the Incident Commander
- Attends briefings with the Incident Commander and Executive Policy Group on current situation
- Gather, analyze, and disseminate information and intelligence
- Formulates operational plan
- Maintain accountability for college personnel and account for personnel involved in or affected by a campus emergency
- Work with Academic Component of the Incident Response Team to identify alternate locations for academic functions.

**Ongoing Actions:**
- Ensures that financial commitments are consistent with college policy
- Maintains logs, worksheets, and journals documenting financial operations
- Maintains and documents information from Operations and Logistics sections
- Develop an Incident Action Plan utilizing appropriate ICS forms
- Generates periodic written Situation Reports and Resource Status Reports for the Incident Commander, Operations and Logistics section officers
- Organize faculty, students and staff crisis counseling services through Human Resources and College Counseling
- Maintain a Unit Log (ICS From 214)

**FINANCE AND ADMINISTRATION:**
*Position assigned to:* Vice President for Administrative and Financial Services, or designee.
*Authority:* Directs action taken by the Planning section and supervises section staff.

**Immediate Actions:**
- Issues initial emergency alerts or delegate to another team member
- attends briefing with the Incident Commander and Executive Policy Group on current situation
- formulates operational plan

**Ongoing Actions:**
- negotiates and monitors contracts as needed
- keeps timekeeping records
- maintains cost analysis
- manages compensation for injury or damage to property as needed
- maintains documentation for reimbursement (e.g., under mutual aid agreements and assistance agreements)

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**Roles and Responsibilities**

**State Board of Community Colleges**
- Protect the lives of students, faculty and staff and the property and assets of the college;
- Establish the college emergency management program;
- Designate the **College President** ultimately responsible for emergency management; and
- Adopt and promulgate the college's Emergency Operations Plan (EOP).

**President (or designee)**
- Work with College Police, other emergency responders, Executive Policy Group, Incident Commander, Incident Response Team and the Coordinator of Emergency Management to determine the need to evacuate an endangered area;
- Working with the same officials, consider the need to alter the normal business or class schedule of the institution, including delayed openings, early closings or total closings;
- Exercise direction and control from the EOC during emergency operations;
- Hire and support the College Coordinator of Emergency Management; and
- Hold overall responsibility for the maintaining, exercising and updating the plan.

**College Emergency Coordinating Officer (Chief of Police)**
- Maintain the EOC in a constant state of readiness;
- Develop and maintain the Emergency Operations Plan (EOP);
• Assume relevant duties as directed by the president or his designee;
• Develop and implement a test, training, exercise and drill schedule to assure all involved parties for emergency response and recovery are fully prepared to fulfill their tasks. A relevant exercise should be held at least annually; and
• Ensure that the EOP is reviewed, revised and adopted every four years.

Emergency Coordinating Officer (ECO) – Serves as the communication liaison between the Office of Commonwealth Preparedness, VDEM and each agency. Pursuant to Executive Order 65 (2004), the ECO is assigned the following responsibilities which may have been delegated to others within the organization:

- Coordinate with the Department of Emergency Management on emergency preparedness, response, and recovery issues;
- Prepare and maintain designated parts of the Continuity Plan for which the college is responsible.
- Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the plan;
- Maintain a roster of institution’s faculty and staff to assist in disaster operations and ensure that persons on the roster are accessible and available for training, exercises and activations of the plan;
- Coordinate appropriate training for college’s faculty and staff assigned to disaster operations;
- Prepare and maintain internal emergency preparedness, response, and recovery plans for the college’s resources (facilities, faculty, staff and assets) that outline a comprehensive and effective program to ensure continuity of essential state functions under all circumstances;
- Assure the State Coordinator of Emergency Management that preparedness plans for its facilities are coordinated with the applicable local emergency management agency.

Local Emergency Manager: The day-to-day activities of the emergency preparedness program for the locality have been delegated to the local Coordinator of Emergency Management. The local Coordinator of Emergency Management will direct and control emergency operations for the local government in time of emergency and issue directives to other services and organizations concerning emergency preparedness.

Local Emergency Coordinator (Local Government Role): Develops and maintains a primary Local Emergency Operations Center (EOC) from which to direct operations in time of emergency. The local government will appoint an individual by title to serve as a point of contact to the institution(s) of higher education within its jurisdiction. This position will contact the VEOC with requests for resources on behalf of the institution.

This operational policy to channel resource requests through the local government is consistent with the Code of Virginia §44-146.18, and §23-9.2:9, which mandates a state institution of higher education to maintain an EOP, keep it current and integrate it with the local emergency operations plan.

FACULTY & STAFF:

General Emergency Management Responsibilities
Faculty and staff are seen as campus leaders and must be prepared to direct students, visitors, and colleagues to safe locations in the event of an emergency. Faculty and staff are responsible for being familiar with applicable emergency plans, procedures, and evacuation routes for their assigned work locations. This information is accessible on the Germanna Community College Police website at [http://www.germanna.edu/college-police-department/](http://www.germanna.edu/college-police-department/).

In addition, Emergency Response Placards are located in every classroom and throughout various college locations. Examples of emergency situations that may occur on campus are listed on each placard. When a particular emergency occurs, go to the placard and read the emergency procedure information. Follow the instructions and do not panic. Below you will find a sample Emergency Placard.

### EMERGENCY PROCEDURES

**Germanna Community College**

**Fredericksburg Area Campus**

<table>
<thead>
<tr>
<th>SEVERE</th>
<th>SEVERE</th>
<th>HIGH</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACTIVE SHOOTER</strong></td>
<td><strong>FIRE</strong></td>
<td><strong>VIOLENT ACTS</strong></td>
</tr>
<tr>
<td>- Secure the immediate area and door, and block doorway with furniture, cabinet, books, etc.</td>
<td>- Activate the nearest fire alarm pull station.</td>
<td>- Do not confront the individual.</td>
</tr>
<tr>
<td>- Allow others to seek refuge with you.</td>
<td>- Evacuate the building and go to the Evacuation Assembly Point (Parking Lot area).</td>
<td>- If possible, move to a safe location.</td>
</tr>
<tr>
<td>- Reduce your visibility &amp; vulnerability (close blinds, silent cell phones, keep calm, keep quiet).</td>
<td>- Do not use elevators.</td>
<td>- Call Police &amp; Security at 540-727-2911 or dial 2911 from any campus IP phone.</td>
</tr>
<tr>
<td>- Call Campus Police at 540-727-2911 or dial 2911 from any campus IP phone.</td>
<td>- Advise emergency personnel of anyone still in the building.</td>
<td>- Provide responding police and security as much information as possible.</td>
</tr>
<tr>
<td>- Treat the injured.</td>
<td>- Do not reenter the building until authorized by emergency personnel.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ELEVATED</th>
<th>ELEVATED</th>
<th>ELEVATED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EVACUATION INFORMATION</strong></td>
<td><strong>TORNADO/HIGH WINDS</strong></td>
<td><strong>HAZARDOUS MATERIALS</strong></td>
</tr>
<tr>
<td>- Evacuate the building using the nearest exit or alternate exit if nearest exit is blocked.</td>
<td>- Go to an interior hall or room designated as a Severe Weather Shelter.</td>
<td>- If an emergency, or if anyone is in danger, call Police &amp; Security at 540-727-2911 or dial 2911 from any college IP phone.</td>
</tr>
<tr>
<td>- Do not use elevators.</td>
<td>- Stay away from windows and tall furniture. Look for shelter signs on walls.</td>
<td>- Move away from the site of the hazard to a safe location.</td>
</tr>
<tr>
<td>- Take personal belongings (keys, purses, wallets, etc.)</td>
<td>- Lie under something sturdy and/or protect your head and neck from flying debris.</td>
<td>- Follow the instructions of emergency personnel.</td>
</tr>
<tr>
<td>- Secure any hazardous materials or equipment before leaving.</td>
<td>- If outdoors, lie flat in a low spot.</td>
<td>- Alert others to stay clear of the area.</td>
</tr>
<tr>
<td>- Assist persons with disabilities.</td>
<td></td>
<td>- Notify emergency personnel if you have been exposed, or have information about a release.</td>
</tr>
<tr>
<td>- Follow the instructions of emergency personnel.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Do not leave the site until your status is reported to your supervisor or instructor.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GUARDED</th>
<th>LOW</th>
<th>HIGH</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUSPICIOUS OBJECT</strong></td>
<td><strong>SUSPICIOUS PERSON</strong></td>
<td><strong>EMERGENCY NUMBERS</strong></td>
</tr>
<tr>
<td>- Do not touch or disturb the object.</td>
<td>- It is okay to inquire if you can provide assistance (if appropriate). Do not physically confront the person.</td>
<td>Germanna Community College uses E2 Campus Alert, a communication service that enables key administrators and DPS personnel to reach students and employees quickly with</td>
</tr>
<tr>
<td>- Notify your supervisor and/or any other administrative personnel.</td>
<td>- Do not let anyone into a locked building/office.</td>
<td></td>
</tr>
<tr>
<td>- Attempt to determine if there is any associated threat or reason for object being present.</td>
<td>Call Campus Police &amp; Security at 540-727-2911 or dial 2911 from any college IP phone.</td>
<td></td>
</tr>
<tr>
<td>- Call Campus Police at 540-727-2911 or dial 2911 from any college IP phone.</td>
<td>You can also call Police &amp; Security non-emergency number at 540-891-3079 or dial 3079 from any college IP phone.</td>
<td></td>
</tr>
<tr>
<td>Clearly describe object and location.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Be prepared to evacuate if directed by Campus Police &amp; Security.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
personaled e-mail and text messages to provide valuable information to maximize the college’s capability to notify them of a life threatening emergency and issue appropriate protective actions. Faculty and staff are responsible for maintaining their emergency contact information with the Department of Human Resources and their respective supervisor.

In addition to the items listed above, faculty members are encouraged to include the following public safety and emergency preparedness information in their course syllabus, and review this information with their students at the beginning of each term:

Phone Number of College Police: Dispatch (Emergency) 540-727-2911 or Ext 2911 from any college phone.

- Program the College Police Emergency number in your cell phone
- Information on what to do in an emergency: [http://www.germanna.edu/college-police-department/](http://www.germanna.edu/college-police-department/)
- Register to receive Germanna Community College Emergency Alerts: [http://www.germanna.edu/E2Campus/index.asp](http://www.germanna.edu/E2Campus/index.asp)
- Participate in annual college Emergency Preparedness Exercises and Trainings
- Completion of the state mandated Terrorism Awareness Training: [http://www.germanna.edu/Human_Resources/docs/Terrorism%20and%20Security%20Awareness%20Training.mht](http://www.germanna.edu/Human_Resources/docs/Terrorism%20and%20Security%20Awareness%20Training.mht)

**Emergency Response Role**

If faculty and staff are involved in or witness a life-threatening emergency, they are required to immediately call College Police at (540) 727-2911 or Ext. 2911 from any college VoIP phone. Faculty and staff may also call 911 and the College Police will be notified by the local jurisdiction. Faculty and staff must be prepared to assess emergency situations quickly but thoroughly, and use common sense in implementing protective actions. During a declared college State of Emergency, faculty and staff who are not assigned a specific crisis management responsibility are required to take action as directed by the Incident Response Team, Emergency Responders or their supervisor/manager.

**STUDENTS:**

**General Emergency Management Responsibilities**

Students are responsible for familiarizing themselves with emergency preparedness resources, campus emergency procedures, and evacuation routes in the buildings that they use frequently. This information is accessible on the Germanna Community College’s College Police website at [http://www.germanna.edu/college-police-department/](http://www.germanna.edu/college-police-department/)

Additionally, students are responsible for maintaining their own contact information via SIS for emergency situations

**Emergency Response Role**

If students are involved in or witness a life-threatening emergency, they are required to immediately call College Police at 540-727-2911 or Ext. 2911 from any college phone. Students may also call 911 and the College Police will be notified by the local jurisdiction. Students must be prepared to assess emergency situations quickly but thoroughly, and use common sense in implementing protective actions. Students are required to implement protective actions in an orderly manner when directed by faculty, staff, emergency response
personnel or the Germanna E2 Campus Emergency Notification System. During emergency situations, please ensure you follow the directions of faculty, staff and emergency response personnel to ensure you are accounted for at the designated assembly area.

**Emergency Support Functions (ESFs)**

ESF are function-specific plans that identify key college units and response strategies that are necessary to conduct critical operations to respond to or recover from an emergency. Each ESF is assigned a lead unit and supported by additional units as appropriate. A supporting unit(s) may not be appropriate in some cases due to the nature of the function. See below ESF Coordinating Units for a list of the lead units and support agencies or departments.

<table>
<thead>
<tr>
<th>ESF</th>
<th>Title</th>
<th>Unit(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Transportation</td>
<td>Facilities and Business Office – Fleet Services (DGS may be called upon), College Police, local jurisdictions, FRED Transit, VACLEA</td>
</tr>
<tr>
<td>#2</td>
<td>Communications</td>
<td>GCC IT, VCCS IT, College Police Emergency Communications Center, Local Jurisdiction, State Police (STARS/SIRS), VITA, Verizon, UMW PD</td>
</tr>
<tr>
<td>#3</td>
<td>Public Works</td>
<td>Facilities Building &amp; Grounds, Local Public Works, Emergency Management, College Police</td>
</tr>
<tr>
<td>#4</td>
<td>Fire Fighting</td>
<td>Local Fire Department, Virginia Department of Forestry, B&amp;G, College Police, State Fire Programs</td>
</tr>
<tr>
<td>#5</td>
<td>Emergency Management</td>
<td>College Police/College Emergency Coordinator, Local Emergency Coordinator</td>
</tr>
<tr>
<td>#6</td>
<td>Mass Care, Housing and Human Services</td>
<td>Local Social Services, Local chapter of the American Red Cross, Campus communications, Law enforcement (security for shelter or evacuation), Department of General Services</td>
</tr>
<tr>
<td>#7</td>
<td>Resource Support</td>
<td>Facilities B&amp;G, Local Emergency Coordinator, Emergency Management, Finance &amp; Administration, Campus CERT. ESF #2 – Communications, ESF #15 – External Affairs, local red cross</td>
</tr>
<tr>
<td>#8</td>
<td>Public Health and Medical Services</td>
<td>Local EMS, Local area hospitals, GCC Nursing, Local Department of Health,</td>
</tr>
<tr>
<td>#</td>
<td>Team Name</td>
<td>Responsible Parties</td>
</tr>
<tr>
<td>----</td>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>#9</td>
<td>Search and Rescue</td>
<td>College Police, Local Emergency Responders, C-CERT, State Police</td>
</tr>
<tr>
<td>#10</td>
<td>Oil and Hazardous Materials Response</td>
<td>Local/State Fire and Haz Mat Response Team, Facilities Building &amp; Grounds, Environmental Health and Safety</td>
</tr>
<tr>
<td>#11</td>
<td>Agriculture &amp; Natural Resources</td>
<td>Facilities Building &amp; Grounds, Environmental Health and Safety, Virginia Department of Agriculture and Consumer Services</td>
</tr>
<tr>
<td>#12</td>
<td>Energy</td>
<td>Facilities Building &amp; Grounds, Public Utilities, Dominion Power, Rappahannock Electric</td>
</tr>
<tr>
<td>#13</td>
<td>Public Safety and Security</td>
<td>College Police, Local Jurisdictions, UMW PD, State Police, Local Park Rangers</td>
</tr>
<tr>
<td>#15</td>
<td>External Affairs</td>
<td>College PIO, Marketing, VP of Workforce Development &amp; Community Relations, VDEM, Virginia State Police</td>
</tr>
<tr>
<td>#16</td>
<td>Military Support</td>
<td>Department of Military Affairs – Virginia National Guard</td>
</tr>
<tr>
<td>#17</td>
<td>Volunteers &amp; Donation Management</td>
<td>Facilities Building &amp; Grounds, Local Jurisdiction</td>
</tr>
</tbody>
</table>

**Student, Staff and Faculty Involvement**

In 2012 Germanna Community College received grant funding from the Virginia Department of Emergency Management to assist with establishing a Campus CERT team. Initial prerequisite Campus CERT instructor training has been completed and a Campus CERT Coordinator was identified. In 2013 initial training of the first Campus CERT team members was done and a in 2014 a second group of Campus CERT team members were trained. The program will continue to training additional Campus CERT volunteers that will be available to assist with emergency preparedness, response and recovery activities.
College’s Campus CERT team responsibilities:
- Develop and maintain a listing of trained Campus CERT volunteers;
- Provide initial first-responder response to events as requested by the college Coordinator of Emergency Management; and
- Assist in additional emergency response activities as requested by the college Coordinator of Emergency Management.

V. Administration, Finance and Logistics

All assets (human resources and facility and equipment resources) of the college will become the purview of the President of the college to direct in any way to respond to an emergency on campus.

The President may also appoint this authority to his designee or the Coordinator of Emergency Management as written in a formal Delegation of Authority statement on file.

If the emergency exceeds the college’s capability to handle, the college will utilize outside resources availability through the site’s locality, nearby localities, state, and or federal assists. The college has worked with external localities, agencies and non-profits to address those needs that may overwhelm the internal capability to respond. Memorandums of Understanding are in place and the college has signed Mutual Aid Agreement between the College Police Department and Virginia State Police. All college MOU’s and MAA’s are maintained by the Vice President for Administrative and Financial Services.

Plan Development and Maintenance

The Code of Virginia Title 23 and Title 44, as amended, require public institutions of higher education to develop, adopt, and keep current a written crisis and emergency management plan;

Every four years, each institution shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure the plan remains current, and the revised plan shall be adopted formally by the board of visitors or other governing body.

Such review shall also be certified in writing to the Virginia Department of Emergency Management.

Drafting an emergency plan is a community effort and relies heavily on the college’s administrators and experts to provide comprehensive guidance to the college’s president on hazard analysis, exercise design, evacuation planning, emergency management, mitigation, recovery, emergency preparedness, and educational awareness.

Plan participants include:
- College President
- College Executive Policy Group
• Coordinator of Emergency Management
• College Police
• College Facilities Manager
• Representatives from internal groups:
  o Academic Services,
  o Administrative & Financial Services,
  o Human Resources, and
  o Student Services
  o College Emergency Planning Team

• Representatives from external groups:
  o Locality Emergency Management,
  o Locality Emergency Medical Services,
  o Locality Fire Department,
  o Locality Police Department’s and Sheriff’s Offices,
  o State Law Enforcement and Emergency Response Agencies,
  o Local Hospitals,
  o Red Cross, and
  o Local Health Departments.

The Coordinator of Emergency Management will update the Emergency Operations Plan annually. The Coordinator of Emergency Management will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability.

It is the responsibility of the Coordinator of Emergency Management to assure that the plan is tested and exercised on a scheduled basis.

The Coordinator will maintain the schedule and assure that the appropriate resources are available to complete these activities.

After each drill, exercise or actual event, a hot wash and/or after-action review will take place. Any findings from these post-event reviews will be incorporated into an update of the plan.
## VI. Authorities and References

### Succession of Authority

Continuity of emergency operations is critical to the successful execution of emergency operations. Below are positions at the college that typically have a role in emergency management.

**Orders of Succession**

<table>
<thead>
<tr>
<th>Position</th>
<th>Successor #1</th>
<th>Successor #2</th>
<th>Successor #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>VP for Administrative &amp; Financial Services</td>
<td>VP of Workforce Development &amp; Community Relations</td>
<td>VP for Academic &amp; Student Services</td>
</tr>
<tr>
<td>VP for Administrative &amp; Financial Services</td>
<td>Associate VP of Financial Services</td>
<td>Facilities Manager</td>
<td>Financial Manager</td>
</tr>
<tr>
<td>VP of Workforce Development and Community Relations</td>
<td>Dean of Workforce &amp; Professional Development</td>
<td>See VP’s Standard Management Directive</td>
<td>See VP’s Standard Management Directive</td>
</tr>
<tr>
<td>VP for Academic &amp; Student Services</td>
<td>Dean of Arts &amp; Sciences</td>
<td>Dean of Professional &amp; Technical Studies</td>
<td>Dean of Student Development</td>
</tr>
<tr>
<td>Vice President for Institutional Advancement, Foundation Executive Director</td>
<td>Executive Director of Organizational Planning and Assessment</td>
<td>Institutional Advancement Chief Liaison to the President</td>
<td>N/A</td>
</tr>
<tr>
<td>Facilities Manager</td>
<td>Facilities Supervisor</td>
<td>FAC Site Supervisor</td>
<td>LGC Site Supervisor</td>
</tr>
<tr>
<td>IT Manager</td>
<td>ISO/ Network Security Manager</td>
<td>Operation Manager LGC</td>
<td>Operations Manager FAC</td>
</tr>
<tr>
<td>Position</td>
<td>Successor #1</td>
<td>Successor #2</td>
<td>Successor #3</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------</td>
<td>---------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Chief of Police</td>
<td>Deputy Chief of Police</td>
<td>Lead Police Officer</td>
<td>Area Supervisors</td>
</tr>
</tbody>
</table>

**Authorities**

**Federal**
1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
2. The Homeland Security Act
3. National Response Framework
4. Local and Tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures, V. 1, Department of Homeland Security

**State**
2. The Code of Virginia, Title 1 Chapter 23 and Chapter 44.
4. Executive Order 41 (2011)
5. Executive Order 102 (2005)

**College**
1. GCC Policy 70140: Inclement Weather
2. GCC Workplace Violence Prevention Policy

**References**

**Local**
1. Regional or Local Hazard Mitigation Plan
2. Local Emergency Operations Plan

**College**
1. Disaster Resistant College Plan
2. College Comprehensive Plan
3. Continuity of Operations Plan (by Executive Order 41)
4. Annual Agency Preparedness Assessment
5. Pandemic Flu Plan
6. Terrorism and Security Awareness Orientation
7. SEC 2001 and SEC501 Security Audit Review and Checklist
8. VITA Risk Management
9. Information Technology Contingency Planning
10. Information Technology Systems Security
11. Logical Access Controls
12. Data Protection
13. Facilities Security
14. Personnel Security
Appendix A – Glossary of Key Terms

Accessible
Having the legally required features and/or qualities that ensure entrance, participation and usability of places, programs, services and activities by individuals with a wide variety of disabilities.

Agency
A division of business or government with a specific function offering a particular kind of assistance. ICS agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

American Red Cross
An organization charged by statute and agreements with the responsibility of helping meet the human needs of disaster victims.

Catastrophe (catastrophic incident)
Any natural or manmade incident, including acts of terrorism, that results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy and/or government functions.

Command Post
That location at which primary Command functions are executed; usually collocated with the Incident Base. Also referred to as the Incident Command Post.

Command Section
One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

Continuity of Operations
A process of identifying the essential functions - including staff, systems and procedures that ensure the continuation of the agency’s ability to operate.

Continuity of Operations Plan (COOP)
In the context of Virginia state government, the Governor has required all executive branch agencies to complete and exercise a plan that identifies essential functions and provides the resources to ensure the agency’s ability to continue those
operations. Essential functions for VERT agencies include their ability to perform their VERT roles.

**Coordination**
The process of systemically analyzing a situation, developing relevant information, and informing appropriate personnel of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.

**Crisis Management**
A predominantly law enforcement function that includes measures to identify, acquire and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

**Declaration of Emergency**
Whenever, in the opinion of the college president or designated personnel, feels the safety and welfare of the people of the college require the exercise of extreme emergency measures.

**Decontamination**
The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the Hazardous Materials/HAZMAT.

**Emergency**
As defined by the *Code*, “any occurrence, or threat thereof, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources”.

**Emergency Alert System (EAS)**
A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission to operate in a controlled manner, according to the State EAS Plan to inform the public of needed protective actions in the event of an emergency or disaster situation.

**Emergency/Disaster/Incident**
An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.
Emergency Coordination Officer (college and university)
An individual appointed by the president of the college as directed by Executive Order # 41 actively plans, trains and acts in the interest of the protection of the institution’s community and coordinates with the Office of Commonwealth Preparedness.

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

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

Emergency Operations Plan (EOP)
A document which provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

Emergency Responder
Includes college, local, state and federal emergency services public safety, law enforcement, emergency medical services (pre-hospital and hospital), search and rescue, fire services, and related personnel, agencies and authorities.

Emergency Services
The preparation for and carrying out of the functions to prevent, minimize and repair injury and damage resulting from natural or man-made disasters, together with all other activities necessary or incidental to the preparation for and carrying out of the forgoing functions.

Emergency Support Function (ESF)
A function which takes agencies to provide or to coordinate certain resources in response to emergencies or disasters.

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

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

**Federal Disaster Assistance**
Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of 1988 (PL 93-288).

**First Responder**
Skilled personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence and the environment, such as government and non-governmental police, fire, emergency medical, search and rescue, emergency management, public health, public works and authorities.

**Geographic Information System (GIS)**
A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e., data identified according to their locations.

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

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

**Incident**
An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property.

**Incident Action Plan (IAP)**
An oral or written plan containing general objectives reflecting overall strategy for managing an incident.

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

**Incident Commander (IC)**
The individual responsible for the management of all incident operations.

**Initial Damage Assessment Report**
A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

**Integrated Communications Plan**
This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

**Joint Information Center (JIC)**
A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene for the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Field Office (JFO)**
A temporary federal facility established near a declared disaster area to provide a central point for federal, state, voluntary and local officials with responsibilities for incident oversight, direction and assistance.

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

**Major Disaster**
Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion in any part of the United States that, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and federal warning centers or other federal agencies to the state warning points.
Mitigation
Activities that actually eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances, State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations.

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

National Incident Management System (NIMS)
A system mandated by the federal Homeland Security Presidential Directive (HSPD) #5 that provides a consistent, nationwide approach for governments (federal, state and local), voluntary agencies and the private sector to work effectively and efficiently together to prepare for, respond to, and recovery from incidents, regardless of cause, size or complexity. NIMS uses a core set of concepts, principles and terminology.

National Response Framework
Establishes a process and structure for the systematic, coordinated, and effective delivery of federal assistance to address the consequences of any major disaster or emergency.

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

Recovery
Activities that address the short-term and long-term needs and the resources to assist, restore, strengthen and rebuild affected individuals and communities.

Response
Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property and meet basic human needs.

Shelter In Place
The term Shelter-In-Place means to seek immediate shelter and remain there during the emergency. Some emergencies require evacuation, but often, during tornadoes, exterior hazardous material releases, hostile intruder, and similar emergencies, it is safer to remain where you are, and await instructions. The most important aspect of a Shelter-In-Place directive is to TAKE ACTION QUICKLY.
The basic concept behind Sheltering-In-Place is to put barriers between yourself and the danger, while maintaining awareness, communications, and safety.

At GCC, an emergency Shelter-In-Place directive will be initiated through all possible communication methods, however, the most immediate and effective method of notification will be through the e-2 Campus Alert Messaging System. A Shelter-In-Place alert will be given followed by the type of shelter in place reason (Weather, Hazardous Material, or Police Incident)

**Threat**
Any indication of possible violence, harm or danger.

**Volunteer**
Any individual accepted to perform services by any agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed. Washington Area Warning System (WAWAS) – A regional warning system that serves Northern Virginia, the District of Columbia, selected federal agencies, and certain southern Maryland jurisdictions in the National Capital Region (NCR).

**Unified Incident Command (UIC)**
Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations and maximizing the use of all assigned resources.
### Appendix B – List of Acronyms and Abbreviations

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>ARC</td>
<td>American Red Cross</td>
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<td>CONOPS</td>
<td>Concept of Operations</td>
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<td>CONPLAN</td>
<td>Concept of Operations Plan</td>
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<td>COOP</td>
<td>Continuity of Operations Plan</td>
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<tr>
<td>DPS</td>
<td>Department of Police &amp; Security Services</td>
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<td>ECO</td>
<td>Emergency Coordinating Officer</td>
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<td>EOC</td>
<td>Emergency Operations Center</td>
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<td>EAS</td>
<td>Emergency Alert System</td>
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<td>EMS</td>
<td>Emergency Medical Services</td>
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<td>EMT</td>
<td>Emergency Medical Technician</td>
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<td>EOP</td>
<td>Emergency Operations Plan</td>
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<td>ESF</td>
<td>Emergency Support Function</td>
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<td>EPG</td>
<td>Executive Policy Group</td>
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<td>EPZ</td>
<td>Emergency Planning Zone (Radiological term)</td>
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<td>GCC</td>
<td>Germanna Community College</td>
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<td>HAZMAT</td>
<td>Hazardous Material(s)</td>
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<td>Incident Action Plan</td>
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<td>Integrated Communications Plan</td>
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<tr>
<td>IDA</td>
<td>Initial Damage Assessment</td>
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IDAR  Initial Damage Assessment Report
IRT   Incident Response Team
JFO   Joint Field Office
JIC   Joint Information Center
MAA   Mutual Aid Agreement
MACC  Multi-Agency Coordination Center
MACS  Multi-Agency Coordination System
MOU   Memorandum of Understanding
NGO   Nongovernmental Organization
NIMS  National Incident Management System
NRF   National Response Framework
NWS   National Weather Service
OSHA  Occupational Safety and Health Administration
PDA   Preliminary Damage Assessment
RACES Radio Amateur Civil Emergency Services
SAR   Search and Rescue
SOP   Standard Operating Procedure
UC    Unified Command
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In addition to other college MOU's/MAA. The Germanna Community College Police Department maintains a Mutual Aid Agreement with the Virginia Department of State Police, and the Rappahannock Community Services Board, as well as a Memorandum of Understanding with the Rappahannock-Rapidan Community Services Board. Additional Agreements with local jurisdictions are forthcoming.

(These agreements are on file and maintain by the college's Vice President for Administrative and Financial Services)
Appendix E – Emergency Call List

(Sensitive Information withheld from plan but on file with College Police emergency communications. This list has also been distributed to the Executive Policy Group and college’s Incident Response team members)
Appendix F – Incident Response Procedures

REPORTING AN EMERGENCY
To ensure the safety of all college employees and facilities, all emergencies must be reported immediately.

1. To report an emergency, call the college’s Police Emergency Communication Dispatch Center by dialing 2911 from any college IP phone system or 540-727-2911 from your cellular phone.

2. Provide the following information to the Police/security officer:
   - Your name and telephone number.
   - Exact location of the incident (building and room number, if applicable).
   - Description of what is happening.
   - Any other relevant information.

3. Do not hang up the telephone until the officer has indicated that you have provided all the necessary information.

DURING THE EMERGENCY
- Remain calm.
- Account for your staff, students or visitors.
- Account for movements and activities during the event.
- Report locations of any disabled individuals or any other person needing assistance.
- Allow emergency responders to provide verified information.
- Contact the college Police and Security Services Emergency Communications Center ONLY if you have additional information regarding the ongoing event or to report any additional emergency situation that you encounter.

FOLLOWING THE EMERGENCY
When it has been determined that the threat is over and it is safe to return to normal operations, the college Emergency Coordinator or his designee shall broadcast an “ALL CLEAR”. Please only respond to an “All Clear” given by the college’s Emergency Coordinator or his designee; not outside emergency response personnel.

The Emergency Coordinator will notify the College President and Vice President of Administrative and Financial Services and any other senior college Administrator (if needed) that the college should resume normal operations and it is safe to resume duties.

It shall be the responsibility of college police/security, facilities maintenance/B&G, and designated emergency responder personnel to check for potential hazards in the
classrooms and work areas prior to resuming normal operations. Faculty and staff should assist by contacting the College Police Emergency Communications Center if any of the following hazards are observed:

- Broken glass and other sharp objects
- Electrical wires
- Malfunctioning equipment/electrical shortages
- Chemical hazards
- Objects obstructing passage

Emergency hazards should be immediately reported to the College Police Emergency Communication Center by dialing -2911. No attempts to repair these hazards should be made without prior approval from facilities personnel or emergency responders. It shall be the responsibility of the Director of Facilities to coordinate salvage activities if it is determined this is necessary.

Medical Emergency

1. Shout for help to alert nearby employees or visitors.
2. Assess the medical emergency. Determine type of injury or illness.
3. Contact College Police at Ext -2911.
4. Assist emergency responders if needed.
5. Complete a college police witness statement form (if asked).
6. If required, initiate a Risk Management First Report of Accident form.

Severe Weather

1. Stay away from windows or outside doors.
2. Shut down equipment as necessary.
3. Seek shelter inside the building in designated shelter areas or in another specified location by authorized personnel.
4. Account for people in building and shelter areas.
5. Stay in shelter areas until “all-clear” signal is given.
6. Be aware of potential hazards from downed electrical lines and structural damage.

Earthquake

If Indoors-

1. Keep calm. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
2. DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn’t a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
3. Protect your head and neck. Stay away from glass, windows, outside doors, or loose items that could fall.
4. After the earthquake, stay away from windows, skylights, and items that could fall. If evacuation is necessary, use stairways to leave the building. Do not use elevators.
5. Be aware of potential hazards from broken gas lines, downed electrical lines, and structural damage.
6. Account for all people in the building.
7. If an evacuation is warranted, facilities personnel and police and security services staff will assess the safest location to evacuate to.

If Outdoors-
1. Stay there.
2. Move away from buildings, streetlights, and utility wires.
3. Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If In A Moving Vehicle-
1. Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
2. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake
Earthquake Assessment Checklist

What are some of the potential items in your workspace/office that can cause injury or damage during an earthquake?

- Loose items on desk or tables?
- Moving furniture that can cause an injury
- File cabinets that can fall over and cause damage?
- Broken or flying glass from windows or personal objects?
- Hazardous chemicals that can spill or splash?
- Sharp objects that could potentially turn into projectiles?
- Hanging plants of pictures that could fall and cause injuries?
- Plugged in lamps or coffee pots that could start a fire?

Fill in the concerns you discovered after assessing your work area:

- 
- 
- 
- 

Take a more active role in keeping yourself safe and protected from injury when the next earthquake happens.
Chemical Spill
1. Confine the hazard. Close doors and restrict access to the area. Do not attempt to clean up the spill unless trained to do so. If spilled material is a flammable liquid, shut down or eliminate sources of ignition.
2. Immediately report the spill to college Police and your supervisor.
3. Evacuate nonessential personnel from the area. Assist any injured personnel. Keep bystanders from entering the spill area.
4. Do not reenter the building until told to do so by the Emergency Coordinator.

Human Body Fluids
1. Notify the College Police Department at -2911 in the event of exposure to human body fluids. Remember human blood may carry blood borne pathogens, which can cause disease.
2. If contact is made with skin, wash the area immediately with soap and water
3. Do not attempt to clean fluids unless properly trained and equipped.
4. Always use rubber or non-latex gloves when in the proximity of bodily fluids and consider them infectious.
5. Gloves that have been in contact with bodily fluids must be disposed of in a biohazard container and hands must be washed with soap and water.

Aircraft Disaster - Aircraft crash into or near a college facility
1. Immediately notify college Police at extension 2911 who will then notify the appropriate authorities.
2. Utilize the appropriate emergency exit plan to maximize the safety of faculty, staff, students, and visitors
3. Account for all building occupants and determine the extent of injuries.
4. Assist emergency response personnel as needed.
5. Remain in designated area until authorized to disband.

Bomb Threat
If you receive a telephone threat, bomb threat, etc…:
1. Remain calm.
2. Listen carefully and try to keep the caller talking so that you can gather as much information as possible. Take notes (refer to bomb threat checklist below). Be polite and show interest.
3. If possible, write a note to a co-worker to call College Police or notify them as soon as the caller hangs up. Relay as much information as possible.
4. The College Police Emergency Communications Dispatch Center will notify the proper authorities.
5. Remain available to assist with any information requested. Have your notes available to ensure correct information.
6. Be guided by College Police and other authorized personnel. If evacuation is ordered, proceed as instructed. Do not activate the fire alarm or use any wireless devices.

If you receive a written threat, suspicious parcel or if you find a suspicious object anywhere on the premises:
1. Remain calm.
2. Keep anyone from handling it or going near it.
3. Notify Police IMMEDIATELY.
4. The College Police will notify the proper authorities.
5. Promptly assist as requested in as much detail as possible.
6. Do not discuss the threat with anyone.
7. Be guided by College Police and other authorized personnel. If evacuation is ordered, proceed as instructed.
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: _______________________________________________________

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
Suspect Packages or Mail
1. Never touch or move any item that appears suspicious. Only you know what is suspicious to you so trust your instincts. Leave it exactly where it was found and immediately notify the College Police Department at 540-727-2911 or 2911 from any college VoIP phone. Be sure to give the location of the device.
2. If the suspicious package was discovered as it was being delivered to you, avoid dropping, throwing or other abrupt movements. Gently set the package down.
3. Do not use a cell phone or any wireless device within 250 feet of the package.
4. Isolate the package by evacuating the room.
5. The College Police Department will determine if a full scale evacuation is in order however, the immediate classroom or office can be evacuated by any staff or faculty member. College Police, Facilities and emergency responders will assist with evacuating the building when necessary.
6. College Emergency responders will follow the NIMS/ICS incident response protocol.

*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.
- If you locate a devise DO NOT APROACH IT. Notify College Police of its whereabouts when they arrive on site.

No one will be allowed to reenter building until the all clear is given from College Police or other responding Law Enforcement personnel.

Power Outage
Contact, the College Police Department at 540-727-2911 or 2911 from any college VoIP phone, if you experience a power outage. Some campus buildings are equipped with backup generators that should normally kick in after an outage.

Do not evacuate unless told to do so by College Police or emergency response personnel. If an evacuation is ordered turn off equipment and unplug electrical items which may be damaged when normal power is restored.

The Director of Facilities or his designee will have operational command over the incident. Notification to the power company will be made by facilities personnel via a request to the College Police emergency communications center.

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 College Police Department at 540-727-2911 or 2911 from any college VoIP phone. Be sure to give your campus/center location and the possible area of the leak.
4. College Police will notify facilities to turn off the main gas valve.
5. College Emergency Responders will follow the established NIMS/ICS incident response protocol and the Director of Facility or his designee will have operational commander over the incident.
6. Notification to the Gas Company and local public works will be made by the Director of Facilities or his designee via request to the College Police emergency communications center.
7. College Police and other college emergency responders will assist with evacuations and keep students, faculty, staff and visitors a safe distance from the building/area until the problem has been corrected.
8. If College President or his designee cancels classes for the remainder of the day, College Police, Facilities, and emergency responders will arrange an orderly dismissal of students, faculty, staff and visitors from the college parking areas.
9. Any inquiries for information from the media will be referred to the Public Information Officer.

Active Shooter/Hostile Intruder
I. If you are involved in a situation where someone has entered the area and started shooting, the following are a list of recommended actions:
1. If safely possible, exit the building immediately, and run to a place of cover.
2. Notify anyone you may encounter to exit the building immediately.
3. Notify the Police by calling 911 or if using a GCC phone, call 2911 for emergency assistance.
4. Give the 911 Operator the following information:
   - Your name
   - Your location
   - Location of the incident (be as specific as possible)
   - Number of shooters (if known)
   - Identification of shooter(s) (if known)
   - Description of shooter or shooters
   - Number of shooting victims, their condition and their location

II. If you are unable to safely exit the building, the following actions are recommended:
1. Go to the nearest room or office.
2. Close the door, lock if possible or block the door with an inanimate object such as a desk or chair and stay low.
3. Cover the door windows if possible.
4. Keep quiet and act as if no one is in the room.
5. DO NOT answer the door.
6. Notify the Police by calling 911 or if using a GCC phone call 2911 for emergency assistance.
7. Give the 911 Operator the following information:
   - Your name
   - Your location
   - Location of the incident (be as specific as possible)
   - Number of shooters (if known)
   - Identification of shooter(s) (if known)
   - Description of shooter or shooters
   - Number of shooting victims, their condition and their location

III. If for some reason you are caught in an open area such as a hallway or lounge type area, you must decide what action to take.
1. You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the building looking for victims.
2. If you think you can safely make it out of the building by running, and then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s). Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
3. If you are unable to run or hide, you may choose to play dead if other victims are around you.
4. The last option may be to fight back. This is dangerous, but depending on your situation, this could save your life. Most objects, such as pens, pencils, chairs and even rolled up magazines can be used as weapons.
5. If you are caught by the intruder and are not going to fight back, follow their directions and don’t look the intruder in the eyes.
6. Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons. Once circumstances are evaluated by the police, they will give you further directions to follow.

**Shelter In Place (Police Incident)**
A shelter in place (police Incident) is used when there is an active threat in a specific college location or college community as a whole and evacuation could put the community at risk.
In active shooter cases for example;

When in a shelter in place, remain calm and stay with your group of people. Lock doors and windows and close shades, if possible. Turn off interior lighting. Stay away from doors and windows. If possible barricade the door to obstruct immediate access into the room/location.

The College Police Department issues the lockdown notice. DO NOT open your locked door.
Notify the College Police Department at 540-727-2911 or 2911 from a college VoIP phone if possible concerning facts at your location.

If you hear a gunshot, get on the floor and remain quiet. Do not leave while under a shelter in place. Only the College Police or the responding law enforcement agency can cancel a shelter in place (Police Incident).

**Shelter In Place (Weather/Hazardous Situation)**

A shelter in place is issued when it is more dangerous to evacuate a location than to remain. Should an emergency situation arise, notification will come from College Police to the college community. The ideal option of remaining inside a college facility can be the safest option in these instances. Additional notification may also be shared via radio, television, internet, and through other communication devices. The college community will be required to remain in their current facility until the all clear notice has been issued by the College Police or authorized official.

If you’re inside a facility remain in the facility until the “all clear” has been issued by College Police. Close and secure all windows and doors to the facility. If you have access to a telephone, contact the College Police at 2911 on a campus VoIP phone or local police using 911, to let them know where you are located, and how many people are assembled with you. Facilities personnel will shut down the affected location’s HVAC systems.

We recommend in an emergency situation that you try to remain calm and manage the stress associated with the situation. Remain alert and give relevant information to the responding officer(s) and take care of each other. If you have computer and internet access, log onto the College Police website: [http://www.germanna.edu/college-police-department/](http://www.germanna.edu/college-police-department/) for additional information and instructions.

**Fire Emergency or Building Evacuation**

1. Sound the local alarm (i.e., activate fire alarm via pull station, contact College Police and notify a supervisor).
2. Shut down equipment as necessary.
3. Leave the building via designated evacuation routes.
4. Assemble at designated campus assembly area out of the way of responding emergency vehicles.
5. Account for people in building or you group.
6. Remain outside building until told it is safe to reenter.

Key things to remember:
➢ If you are on fire, Stop Drop and Roll. Do Not Run.
➢ If you have had training in the use of fire extinguishers and the fire is small (small office size trash can), you may attempt to put out the fire, if safe to do so utilizing the PASS (Pull, Aim, Squeeze, Sweep) method.
➢ If you encounter smoke, the best quality breathing air will be nearest the floor.

Evacuation Plan:

It is the policy of Germanna Community College, that in the event of an emergency, which would require the evacuation of a building, the following procedures will be utilized to ensure all students, faculty, staff and visitors exit a building in a safe, orderly and expeditious manner.

This Evacuation Plan shall be revised or updated annually as appropriate. Further, the College Emergency Coordination Officer 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. 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 or an emergency evacuation alert is sent, react immediately to evacuate the building according to the following plan:

There are two (2) reasons that can require the evacuation of a building on the GCC campus or one of its college facilities.
   a. An emergency situation that presents a serious threat of injury, or life to the students, staff, or visitors of GCC.
   b. A planned operation, or drill for training, or for administrative purposes. In these cases, the Germanna Community College President, or his designee, will be the authority to approve the time, date, and conditions for such an event or drill.

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/area 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 College Police or emergency responders 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. College Police, Facilities, and college emergency responders will immediately assist with and ensure that all occupants have been evacuated. After the assigned areas have been evacuated and the area is deemed safe, College Police or facilities personnel will give an “All Clear”.

4. College Police, Facilities, and college emergency response personnel will see that handicapped persons are given the appropriate assistance when local Fire & Emergency Services arrive on scene. In the absence of a College Police, Facilities, and college emergency responders, designated college personnel shall assume the leadership role.

5. All Students, faculty, and staff (other than facilities staff, College Police and Security, and the college emergency responders) should immediately proceed to the areas outlined below:

_Fredericksburg Area Campus (Spotsylvania County) 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 emergency response staff. **DO NOT LEAVE THE CAMPUS** until you confirm with your supervisor or instructor, your safe evacuation from the building and emergency responders inform you to do so.

_Locust Grove Campus (Orange County) Safe Area_ – All students, faculty, staff and visitors will gather with their class, department personnel or visitors in the main parking area beyond the Faculty/Staff parking driveway, approximately 75-100 yards from the sidewalk, unless directed by emergency responders to a secondary gathering place. **DO NOT LEAVE THE CAMPUS** until you confirm with your supervisor or instructor, your safe evacuation from the building and emergency responders inform you to do so.

_Joseph R. Daniel Technology Center (Culpeper County) Safe Area_ – All students, faculty, staff and visitors will gather with their class, department personnel or visitors 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 college emergency response team member. **DO NOT LEAVE THE CENTER** until you confirm with your supervisor or instructor, your safe evacuation from the building and emergency responders inform you to do so.

_Riverside Center, Stafford Center or Automotive Technology Center (Stafford County) Safe Area_ – All students, faculty, staff and visitors will gather with their class, department personnel or visitors approximately 75-100 yards from the building, unless directed to another safe gathering place by a college emergency response team members. **DO NOT LEAVE THE CENTER** until you confirm with your supervisor or instructor, your safe evacuation from the building and emergency responders inform you to do so.

_Central Park Center (City of Fredericksburg) Safe Area_ – All employees and visitors will gather at the designated assembly area with their department personnel and visitors approximately 75-100 yards from the building, unless directed to a secondary
safe gathering place by a college emergency response team member. **DO NOT LEAVE THE CENTER** until you confirm with your supervisor or college personnel, your safe evacuation from the building and emergency responders inform you to do so.

6. College Police, Facilities, or college emergency responders 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, an “All Clear” will be given by College Police or Facilities personnel will inform students, faculty, staff and visitors that they may return safely to the building.

![Note: Do NOT use the elevators in cases of Fire, Earthquake, Power Outages, or Bomb Threat.](image)

**Finally – Safety is everyone’s responsibility. Plan ahead and always be aware of your surroundings!**