

VALLEY COLLEGE PRINCETON CAMPUS

EMERGENCY RESPONSE & EVACUATION PROCEDURES

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VALLEY COLLEGE – PRINCETON CAMPUS

EMERGENCY PREPAREDNESS PLAN

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VALLEY COLLEGE

Emergency Response and Evacuation Procedures

Emergency Phone Numbers	Ambulance, Fire, Law Enforcement	911
	Statewide Cellular State Police	*SP

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 – Princeton Campus

Physical Address: 617 Mercer Street and 616 Harrison Street
Princeton, West Virginia 24740

Phone number: 304-425-2323

Building Evacuation Procedures

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 rosters** for correct head count.
- Report immediately to the designated “safe area” located across the street (see Safe Area Location on page 2).
- Check with Campus Director (or person in charge) 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:

Medical Education Building:

Back Entrance: Instructors will lead students across the street to the sidewalk on 7th Street. Using the Attendance roster, the director will take a head count from the instructors and further instructions will be given at this time.

Medical Education Building Front Entrance (Harrison Street): Instructors will lead students to the sidewalk across the street on Harrison Street. Using the Attendance roster, the director will take a head count from the instructors and further instructions will be given at this time.

Administration Building:

Front Entrance: Campus Director will lead all staff through the front entrance to the sidewalk, then walking towards and crossing 7th Street.

Student Activity Building:

Front Entrance: Instructors will lead students out the front entrance door to the sidewalk, then walking towards and crossing 7th Street.

Planned Evacuation Route

CLASSROOMS and LABS for Instructors and students.

Faculty and students will follow a planned evacuation route when exiting the building. That route will be from rooms 1, 2, 3, and 4 through the hallway and the student entrance door on Harrison Street. If that area is blocked by fire, students and faculty will exit through the back door, turn left and continue across the street on the opposite side. Rooms 5, 6, 7, will exit through the back door turn left and continue across the street on the opposite side. If that area is blocked by fire, students and faculty will exit through the student entrance door on Harrison Street. At this time, using the Attendance roster, the director will take a head count from the instructors and further instructions will be given.

ADMINISTRATIVE BUILDING Front Office.

Administrative staff, visitors and students who are meeting with administrative staff will meet in the front administrative office area and be taken, by the director, to the sidewalk across the street on 7th Street.

Student Activity Building:

When in use, faculty/staff and students will follow a planned evacuation route when exiting the building. That route will be from the classroom and lab area through the hallway and out the front entrance door on Mercer Street and continue towards 7th Street. If the front entrance area is blocked by fire, students and faculty will exit through the back door and cross Harrison Street. At this time, using the sign-in sheet(s) relative to the activity, the director will take a head count from the faculty/staff and further instructions will be given.

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

Building Safety Systems

The Administrative building located at 617 Mercer Street and the Academics building located at 616 Harrison Street have the following safety systems:

- Alarms: Fire alarms are located in both Administrative and Academic buildings.
- Smoke Detectors: There are 25 located throughout the campus in designated areas.
- Magnetic Locking Door w/ Keypad: Academic Building
- The campus is armed with security cameras.
- Fire Extinguishers: Administrative Building:
 - 1 in the front lobby by the door.
 - 1 by the front Fire door.
 - 1 by the back door.
 - 1 located in the Lab room (by the sink).

- Fire Extinguishers: Academic Building:
 - 1 in the front lobby by the door on Harrison Street.
 - 1 by the front Fire door.
 - 1 by the back door.
 - 1 located in the kitchen area.
 - 1 located in the Teacher break room.
- Manual Alarm pull stations: Academic Building (Harrison Street)
 - 1 located beside the door at the front entrance/exit.
 - 1 located beside the back entrance/exit door.
 - 1 located beside the front Fire door (Harrison Street).
- First Aid Kits: First aid kits are available in the administrative office area and in the Break Room on the wall in the Academic Building.
- Fire Doors: Academic Building (Harrison Street): 1 located in the Student Break Room.

Evacuation Personnel

The following staff will serve as evacuation personnel.

Emergency Announcer: Campus Director or staff member left in charge by the Vice President.
Announcer will announce any disasters to all areas of the building.

Evacuation Warden: Senior Administrative Representative

Alternate Warden: MCA Program Head

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- MCA Building

Searcher: Senior Administrative Representative - Administrative Building

Searcher: Career Service Advisor - Student Activity Building

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

The last evacuation drill at the Princeton Campus of Valley College was held on 7/30/2018.

The next evacuation drill is scheduled for **January 14, 2019.**

Campus Wide Evacuation Drills are to be held at least every six months. Information regarding evacuating the building is discussed during every Orientation.

Last Drill: 7/30/2018 (2 minutes and 12 seconds)

Evacuation Personnel Duties: Designated evacuation personnel duties with alternates per area. If there are not enough personnel to fill all the roles, roles may be doubled where appropriate. No funds have been provided for vests or armbands. A flashlight will be provided in case of power failure. Evacuation Personnel should never be placed in imminent danger.

Evacuation Announcer Duties: (Campus Director)

Announce any disasters to all areas.

Evacuation Warden Duties: (Senior Admissions Representative)

- Supervise Evacuation Procedure
- All searchers check in with the Evacuation Warden to report “all clear” or problems.
- Report to the Command Center, if areas were unsearched due to lack of personnel.
- Ensures 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.
- Reports any and all problems to the Command Center.

Command Center will be Fire Department Vehicle.

Alternate Evacuation Warden Duties: (MCA Program Head)

- Takes the place of the Evacuation Warden if the Evacuation Warden is not present at the time of the event
- If the Evacuation Warden is present, the Alternate Evacuation Warden will assist the Evacuation Warden as needed.

Searchers: Areas should be searchable in 3 minutes or less.

- Check all rooms including restrooms, conference rooms and remote areas, closing all doors behind them.
- Advise if any remaining employees, or other persons on the floor about the emergency and the requirement to evacuate.
- When the area is ‘clear’, proceed out of the building.

Fire Emergency Plan

(Discussed at every Orientation)

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 areas.
- Instructors should take the Attendance roster 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

(Discussed at every Orientation)

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 roster 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 WVVA and WVNS and also by radio on 104.5 and 99.5. Students will be contacted by SMS (CampusVue) messaging, and an announcement will be posted to the Valley College Princeton Facebook page.

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

- The Campus Director will call/text the Admissions Reps and Financial Aid Advisor.
- The MCA Program Head will call/text the instructors and the Faculty Assistant (if applicable).
- The Senior Admissions Representative will call/text the Enrollment Coordinator (Bursar/Campus Coordinator), the Director of First Impressions and the Placement Advisors.

Safe Area Location

Classroom C is the designated safe area location.

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 Campus Director is not present, notify the 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.

Campus Director/Designee

- Inform staff supervising students in the classroom to initiate *Action Duck, Cover & Hold*.
- Immediately notify police by calling 911.
- If the Campus Director is not present, notify the 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.