

# **VALLEY COLLEGE MARTINSBURG CAMPUS**

**EMERGENCY RESPONSE & EVACUATION PROCEDURES**

**UPDATED JUNE 2018**

**REVIEWED SEPTEMBER 2018**

# EMERGENCY PREPAREDNESS PLAN

## VALLEY COLLEGE – MARTINSBURG CAMPUS

I.	Building Emergency Evacuation Plan . . . . .	Page 3
a.	How to Report an Emergency . . . . .	Page 3
b.	Building Evacuation Procedures . . . . .	Page 3
c.	Safe Area . . . . .	Page 4
d.	Planned Evacuation Routes . . . . .	Page 4
e.	Building Safety Systems . . . . .	Page 4
f.	Date of Last Evacuation Drill . . . . .	Page 5
II.	Fire Emergency Plan . . . . .	Page 6
III.	Severe Weather Plan . . . . .	Page 7
IV.	Hostage/Intruder Situation Plan . . . . .	Page 8-9

# *VALLEY COLLEGE*

## *Emergency Response and Evacuation Procedures*

<b>Emergency Phone Numbers</b>	<b>Ambulance, Fire, Law Enforcement</b>	<b>911</b>
	<b>Statewide Cellular State Police</b>	<b>*SP</b>

## **Building Emergency Evacuation Plan**

### **How to Report an Emergency**

Call 911 and Calmly State:

- Your name
- Address
- The nature of the emergency
- Whether injuries have occurred
- A phone number near the scene where you can be reached

Name of Institution: Valley College – Martinsburg Campus

Physical Address: 287 Aikens Center  
Martinsburg, WV 25404

Phone number: 304-263-0979

### **Building Evacuation**

Upon hearing the fire alarm or announcement, begin evacuation procedures.

- Keep yourself and others calm.
- Quickly proceed outside the building to the announced safe location using the planned evacuation route.
- Close doors as you leave.
- Instructors will take the **Attendance Sheet/Book** for correct head count.
- Report immediately to the designated “safe area” located either at the treed island in the front parking lot or the dumpster enclosure in the parking lot.
- Check with Vice President/Campus Director who will take a head count from the instructors.
- Wait for instructions from emergency response personnel. Do not re-enter the building until told it is safe to do so.

## Safe Area Location

The safe area for the staff and students is designated as the parking lot island containing the small trees toward the front of the Comfort Inn in the front parking lot and/or the dumpster enclosure area at end of the parking lot area at the back of the campus close to rear of the Shepherd State University building. This will provide room for emergency vehicles in the front of the campus and back of the campus.

## Planned Evacuation Route

Faculty and students will follow a planned evacuation route when exiting the building. That route will be from the front classroom exit or from the inner class room and lab areas through the hallway and out the front main entrance door bearing to the left to the treed island in the front parking area. If that escape route is blocked by fire, students and faculty will exit through the hallway or CNA lab and out the back door behind the CNA lab turning to the left and proceeding to the end of the parking area near the dumpster enclosure. Students in the rear section of the building will exit out the rear door between the HVAC computer Lab on the right and the Medical class room on the left, turning to the left and proceeding to the end of the parking area near the dumpster enclosure.

ALL EVACUATION ROUTES ARE CLEARLY POSTED AND MARKED BY EXIT SIGNS THROUGHOUT THE BUILDING.

## Building Safety Systems

The school building located at 287 Aikens Center and has the following safety systems:

- Alarms: Fire alarms are located throughout the building.
- Smoke Detectors: Smoke detectors are located throughout the building.
- Fire Extinguishers: Fire extinguishers are located in various locations throughout the building and in the HVAC lab.
- First Aid Kits: First aid kits are available in the administrative office area and in the HVAC lab.
- Panic Buttons: Panic Buttons are located in designated areas in the building.
- The campus is armed with security cameras.

## Evacuation Personnel

The following staff will serve as evacuation personnel.

**Emergency Announcer:** Campus Director, Evacuation Warden – or, Campus Coordinator, Alternate Warden

Announcer will announce any disasters to all areas of the building.

**Evacuation Warden:** Campus Director

**Alternate Warden:** Campus Coordinator

Wardens will:

- Supervise evacuation procedure
- Check with searchers to get an “all clear” report or find out any problems.
- Report to the Command Center if areas were unsearched due to lack of personnel.
- Ensure that all people from the area proceed to the designated meeting place to check in and wait for “all clear” which will come from the Command Center.
- Report any problems to the Command Center.

**The Command Center will be the Fire Department.**

**Searcher:** Program Head - HVAC

**Searcher:** DOAA

Searchers will:

- Check all rooms including restrooms, conference rooms, and remote areas, closing all doors behind them.
- They will advise remaining employees or other persons on the floor about the emergency and the requirement to evacuate.
- When the area is “clear” they will proceed out of the building.

## Date of Last Evacuation Drill

Students are also given an overview of the emergency plan during their orientation.

Campus Wide Evacuation Drills are to be held approximately every six months.

The last evacuation drill at the Martinsburg Campus of Valley College was held on 4-18-18.

The next evacuation drill is scheduled for 10-10-18.

## **Fire Emergency Plan**

**If you discover fire or see smoke do not panic. Call 911 and proceed with the following:**

### **RACE**

**Remove/Relocate** individuals away from danger; if possible without endangering your safety.

**Activate Alarm:** Call 911

**Confine/Contain** fire and smoke by closing doors and windows.

**Extinguish** fire only if trained and fire is small by using the nearest fire extinguisher.

### **Follow Instructions for the Building Evacuation Plan**

- Check doors with the back of your hand to ensure it is cool before opening.
- Walk quickly – Do Not Run – out of the building to the designated safe place.
- Instructors should lead students to the designated safe area at the front or rear of the building.
- Instructors should take the Attendance Sheet/Book with them.
- Instructors should take attendance once at the safe area and report to the Evacuation Warden.

**Do Not Re-Enter the Building until the ALL CLEAR is issued by the FIRE DEPARTMENT**

## Severe Weather Plan

**Severe weather includes tornados, severe thunderstorms, violent snow storms, and flooding.**

### **Tornados/Severe Thunderstorm Watch:**

If a tornado or severe thunderstorm watch has been issued in an area that includes the campus:

- Monitor local emergency alert weather stations or the National Weather Service.
- Faculty and staff should be alerted to inform students of building's safe areas and be ready to relocate to those areas in case the Watch is upgraded to a Warning.

**Definition of a Watch:** A severe thunderstorm or tornado watch is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm, a tornado, or both, are more likely to develop and you should be prepared to move to a designated safe area.

**Definition of a Warning:** A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or tornado has been sighted or indicated by weather radar. At this point the danger is very serious and you should move to a designated safe area.

**If a tornado or a severe thunderstorm WARNING has been issued in the area that includes the campus:**

- Move students and staff to safe areas IMMEDIATELY.
- Close classroom, laboratory, and office doors.
- Instructors should take the attendance sheet/book to the safe areas with them.
- Remain in safe area until warning expires or until the "all clear" has been issued.

**School Closings and delays will be decided by the Campus Director. Announcements of such will be made on FaceBook, on/through Portal, on WHAG television station, and through SMS texting.**

A phone tree has been established if calls need to be made to staff in emergency situations.

- Campus Director /Director of Academic Affairs will call or text the Administrative staff, Admissions Representatives, Financial Aid Advisor, Career Service Advisors and Faculty and Online staff.

## Safe Area Location

The classrooms, computer labs, file room and interior staff offices, are the safe areas for both students and staff since these rooms, labs and offices do not have windows. The reception area, and all staff offices and the MCA computer lab at the very front of the building are not to be used because of the number of windows and class doors in those areas.

Interior corporate offices and rooms are safe areas for corporate personnel with the exception of the outer offices and the front entry and rear kitchen area because of the windows and glass doors located in those areas.

## Hostage/Intruder Situation Plan

If an intruder enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons the following guidelines should be followed:

Responsibilities:

### Campus Director/Designee

- Immediately notify police (911)
- Initiate **Action Secure Building**
  - Lock down building and do not let any students that are not in class enter the building.
  - Alert all rooms of the event.
  - Instructors will lock classroom doors.
- If the Vice President/Campus Director is not present, notify the Vice President/Campus Director of the situation.
- Monitor hostage situation the best you can without doing anything to exacerbate it.
- Follow instructions of law enforcement officials who will take over when they arrive on site.

### Staff

- Remain calm. Talk with the individual in a low-key, non-threatening manner. Do not argue with or antagonize the individual in any way.
- Keep your distance. Give the intruder ample personal space.
- Do not attempt to deceive or threaten the intruder.
- Do not buy into the delusions of the intruder.
- Suggest marching the students or staff quietly out the back door. Back off if this approach angers the intruder.
- Be constantly alert and prepared for violence. Initiate **Action Duck, Cover and Hold** if the intruder opens fire. **DUCK** down and take **COVER** under a sturdy desk or table and **HOLD** this position until the “all clear” is given.

**Note:** If the school becomes involved in a hostage situation the primary concern must be the safety of the students, staff, and faculty. Individuals who take hostages are frequently emotionally disturbed and the key to dealing with them is to make every attempt to AVOID antagonizing them. Communication must be handled in a non-joking manner; always remembering that it may take very little to cause such persons to become violent.



Vice President/Campus Director/Designee

- Inform staff supervising students in the classroom to initiate *Action Duck, Cover & Hold*.
- Immediately notify police by calling 911.
- If the Vice President/Campus Director is not present, notify the Vice President/Campus Director of the situation.
- Work in coordination with supervisors of law enforcement until the situation is resolved.
- Initiate student release procedures and or evacuation procedures only if it becomes necessary.

Staff

In classrooms, maintain *Action Duck, Cover & Hold* until the situation is resolved.

In open areas, move the students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate *Action Duck, Cover & Hold*. This should be done only when there is no chance for the students to reach safer areas.