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VIRGINIA UNION UNIVERSITY

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Campus “All Hazards” Emergency Preparedness Response Plan

Virginia Union University

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Introduction

The Virginia Union University “All Hazards” Emergency Preparedness Response Plan identifies natural, and human made, (Human made - disastrous event caused directly and principally by one or more identifiable deliberate or negligent human actions) emergencies that may impact the campus community. It details the response procedures that campus officials should follow in case of an emergency. The plan includes protocols to address specific types of emergencies. These protocols are meant to guide the stabilization of and recovery from an incident and include emergency instructions and references in a concise format used by individuals designated to manage the response while preserving resources.

All departments within the Virginia Union University (VUU) campus community should become familiar with this plan. Each department should formulate action plans or emergency operations checklists to complement this plan and submit a copy to the Chief of Police for review and approval. The Chief of Police will seek assistance from other University staff in evaluating the appropriateness of plans submitted for review and approval. Campus Police will maintain copies of all plans.

Campus-wide emergencies are considered within the scope of this Plan and result in executive leadership managing the response efforts. This Plan provides a comprehensive approach to activate and address crises that impact the campus community along with executive management strategies to respond and ensure resources are available and organized to support the University response. For example, implementation of the Plan is appropriate in the following situations:

- An emergency occurs that will cause severe damage with the probability of casualties to members of the campus community.
- Utility services will be inoperable for at least 24 hours.
- An incident occurs that could significantly damage the University’s credibility.
- Fire (gas leaks, explosions, etc.).
- Criminal activity (active shooter, bombs, etc.).
- Weather (polar vortex, tornado, extreme heat/humidity, lighting, etc.)
- Security breaches.
- Financial malfeasance.

Campus emergency operations will be conducted within the framework of the University guidelines. Any exceptions to these procedures will be conducted by, or with the approval of, the University administrators directing and/or coordinating the emergency operations.

An Emergency Preparedness Planning Committee, chaired by the Chief of University Police, shall meet every two years to review the University's “All Hazards” Emergency Preparedness Response Plan for necessary updates and revisions. During alternate years, all requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Chief of Police for evaluation. All changes recommended by the Chief of Police will be submitted in writing to the President and the Executive Council for approval and inclusion in the plan. The President or his/her designee holds executive authority for the entire campus emergency response

process. Through this plan he has defined responsibilities related to emergency preparation and response

Purpose

The basic emergency procedures outlined in this guide are to protect life and property through effective uses of university resources and to provide for the physical and emotional well-being of the members of our campus community during and immediately following an emergency.

This document describes an integrated plan for responding to a university emergency. Whenever an emergency affecting the University reaches proportions that cannot be handled by routine measures, the President, or his/her designee, may declare a state of emergency and implement the Emergency Preparedness Plan. It is recognized that the specific actions implemented will be dependent on the nature and severity of the situation. Since an emergency may be sudden and without warning, these procedures are designed to be flexible to accommodate contingencies of several types and magnitudes.

Scope

It is possible for a major disaster to occur at any time and at any place on Virginia Union University's campus, which covers 100 acres. The campus includes 29 buildings. Enrollment on the campus averages 2100 students, of which about 900 live on campus. There are approximately 300 employees who work on campus.

This plan designates **three levels of campus emergencies**. The definitions are provided as guidelines to assist employees and students in determining the appropriate response. Any type of emergency incident, potential or actual, should be reported immediately to University Police on 804-257-5777.

Type of Emergencies

Virginia Union University is at risk from various emergencies and/or hazards. The following list identifies those that would pose the greatest need of a strategic Level 1, Level II, or Level III response.

- Active Shooter
- Bomb threats
- Fire
- Natural Disaster
- Chemical or radiation spill
- Violent or criminal behavior
- Utility failure
- Bomb
- Weather

- Civil disturbance or demonstration
- Medical/Psychological (epidemic, pandemic, endemic, poisoning, threats of harm to self-and/or others)
- Public relations issues (athletics, budgetary issues, student safety issues, management issues)
- Transportation accident (an accident involving University or another vehicle; accident involving commercial conveyance carrying University personnel; private/corporate aircraft crash, a train derailment near the campus)

Emergency Activation Levels

Emergency incidents shall be classified according to their severity and potential impact or risk of impact, so that emergency response operations can be calibrated for actual conditions. There are three levels of activation. The Declaration of Emergency is activated under Levels II and III emergencies.

Level I: Critical Incident or Pre-planned Event

Level I is a minor, localized organization or building that is quickly resolved with existing University resources and organizational structures or limited outside help. These incidents happen with relative frequency and include any incident, potential or actual that will not seriously affect the overall functional capacity of the University. These would be campus emergencies that can be handled through normal operating channels.

Examples include minor chemical spills, deaths/suicides, and low-level acts of violence, sewer stoppages, power outages, and weather-related situations such as those occurring during winter storms.

Level II: Campus Emergency

Level II is a crisis or major event that disrupts sizable portions of the campus community. Level II emergencies may require assistance from external organizations. These events may escalate quickly and have profound consequences for mission-critical functions and/or life safety. They include incidents, potential or actual, that affect an entire building or buildings, and which may disrupt the overall operations of the University.

These would be campus emergencies that require a coordinated response beyond normal operating channels. Outside emergency services will be required, as well as major efforts from campus support devices. These situations are those that are likely to traumatize a considerable number of community members, e.g., some deaths, violence, or fire.

Level III: Disaster

Level III represents a disaster that involves the entire campus and/or surrounding community. Level III includes any event or incident that has the potential or does seriously impair or halt University operations. In some cases, the death of personnel and severe property damage may be sustained. These situations include active shooters, bomb threats, and disasters such as tornadoes, hurricanes, earthquakes, major chemical incidents, and major fires. In all cases, an Emergency Operations Center will be activated, and the appropriate support and operational plans implemented. Disasters happen even less frequently than Level II or Level I emergencies.

Fire Safety Policy: Fire Prevention Measures

- In accordance with Virginia Union University's tobacco free campus policy, VUU students, employees and the public may not smoke or use tobacco products on campus property. Additionally, all campus buildings are designated "**No Smoking**" in all areas, including residence halls and the rooms in which students reside. Smoking of any kind (including hookahs, e-cigarettes, and vape/vapor/vaporizer pens) and the use of all tobacco products (including chew, snuff, etc.) are not allowed in any campus buildings or residence halls.
- Open fires are prohibited in campus buildings or grounds.
- No halogen lamps, hot plates, air fryers, electric heaters or blankets are allowed. Due to the substantial risk of fire, they will be removed upon discovery.
- No covering light fixtures for decorations/effect/etc.
- No tampering with fire safety equipment allowed (smoke detectors, fire extinguishers, sprinklers, fire suppression utility valves, etc.).
- No extension cords are allowed to be used in residence halls.
- Safe use of surge-protector multiples strip outlets is allowed. **Do not overload multiple devices.**
- Proper storage of flammable materials, especially flammable liquids (proper container and stored in approved flammable storage cabinet to include signage that indicate proper identity of flammable materials).
- Control of sources of heat/ignition near flammable materials, liquids, and gases.

Facility Fire Safety

- Keep all fire doors closed to help reduce the spread of smoke.
- Stairwells must remain free of stored items.
- Maintenance of fire suppression and fire/smoke alarm detectors, systems, and security measures for fire suppression valves.

- Maintenance and inspection of exit lights and egress corridor clearance.
- Inspection to help ensure sprinklers have 18” of space beneath the deflector head.
- Keeping stored items away from electrical utility panels and fire suppression valves.

Code Inspections

- Fire code inspections and corrective action plan implementation from fire marshal’s office.
- Electrical equipment used on campus should be UL/FM approved devices.

Heater Procedure

If your area is not heated:

- Contact Department of Facilities Management for adjustments to the heating system
- Dress according to your personal comfort level and the winter temperature in your work area.
- Request approval for use of alternate heating sources from Facilities. You must have electrical power capacity for outlet approved

Guide for Safe Use of Approved Space Heaters

- Facilities personnel determine and approve power capacity for the outlet prior to use.
- Keep all flammable materials three feet from heater (garbage, boxes, paper products, etc.)
- Do not use an extension cord as it increases the risk of electric hazard/fire and circuit overload.
- If additional heating apparatus is approved shut off the unit when leaving your work area for more than 30 minutes.

Make certain you routinely shut off the unit before leaving work for the evening and weekend.

General Guidelines:

If a fire or smoke is observed, the individual seeing should call 911 and pull the nearest fire alarm if applicable. Notify VUU PD at ext. 5777 or (804) 257-5777. The building will then be evacuated, and occupants will be directed to the established evacuation point.

Shut doors to assure containment, if possible. **Immediately** leave the building by means of the nearest available exit, alerting others to do the same. Individuals with disabilities may require guidance, communications, or assistance to areas of rescue assistance.

Before opening a door, see if it is hot by placing the back of your hand against it. If it is hot remain inside the room. If you are on the ground floor, carefully exit through a window, if possible. If on an upper floor, call 911 and give the operator your location. Block entrance of smoke and heat. Open the window. Do not exit onto ledges. **REMAIN CALM.** Fire fighters will

get to you as soon as possible. If the door is cool, open slightly and check for smoke in the corridor. If smoke-free proceed to nearest available exit (exterior door or stairwell). Stay low, near the floor, to avoid smoke and heat. Close doors on your way out. If the corridor is too smoky to reach the stairway or exit, remain in the room, and follow the previous instructions.

General Procedures

- After receiving the alarm, VUU Police will respond to the reported fire location to aid the arriving emergency vehicles.
- Building managers and designated personnel will sweep their area of responsibility and direct individuals to the designated evacuation assembly area.
- Follow the established guidelines for evacuation of people with disabilities.
- Conduct critical shutdown operations where applicable for the affected building(s) if health and safety is not jeopardized.
- VUU PD will provide access control and traffic control in the affected areas and assist in evacuation activities.
- In case of a Residence Hall fire, students in residence halls may be relocated by Residence Life to a designated shelter area.
- Fire officials will determine if the building is safe to re-enter.

On-Campus Residence Hall Drills and Evacuation Policy

Fire drills are planned, supervised, and evaluated annually for both residence halls and academic buildings. Campus Police provides basic knowledge for new Resident Hall Assistants.

Evacuation maps are posted on every floor to inform students and guests of the locations of the nearest exits. Fire drills are held in each residential building, once per semester to provide an opportunity for the residents and employees to practice evacuation. According to the VUU Policy Fire Drills Section 9.13; Campus Police must notify in advance the Director of Housing & Residence Life of scheduled drill and submit a report of the exercise to that office.

If a resident student, employee, or guest of the residence halls discovers a fire and the general fire alarm has not activated, activate the nearest pull station by lifting the plastic cover (a pre-alarm will sound) and pulling the handle down. When the general fire alarm for the residence hall sounds, everyone must evacuate the building immediately via the closest emergency exit. Residents must proceed in an orderly fashion by walking quickly to the nearest emergency egress routes and exit the building. Elevators cannot be used as emergency egress routes.

Students with disabilities who cannot leave the building via emergency egress routes should go to the nearest safe area of rescue and activate the area of rescue signal. Emergency personnel will come to this area and assist with the evacuation.

Once outside, people must move at least 25 feet from the building to allow room for emergency vehicles and personnel to work. During inclement weather, students will be moved inside to

other buildings during an emergency. Do not re-enter the building until instructed to do so by a Residence Life staff member or on-scene emergency personnel.

Assumptions

An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.

The succession of events in an emergency is not predictable, hence, published support and operational plan will serve only as a guide and checklist and will require modification during an event to meet the requirements of the emergency.

Disasters may affect residents in the geographical location of the University; therefore, state, city, county, and federal emergency services may not be available. A delay in off-campus emergency services may be expected (up to 48-72 hours).

Declaration of an Emergency

The authority to declare a campus state of emergency rest with the President or his/her designee. Until the President makes such a declaration, the Chief of Police will place into immediate effect the procedures necessary to meet the emergency, safeguard persons and property, and secure University facilities.

In the absence of the President, the succession of authority for directing an emergency is the Executive Vice President/Chief of Operating Officer, followed by the Chief of Police. In the absence of either, contact the Sr. Vice President of Academic Affairs/Provost.

Once a Level III emergency is declared, only registered students, faculty and staff are authorized to be on campus or to enter University owned or operated buildings. Those who cannot present proper identification showing their legitimate business on campus or in a building with restricted access will be required to leave. Unauthorized persons may be subject to arrest.

In addition, only those faculty and staff members who have been assigned Campus Emergency Response Team duties or issued an emergency pass by Campus Police will be allowed to enter the immediate disaster site.

In the event of earthquakes, aftershocks, fires, storms, or major disasters occurring in or around the campus, or which involves University property, Campus Police will be dispatched per established protocols to determine the extent of any damage.

Direction of Coordination

All emergency operations will be directed by the President or his/her designee. In the absence of the President or his/her designee, University Police will assume control of the emergency response until relieved.

Direct operational control of the campus in a major emergency or disaster is the responsibility of the Chief of Police or his/her designee.

The President and his/her executive Council will meet on an ongoing basis regarding institutional policy and legal concerns to determine what actions are required beyond the standard emergency response protocols. See **Attachment 5** - Emergency Management Responsibilities and **Attachment 6** - Emergency Procedures Detailed.

Emergency Operations Center

In the event of a Level III disaster or on orders of the University President, an Emergency Operations Center (EOC) under the direction of the Chief of Police will be established. The location of the EOC will be announced depending on the circumstances surrounding the emergency.

At least one uniformed officer to always staff the EOC until the emergency ends. The EOC will be used as a marshaling area for the operations of the Campus Emergency Preparedness Team and any non-University representatives assisting with the emergency. See **Attachment 3** for details on the establishment of the EOC.

Campus Emergency Management

When an emergency occurs, the Chief of Police will contact members of **The Campus Emergency Preparedness Team:**

- **Emergency Director:** University President or designee
- **Emergency Coordinator:** Chief of Police or designee
- **Physical Damage: Director,** Facilities Management
- **Financial Impact:** Vice President for Financial Affairs or Designee
- **Academic Impact:** Vice President for Academic Affairs/ Provost or designee
- **Student Impact:** Vice President for Student Affairs or designee
- **Employee Impact:** Assistant Vice President of Administrative Services or designee
- **Public Information:** Senior Vice President for Corporate and External Relations/Vice President for Institutional Advancement
- **Food Services:** Food Services Manager

Individual responsibilities of the policy and response teams are outlined in **Attachment 5**. The Campus Emergency Preparedness Team is responsible for implementing the overall emergency management plan. All team members will alert and coordinate additional staff support as needed for meeting the emergency, while the President with the advice of the Executive Council, will make emergency policy decision and request outside assistance when necessary. Additional staff support includes Information Technology-Computer Services, Housing & Residential Life, and Health Services. Other campus individuals may find it necessary to respond, depending on how the emergency affects units and on what type of additional support service the unit provides.

These units should have emergency plans on file with the Campus Police and must coordinate any response efforts with The Campus Emergency Preparedness Team.

Responsibilities by Role

President

The University President, or the Emergency Coordinator, is responsible for the overall direction of the campus emergency operations. The Executive Vice President/Chief Operating Officer serves as the president's designee in his or her absence.

Administrators, Deans, and Department Heads

Administrators, Deans, and Department heads, where appropriate, should prepare and submit for review and approval by the Chief of Police an emergency response plan that addresses the unique characteristics of their units and within the context of the umbrella plan, the Virginia Union University Emergency Preparedness Plan. These campus officials are responsible for conducting campus-wide drills and should ensure that building evacuation information is distributed to all employees with follow-up discussions, on-the-job training, or explanation as required. Time shall be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR (cardiopulmonary resuscitation), and building evacuation procedures. Contact the office of the Chief of Police for assistance.

Faculty and Staff Supervisors

Each faculty and staff supervisor should educate their students and/or employees concerning University procedures as well as evacuation procedures for their building and/or area. They should evaluate, survey, and assess their assigned building, facility, or area to determine the impact a fire or earthquake could have on it. They are to report all safety hazards to Building & Grounds, and promptly submit work orders to reduce hazards and to minimize accidents. Contact the Police Department for assistance.

Crisis Communication System

Anyone who becomes aware of a potential crisis or emergency that may impact the University is responsible for notifying key University officials.

This plan provides guidelines for communicating the incident within the campus, and from the campus to the media and the public, in the event of an emergency or crisis.

Disasters, emergencies, and crises disrupt the normal activities of the campus and may require activation of the VUU Emergency Operations Plan.

The plan describes the flow of information to faculty, staff, students, and the public at large. This plan is to be flexibly used with emergency decision-making procedures of the University. Elements are exercised routinely in conjunction with emergency drills and actual plan activations.

Objectives

- Determining whether the situation requires invoking this plan.
- Assembling the Crisis Communications Team to recommend responses.
- Implementing immediate actions to:
 - Identify key constituencies who need to be informed.
 - Communicate facts about the situation and minimize rumors.
 - Restore a sense of confidence and order.

The Crisis Communications Team

The Crisis Communications Team is comprised of staff that will play a critical role in addressing the crisis. Time is of the essence in communicating crucial information to the Panther community and the news media, and the team will be assembled as quickly as possible. This list is not meant to be exhaustive:

- President & CEO
- Executive Vice President/Chief Operating Officer
- Chief of Police
- Vice President Institutional Advancement
- Senior Vice President/Provost
- Associate Vice President of Communication

Additional support, if needed:

- Senior Vice President/Chief Financial Officer
- Associate Vice President of Enrollment Management
- Vice President for Business Affairs
- Dean of Students
- CAHN (Capital Area Health Network)
- Student Government leaders

The Crisis Communications Team may authorize the following:

In the event of an emergency, instant alerts will be sent to registered VUU students, faculty, and staff using text messaging via personal cell phones. VUU students, faculty, and staff can register for the emergency notification system at

www.vuu.edu/technology/VUUEMSsignup/VUU'smegncyNotificationsSystemSignup.

Academic and Administrative units are also encouraged to establish telephone trees for emergency notification of employees during business hours, as well as after-hours for key personnel. Other means of notification include the VUU webpage, mail, mobile and social media outlets.

The Campus Police is the focal point for two-way transmission of official emergency telephone communications to university administrators. Each administrator, upon receiving notification of a campus emergency, is to pass the same information along to those departments/areas under his or her direction.

The officer on duty will notify the Chief of Police of any campus emergency as necessary and at the direction of the Chief will initiate the notification system by calling the following and other University administrators as appropriate:

- 1) President
- 2) Executive Vice President/ Chief Operating Officer
- 3) Provost/VP for Academic Affairs
- 4) Vice President for Enrollment Management and Student Affairs
- 5) Vice President for Financial Affairs/Chief Financial Officer
- 6) Vice President for Institutional Advancement

Note: During an emergency, campus phones must be restricted to university official notification only. In the absence of phone services, the Chief of Police will provide runners for emergency notification of members of the University's Emergency Response Team. It also will assign cellular phones and/or two-way radios for Critical staff to use during the emergency.

Campus Emergency Resources

Police

Uniformed University police officers are on duty 24 hours a day. Additionally, police help is readily available from the city of Richmond Police Department.

To contact campus police in an emergency, call “0” on campus or (804) 257-5777 from non-university telephones.

Medical, Physical, Emotional

The *Health Center* does not offer emergency room services. Call “0” from a campus telephone to request assistance from community emergency medical services, primarily when it occurs after hours.

Please note that these guidelines do not refer to obtaining medical treatment for accidental injury or occupational disease sustained by employees while performing their job duties. Separate procedures exist for treating work-related injuries and receiving Workman Compensation benefits.

The *Counseling Center* is the primary counseling center on campus. It provides a wide variety of confidential services to students through counselors to include sexual assault, dating violence, counseling, behavioral intervention, and care for crisis situations.

Maintenance

Skilled workers are always available from maintenance during normal working hours and on short notice at other times. They can provide the following emergency services:

- 1) Utilities: Repairs to water, gas, electric and sewage systems
- 2) Structures: Repairs to structures and mechanical equipment therein, including heating and cooling systems.
- 3) Equipment: Portable pumps, generators, floodlight, welders, air compressors, tractors, etc.

A detailed record should be maintained of all repairs and replacement costs associated with damage incurred during an emergency and to receive appropriate reimbursement through insurance coverage, state of Virginia or Federal assistance depending on the circumstances.

Emergency Procedures

To report an emergency (Police/Fire/Ambulance), call 911 and University Police at (804) 257-5777.

University Police should be notified if a call 911 takes place. The Communication center for Richmond Police Department will also notify University Police of routing calls.

When calling, remain calm and carefully explain the problem and location to the university police dispatcher. Do not hang up until you are told to do so. Basic procedures for responding to specific types of emergency incidents are provided in **Attachment 6**.

Training, Drills, and Exercises

The success of this plan necessitates that the University maintains a constant state of readiness to assure the efficient and orderly transition from routine activities to those associated with emergencies. This is accomplished through a carefully planned and continuous program of training, drills, and exercises.

Training Objectives

- To establish capabilities for protecting the University community from the effects of an emergency.
- To respond effectively to the actual occurrence of an emergency.
- To provide for recovery in the aftermath of any emergency involving extensive damage or other debilitating influence on the normal pattern of life within the University community.
- To validate plans and assure preparedness.

Drill and Exercise Procedures

The Chief of Police, along with the Director of Facilities Management and the Director of Human Resources, will work together to develop an appropriate drill and exercise plan to assure emergency management plans and preparedness effectively meet the needs of the campus community.

It is the policy at Virginia Union University that all people evacuate a building immediately when the alarm sounds. No person who is physically capable of self-evacuation shall remain inside any building during an alarm other than emergency response personnel. No person shall enter a building in which the alarms are sounding, except for specifically requested personnel by emergency responders.

The Chief of Police will serve as Training Director for crisis management and emergency operations. The Chief will evaluate the results of specific drills and exercises, suggesting specific changes and updates to the University's Emergency Preparedness Plan and/or recommending to the President that the Emergency Preparedness Committee be convened to examine major updates or problems with the plan.

The Chief of Police will update the plan as needed to reflect changes in organization and technology, submitting such updates to the President and Executive council for approval.

Drills and exercises should be conducted as necessary to test the plan. They should be as realistic as possible. Written evaluations should be prepared after every drill and exercise, with a recommendation made for correcting any identified deficiencies. Implementation of recommendation should be verified by the Chief of Police within three months of the date of the recommendation being made.

Evacuation

There may be safety concerns during these extraordinary times regarding evacuating or sheltering during emergency situations. We encourage everyone to be aware of the one immediate threat which is taking the necessary precautions to prevent the spread of COVID-19. If there is a need for shelter (i.e., Tornado Warning, Active Aggressor) or if there is a need to evacuate due to a fire or other emergency; please do so while exercising CDC (Center for Disease Control) (Center for Disease Control) (Center for Disease Control) recommended precautions as possible. These precautions (masks physical distancing, etc.) can be found on the [COVID-19 Dashboard](#)

Campus Emergency Guidebook Information

Evacuation

Leave buildings or areas by way of the nearest exit and establish a rally point away from the affected building. If physical distancing is not possible, individuals should wear a face covering.

Shelter in Place

Shelter in place using physical distancing measures. If physical distancing is not possible, individuals should wear a face covering if possible.

If an incident involves severe weather, an outdoor hazardous materials release, or other outdoor hazard, remains inside, or seek shelter in the nearest building.

- If outside, seek shelter in the nearest building, preferably in an interior room with few windows. Allow access to others seeking shelter. Allowing others into the building will not jeopardize your safety.
- Shut and lock all windows (locking will form a tighter seal) and close all exterior doors.
- Avoid overcrowding by using several rooms if necessary.
- Turn on the radio or television and listen to further instructions. Make yourself as comfortable as possible; prepare for the possibility of an extended stay.
- Check for Alert updates.
- Look after each other. You will be notified when it is safe to leave.

What to do for an outdoor hazardous materials release:

1. Choose a room above ground level.
2. If possible, turn off air conditioners, heaters, and fans.
3. Close vents to the ventilation system as you are able.
4. Follow Instructions for shelter in place listed above.
5. Check for Alert updates.

Bomb Threat

Bomb threats usually come by telephone. If you receive a bomb threat call, remain calm and obtain as much information as possible from the caller.

1. Attempt to keep the caller on the phone line if possible.
2. Ask the caller to repeat the message and try to record every word.
3. Use the telephone bomb threat checklist (Attachment 7)

Medical Emergencies

In the event of a medical emergency:

- Call the Virginia Union University Police Department (VUUPD).
 - Dial 911 or 5777 from any campus phone
 - Dial (804) 257-5777 from any other phone
- Provide the following information:
 - Building name
 - Floor and room number
 - Caller's name and phone number
 - Nature and severity of the injury
 - Approximate age of injured person
 - Sex of injured person
 - Current condition
 - Any known medical history of the injured person
 - Remain with the person with the medical injury. DO NOT move the individual unless required to prevent further injury.
 - If possible, send someone to meet the responding emergency personnel at the location designated by the dispatcher

Security Concerns

Report on any security concern or suspicious activity to the Virginia University Police Department (VUUPD).

- If you encounter:
 - A disruptive or hostile individual
 - Someone making threats (in person or cyber/social media)
 - A person acting suspiciously
 - Harassing or threatening phone calls/text messages
- Contact the Virginia Union University Police (VUUPD)
 - Dial 911 or 5777 from any campus phone
 - Dial (804) 257-5777 from any other phone
- Provide the following information:
 - Your location
 - Description of events
 - Description of subjects
 - Types of threats or weapons
- Stay on the phone with the dispatcher until instructed otherwise.

Fire

If you smell smoke, see a fire, or hear a fire alarm:

- **IMMEDIATELY EVACUATE THE BUILDING.** Always use the stairs. Never use elevators during a fire. Help individuals requiring assistance in evacuating.
- If the fire alarm has not been activated, pull the manual fire alarm by the nearest exit.
- Before opening doors, check for heat:
 - **IF THE DOOR IS COOL:**
 - Open the door carefully and proceed to the nearest exit.
 - Close doors behind you and leave lights on.
 - If there is light smoke, stay low and cover your face with a cloth (shirt, blouse, etc.) to filter out particulates.
 - **IF THE DOOR IS HOT, DO NOT OPEN:**
 - Seek another exit.
 - If you are on the ground floor, try to exit through a window.
- If you are trapped in a room on an upper floor:
 - Dial 911 to report your building, floor, room number, and the number of people with you.
 - Prevent smoke from entering the room. If available, place wet towels or cloth material at the bottom of the door and cover any vents.

- If the room begins to fill with smoke, you can open the window slightly. Never break the window because this might cause a chimney effect and help spread the fire.
- Assist the physically impaired as needed:
 - Offer to guide the visually impaired.
 - Instruct the hearing impaired to evacuate with you. If you encounter a wheelchair-bound person, assist them to a refuge point and instruct them to wait for Fire Department assistance.
 - Call 911 to report your building, floor, and location of the person needing evacuation.
 - The first choice for a refuge point would be a widened stairway landing that will accommodate a wheelchair without impeding patrons as they exit.
 - If no stairway refuge exists, then have them remain in a room with a window.
 - Make every attempt to ensure they have a phone or cell phone available.
 - Make note of the individual's exact location and continue to evacuate the building.
- After you safely evacuate from the building, report to your designated rally point.
- Report to your supervisor or designated point of contact and report:
 - The location of anyone who could not be evacuated.
 - The location and phone number of any mobility impaired person you assisted.
 - Any problems you witnessed while exiting the building, such as hallways/stairs filling with smoke or blocked by fire.
- DO NOT go back into the building until the Fire Department or the Virginia Union University Police Department (VUUPD) indicates that it is safe to do so.

Active Shooter

An active shooter incident requires rapid response, the best time to consider how to react is in advance. By familiarizing yourself with your surroundings and escape routes and considering how you might react in such a situation, you can act quickly and more efficiently if the need arises.

There are three options to consider if faced with an active shooter incident: **Run, Hide**, or – as a last resort – **Fight if** your life is in imminent danger.

- **RUN – If there is a way to escape the threat and you are sure you can do so without being harmed, do it. This is your first and best option. Be sure to:**
 - Have an escape route in mind.
 - Evacuate regardless of if others agree to follow.
 - Leave your belongings behind. (Keep your cell phone in your pocket.)
 - Help others escape, especially those with special needs.

- Tell others not to enter the area where the active shooter may be.
- Always keep your hands visible.
- Follow the instructions of any law enforcement personnel.
- Do not attempt to move injured people.
- Call 911 when it is safe to do so and provide the following information:
 - Your name and location
 - Location of the incident (be as specific as possible)
 - Number of shooters (if known)
 - Number of people who may be involved
- **HIDE – If evacuation is not possible, you are told “to shelter in place,” or the active shooter is outdoors, find a place to HIDE where the active shooter is less likely to find you. Choose the best space that is available quickly.**
 - **Your hiding place should:**
 - Be out of the view of the active shooter.
 - Provide protection if shots are fired in your direction (i.e., lock or barricade a door by any means available).
 - Not trap you or restrict your options for movement.
 - **To prevent an active shooter from entering your hiding place, you should:**
 - Turn off the lights.
 - Lock all doors and windows, if possible.
 - Place heavy furniture or equipment in front of any doors (especially if the door does not lock or opens into the hallway).
 - Close blinds, and cover and move away from windows.
 - **To keep yourself safe while hiding you should:**
 - Remain quiet.
 - Hide behind heavy items (i.e., cabinets, desks).
 - Silence your cell phone and turn off vibrate mode.
 - Turn off any sources of noise (i.e., radios, TV’s).
 - Do not respond to voice commands or move barricades until you are sure that commands are coming from police.
 - If you can speak to a dispatcher without being overheard by the assailants, dial 911, to alert police to the situation.
 - If you cannot speak, mute the speaker, and leave the line open so the dispatcher can listen.
 - Do not approach emergency responders; let them come to you.
 - **If outside when a shooting occurs:**
 - Drop to the ground immediately, face down and as flat as possible. If within 20 feet of a safe place or shelter, duck and run for safety.
 - Move or crawl away from gunfire, trying to use any obstacle between you and the gunfire. Remember, obstacles may conceal you from sight, but may not be bulletproof.

- When you reach a safe place, stay down, do not move. Do not peek or raise your head to try to see what is happening.
 - Wait and listen for further instructions from law enforcement personnel.
- **FIGHT, as a last resort if your life is in danger. If you cannot evacuate or hide effectively, or have been discovered, be ready to fight.**

Take steps to incapacitate the active shooter:

- Act as aggressively as possible against him or her.
- Throw any items available at the intruder(s) to distract them (books, backpacks, etc.).
- Use improvised weapons such as a fire extinguisher or chair.
- Yell.
- Commit to your actions to save your life.

Natural Disasters

Tornado

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is spawned by a thunderstorm (and sometimes a hurricane) and is produced when cool air overrides a layer of warm air, forcing the warm air to rise rapidly. Tornado season is June through November, although they can occur at any time of the year. They tend to occur in the afternoons and evenings.

The best protection during a tornado is in an interior room on the lowest level of a building preferable a basement. Tornadoes strike with incredible velocity. Wind speeds may approach 300 miles per hour. These winds can uproot trees and structures and turn harmless objects into deadly missiles, all in a matter of seconds. Normally a tornado will stay on the ground for no more than 20 minutes; however, one tornado can touch the ground several times in different areas. They are most destructive when they are on the ground.

Tornado Watch

A Tornado watch means that conditions are favorable for tornado formation. You should remain alert and do the following:

- Review actions to take should the situation change to a tornado warning, or if a tornado funnel, is sighted.
- Ensure no physical restrictions exist that would prevent free movement to your nearest safe area (clear any blocked doors, aisles, etc.)
- Continue normal activities, but be alert to the weather outside, and monitor a radio/television or watch the sky for worsening weather conditions.
- Do not phone campus police or the campus Operator for information. Keep telephone lines clear for emergency messages.

A tornado warning means that a tornado has been sighted. The following information should be adhered to:

- Take cover. Preferably, proceed to the nearest safe area or shelter. Because of possible electrical failures, you should use the stairs, not the elevator.
- Remain well clear of windows and other glass. Avoid auditoriums and gymnasiums with poorly supported roofs.

In multi-story buildings, you should move to the basement or first floor. Inner hallways are usually safe areas. If possible, move to the ground level. If you are in a frame or sheet metal building and weather conditions permit, move to a brick or stone building for added protection.

If you are caught outdoors and hear the Virginia Union sirens or receive an alert notice that a tornado may be approaching campus:

- Immediately seek shelter in the nearest substantial building.
- Never try to outrun a tornado. If you cannot seek shelter in a building, lie in a ditch or low-lying area and cover your head and neck.

Once you are indoors:

- Alert building occupants of the impending weather.
- Move quickly to a safe area indoors such as an interior hallway or an interior room away from windows, lobbies, and doors.
 - Basements, which are often recommended for shelter in private residences, may not be practical for high rise buildings or some campus facilities—move to the most interior portion of the building.
 - Stay away from windows, doors, and exterior walls.
 - Due to power outage, avoid elevator use.
- Close all doors leading to exterior rooms.
- Once you are indoors, stay indoors until the threat has passed. To determine when the threat has passed, monitor a weather radio, a commercial radio/television station, internet, or other weather service. Even when a specific storm cell has passed beyond the area, conditions may still be right for high winds, lightning, and other hazardous weather conditions.

If you are in a classroom or meeting area:

- The instructor or staff member should direct occupants to the nearest interior hallways and/or interior rooms away from windows.

- Monitor your weather radio, television, or other weather service provider for additional information.
- Follow instructions from all Alert messages.

If someone is injured or there is damage caused by the weather, notify the Virginia Union University Police Department:

- Immediately call the Virginia Union University Police Department (VUUPD) by dialing 911 or 5777 from any campus phone, or (804) 257-5777 from any other phone.
- Exit a building that smells of natural gas or chemical fumes.
- Do not tour damaged areas.
- Do not go into damaged buildings.
- If you must be outdoors, watch for downed power lines and for possible falling debris.
- Use the telephone only to report emergencies.
- Monitor radio and television for reports and guidance.
- Assist people with special needs.
- Tornado Warning

Hurricane

High winds, flooding, and flying debris resulting from hurricanes also can be a dangerous killer. While hurricanes typically threaten coastal areas, because of recent hurricanes, Virginians are familiar with the damage they can inflict far inland. Hurricanes also spawn tornados. A hurricane watch is issued when there is a threat of hurricane condition within 24-36 hours. A hurricane warning is issued when hurricane conditions (winds of 74 miles per hour or greater dangerously high water and rough seas) are expected within 24 hours or less. The hurricane season lasts from July through November.

Severe Winter Storms

In Virginia, severe winter storms are most likely to bring ice, intense winds, and freezing rain. Such storms can prevent employees and students from reaching campus or cause them to have to leave campus early to avoid dangerous circumstances on the highway. Severe winter storms also can cause structural damage and power outages.

The VUU campus is a residential community and needs to always remain open. However, occasions may occur when weather-related conditions or other emergency necessitate that the University announces a delayed arrival time, an early dismissal time, or remain open for essential staff only. In all cases, employees must use their best judgment in determining their own safety when traveling to and from home.

A winter storm watch means severe winter weather is possible; **winter storm warning** signals that severe winter weather is expected; **blizzard warning** signals severe weather with sustained winds of at least 35 miles per hour; and a **traveler’s advisory** means that conditions may make driving difficult or dangerous.

In some instances, during extreme weather or other emergency conditions, University Officials may opt to cancel classes. Any decisions for closing or delaying opening will be transmitted via local media and the University website.

Earthquake

Earthquakes strike suddenly, violently, and without warning. Most earthquake-related injuries result from collapsing walls, flying glass, and falling objects.

If indoors:

- If you are indoors, stay there. Get under – and hold onto – a desk or table or stand against an interior wall. Stay clear of exterior walls, glass, heavy furniture, fireplaces, and appliances. The kitchen is a particularly dangerous spot. If you are in an office building, stay away from windows and outside walls and do not use the elevator.
- If you are in a crowded public place, avoid panicking and do not rush for the exit. Stay low and cover your head and neck with your hands and arms.
- In laboratories, extinguish all flames (if possible) before taking cover. Stay clear of areas with massive quantities of hazardous materials.

If outside:

- If you are outside, go into the open. Stay clear of buildings, power lines or anything else that could fall on you.
- If you are driving, move the car out of traffic and stop. Avoid parking under or on bridges or overpasses. Try to get clear of trees, light posts, signs, and power lines. Remain vigilant and be on the lookout for road hazards.
- Keep looking around to be aware of dangers, which may demand immediate movement.

When the shaking stops:

- Check for injuries to personnel in your area. DO NOT attempt to move seriously injured people unless they are in immediate danger.
- Check the area for safety hazards such as building damage, fires, chemical spills, or gas leaks.
- Exit the building and go to your designated rally point. Stay at least 500 feet away from the affected building or other hazards. Keep streets, fire lanes, and walkways clear for emergency vehicles and crews.
- Take roll and report missing persons, injuries, damages and/or potentially hazardous conditions to your supervisor or designated point of contact.
- Supervisors and designated points of contact should call the Virginia Union University Police Department (VUUPD) to report any immediate emergencies.

- Once you have exited the building, DO NOT re-enter the building until the building has been inspected by emergency personnel.
- Use the telephone only to report emergencies.

Chemical or Radiation Spill

Report immediately any spillage of hazardous chemical material to campus police at “0” if calling from a campus phone and (804) 257-5777 if calling from any other phone.

Move away from the accident scene and help keep others away. Do not walk into or touch any of the spilled substances. Try not to inhale gases, fumes a smoke. Observe the following procedures in these circumstances:

- When reporting, be specific about the nature of the involved material an exact location. Campus police will contact the necessary specialized authorities and medical personnel.
- The key person on site should vacate the affected area and seal it off to prevent further contamination of other areas until the arrival of campus police.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give names to campus police. Required first aid and cleanup by specialized authorities should be started at once.
- If the building emergency exists, activate the alarm. Caution: in some buildings, the alarm rings only inside the building. You must report the emergency by phone to ensure coverage.
- When the building evacuate alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
- Assist the handicapped in exiting the building. Remember that elevators are reserved for handicapped people to use. Do not use elevators in case of fire. Do not panic.
- Once outside, move to a clear area at least 500 feet away from the affected building (s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If required, assist emergency crews, as necessary.

An Emergency Command Post (ECP) may be set up near the emergency site. Keep clear of this area unless you have official business.

Do not return to an evacuated building unless told to do so by an authorized University official.

Important: After any evacuation, report to your designated campus area assembly location. Stay there until an accurate headcount is taken. The Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

Violent or Criminal Behavior

In an emergency, call: 911 or Campus Police from any phone on campus “5777”

Everyone is asked to help make the campus a safe place by being alert to suspicious situations and promptly reporting them. University police are in Pickford Hall ground floor room G#7 and provide 24-hour help and protection seven days a week on a year-round basis.

The following procedures should be used by faculty, staff, and students exposed to violent or criminal behavior.

- Nature of the incident
- Location of incident
- Description of person (s) involved
- Description of property involved

If you observe a criminal act, or whenever you observe a suspicious person on campus, immediately notify campus police and report the incident.

Assist the officers when they arrive by supplying them with all additional information and asking others to cooperate. Should gunfire or discharged explosive jeopardize the campus, you should seek to cover immediately, using all available concealment. After the disturbance, seek emergency first aid if necessary.

What to do if taken hostage:

- Be patient. Time is on your side. Avoid drastic action
- The Initial 45 minutes are the most dangerous. Follow the instruction, be alert, and stay alive. The captor is emotionally imbalanced. Do not make a mistake that could hazard your well-being.
- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be agitated. Avoid appealing hostile. Always maintain eye contact with the captor, if possible, but do not stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as the best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escaped. The personal safety of others may depend on your memory
- Be prepared to answer the police on the phone. Be patient, wit. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm people held by them. Such direct action further implicated the captor in additional offenses.

Utility Failure

In the event of a major utility failure occurring during regular working hours, immediately notify Facilities Management at its office number (804) 257-5783.

If there is a potential danger to building occupants, or if the failure occurs after hours, weekends or holidays, call Campus Police at “5777” from any campus phone who in turn will call Facilities Management. Follow the standard evacuation whenever the following utility emergencies arise:

Electrical/Light Failure

Keep a flashlight and portable radio available for emergencies.

Elevator Failure

If you are trapped in the elevators, use the emergency phone to notify campus phone. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel), which will signal for help.

Plumbing Failure/Flooding

Cease using all electrical equipment. Notify Facility Management at (804) 257-5783. If necessary, vacate the area. If after hours, call Campus Police on (804) 257-5777.

Serious Gas Leak

Immediately call University Police at “5777”. If necessary, vacate the area.

Ventilation Problem

If smoke odor comes from the ventilation system, immediately notify University Police at (804) 257-5777. If necessary, cease all operations and vacate the area.

Bomb Threat

Anyone who receives a bomb threat should adhere to the following procedures in the order shown.

Important: Do not touch any suspicious object or potential bomb.

- The person receiving a threat should remain calm and attempt to obtain as much information as possible from the caller by using the checklist given on the following page. (Please note that this checklist can be adapted for any threat.)
- Call Campus Police at (804) 257-5777, give your name, location, and telephone number. Inform them of the situation, reporting the exact words of the threat, including information you may have as to the location of the threat, time of the threat, and time you received the call. Campus Police will handle the evacuation, if necessary, upon their arrival.
- Do not evacuate the building and do not sound the alarm but wait for further instruction. Campus Police and other authorities will be responsible for the necessary evacuation of buildings or the campus.
- If you should spot something out of the normal that appears suspicious, report it to Campus Police at (804) 257-5777. Under no circumstances should you touch, tamper with, or move objects that look out of place or confront a person acting suspiciously.
- Immediately cease the use of all wireless transmission equipment (cellular phone, 2-way radio).
- Record conversation if possible.
- If the building is evacuated, move as far from the building as possible. Keep the street, fire lanes, hydrants and walkways clear to emergency vehicles and crews.

- Do not return to the building until you are told to do so by University Police personnel.
- In some cases, it will be necessary for University Police personnel to enlist personnel from the affected building to assist in the identification of suspicious packages. Please assist the emergency personnel as much as possible.
- Bomb threats received by means other than telephone re to be reported to University Police at (804) 257-5777.

Civil Disturbance or Demonstrations

Campus demonstrations such as marches, meetings, picketing, and rallies must be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exist:

- Interference with the normal operation of the University.
- Prevention of spaces to the office, building, or other University facilities.
- A threat of physical harm to people or damage to university facilities.
- Creation of a situation that may endanger the safety of individuals and/r disrupt the academic environment of the campus.

If any of these conditions exist, campus police should be notified and will be responsible for contacting and informing the President and appropriate vice president. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

I. Peaceful, Non-obstructive Demonstrations

- A. Demonstrations of this kind should not be interrupted. Demonstrators should not be obstructed or provoked, and efforts should be made to conduct University business as normally possible.
- B. If demonstrators are asked to leave but refuse to leave by regular facility closing time:
 1. The arrangement will be made by the Chief of Police to monitor the situation during non-business hours.
 2. Determination will be made to treat the violation by regular closing hours as a disruptive demonstration.

II. Non-Violent, Disruptive Demonstrations

- A. If a demonstration limits access to university facilities or interfaces with the operation of the University:
 1. Demonstrators will be asked to terminate the disruptive activity by the Dean of Students or his/her designee.
 2. Key University personnel and student leaders may be asked by the Dean of Students or to go to the area and persuade the demonstrators to desist.
 3. The Dean of Students or his/her designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
 4. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may

result in disciplinary action, including suspension or expulsion or intervention by civil authorities. Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.

III. Violent, Disruptive Demonstrators

A. If a violent demonstration in which injury to person or property occurs or appears imminent, the President and COO (Chief Operations Officer) should be contacted immediately.

1. During Business Hours:

- a. In coordination with the Chief of Police and Dean of Student will assess the situation and inform the President.
- b. The President or designee in consultation with the Chief of Police and the Dean of Student, will determine the possible need for the removal of the demonstrators.
- c. The Chief of Police will provide an officer with a radio for communication between university officials and the Police Department as needed.

2. After Business Hours:

- a. University Police should be immediately notified of the disturbance.
- b. University Police will investigate the disruption and notify the Chief of Police, and he or she will notify the COO and Chief of Staff.

Note: The Chief of Police reserves the right to call for police assistance without counsel from others if it is deemed to be of paramount importance to the safety of the person involved.

Medical/Physical Emergency

The Henderson Health Center provides treatment of minor injuries and acute illness during scheduled operating hours of 8:30 a.m. to 4:30 p.m. Monday-Friday for students. The center may provide this treatment for faculty & staff in emergency situations.

Otherwise, call 5777 to request assistance from Richmond Emergency Medical Services (EMS). This connects with the campus police who will contact EMS for you. Richmond EMS can be contacted directly in a medical emergency by dialing 911 from a campus telephone.

When calling for emergency medical assistance, give the following information:

- Nature of medical emergency (Type of injury, number of injured)
- Location of emergency- building and room number (you may need to be more specific about the building location if you call EMS directly) your name and the phone number from which you are calling, if possible, stay on the phone until released by the 911 dispatcher.

Psychological Crisis

A psychological crisis exists when an individual threatens harm to him/her or others or is out of touch with reality due to severe drug reaction manifested by hallucinations or uncontrollable behavior.

If a psychological crisis occurs:

- Never try to handle a situation you feel is dangerous on your own.
- Contact the Counseling Center personnel.
- Notify campus police of the situation by calling (804) 257-5777.
- Clearly state that you need immediate assistance, give your name, location, and nature of the emergency.

Pandemic

Flu

Pandemic influenza poses the most serious global threats to public health and our campus community. According to the federal Centers for Disease Control, the Occupational Safety and Health Administration, and other organizations that monitor public health threats, influenza or flue is caused by a variety of influenza A viruses. These viruses can cause different diseases: avian (or bird) flu, H1N1 (wine flue), pandemic influence and seasonal flu.

Coronavirus

Pandemics such as Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. To ensure our campus is as safe as possible, all campus-based employees, students, contractors, and vendors are required to be COVID-19 vaccinated unless a reasonable accommodation is approved. All students are required to be vaccinated. The Center for Disease Control and Prevention (CDC) guidance and others will continue to change over time. VUU will attempt to minimize exposures and transmission of contagious viruses.

In the event of an outbreak, implementation of plans to consider the severity of illness, mode of transmission and rates of infection within our community. Further issues to consider such as

- Cancellation of classes, sporting events and/or other public events.
- Closure of campus, student housing, limited access to the university.
- Assessment of the suitability of student housing for quarantine of exposed and/or ill students
- Contingency plans for students who depend on student housing and food service.

Transportation Accident

Another potential emergency involves transportation accidents. Such incidents might include a loss of life resulting from an accident involving a university-owned and/or operated motor-vehicle, as well as a commercial conveyance carrying University faculty, staff, or students.

For such incidents, University officials should be prepared to provide basic directory information about the employees and/or students involved. There also may be a need to respond to how the travel was associated with the faculty/staff member's employment or a student's study at VUU.

Family notification should be handled by the vice president of the division in which the individuals work or, in case of a student, by Dean of Students personnel.

If the vehicle was owned/operated by VUU at the time of the incident, information might be needed about who was operating the vehicle, their training experience, as well as information about the condition and maintenance of the vehicle.

Train Accident/Derailment on Campus

Even more threatening is the potential for a train accident/derailment near campus. Report such an incident to campus police at "5777". Stay away from the accident- trains often carry hazardous materials that could leak into the atmosphere if a train derails. University Police and Safety will coordinate an emergency response from non-University entities such as the Richmond Fire Department, Richmond Emergency Medical Services.

University Relation Issues

The University has two basic guidelines to observe in a crisis:

- 1) The only authorized spokesperson will meet or talk with the media.
- 2) Only factual information is released; no speculation is to be offered

Additional Procedures:

- 1) All executive and supervisory personnel are notified to report emergencies to the University President and to the Vice President for Institutional Advancement. They should also be reminded not to speak to outsiders, especially to the media, on behalf of the University unless specifically designated to do so by the President, his/her designee, or the Vice President for Institutional Advancement.
- 2) The President is informed immediately of existing emergencies. Complete details are made available to him/her.
- 3) The President and Vice President for Institutional Advancement and any other person(s) involved shall confer and decided on the appropriate action. Members of the Executive council may be called upon for advice.
- 4) All calls from the news media are referred directly to the Office of University Relations at (804)342-3895

Campus Responsibilities

Student Responsibilities

1. Remain Calm
2. Be prepared to have the following items with you:
 - Personal medication and toiletries
 - Change of clothes, comfortable shoes, sweater/jacket
 - Pillow, blanket
 - Bottled water, snacks,
 - Flashlights, batteries,
 - Important/essential documents and Student ID
 - Personal phone book with telephone numbers of family
 - Bag to carry above items and a secure place for valuables
3. Know how to always contact your roommate or know where he or she is going.
4. Follow directions of your residence hall staff.
 - Secure all windows and doors
 - Unplug and secure all electronic devices and equipment
 - Turn on lights
 - Do not use the elevators
 - Exit building by the nearest stairwell
 - Walk quickly to the emergency facility to which you have been directed.

Instructions for Residence Hall Staff

In the event of an emergency, the following procedures should be followed:

1. Residence Hall Directors: Remain Calm. Give clear directions to Resident Assistants who should be fully aware of all aspects of this plan and should be able to respond to and follow it, even in the absence or incapacitation of the Hall Director.
2. Residence Hall directors and staff should provide resources as needed.
3. General Directions for Emergencies: Residence Hall meetings and floor meetings should be held immediately, to inform residents of the University's plans and response to the situation. Emergency information and updates will be provided through social media and email.
 - **REMAIN INDOORS** unless you are directed otherwise. In case of a hurricane, do not go outside during any brief or calm period(s).
 - **STAY AWAY FROM WINDOWS AND GLASS DOORS.**
 - Report immediately to the Command Center any occurrence that may endanger life or property.
4. Residence Hall Directors will sound fire alarm to evacuate the residential facilities:

Follow your building's **FIRE DRILL PROCEDURES** to alert, mobilize and account for all residents.

- Check floor plans and have a buddy system for roommate accountability
- Students to report with gear outside of building or in lobby, as designated
- Walk to designated facility
- Rosters and floor plans will be checked continuously at designated locations until all have been accounted for.
- DIRECTORS should designate a staff member to check the building for people who have not evacuated as directed.

Faculty & Staff Responsibilities

Faculty and staff are expected to familiarize themselves with applicable emergency plans and procedures and evacuation routes. They must be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action.

Emergency Equipment and Information

Fire Extinguishers: All buildings at VUU are equipped with fire extinguishers and fire alarm activation “pull” stations”

Notification: You will be notified of an emergency on campus via Omni Alert. When notified of an emergency, it is important to remain calm and follow any instructions you receive from emergency responders or university officials. During emergencies, cell phone towers are frequently overwhelmed by large call volume which may prevent others from calling for help. If possible, use text messaging to communicate with friends and family during emergencies to leave phone lines open for those who need them most.

Emergency Management: VUU maintains a comprehensive Emergency Management Program. In an emergency, university officials convene and utilize emergency plans to coordinate response activities and provide support to first responders and those impacted by the emergency. University plans are designed to protect students, employees, and visitors.

Police: VUU Police maintains its own full-time, sworn Police force. The department works closely with local and regional law enforcement, fire, and rescue departments to protect our community and respond to emergencies on campus.

Attachment 1- Internal Emergency Phone Numbers

| POSITION | OFFICE | CELL | HOME |
|--|---------------|-------------|-------------|
| President | 804-257-5835 | On File | On File |
| Executive Vice President/COO | 804-257-5719 | On File | On File |
| Provost/VPAA | 804-257-5606 | On File | On File |
| Dean of Students | 804-257-5875 | On File | On File |
| VP Financial Affairs | 804-257-5750 | On File | On File |
| VP of Institutional Advancement | 804-257-5856 | On File | On File |
| VP OIA | 804-342-3938 | On File | On File |
| Director of Human Resources | 804-257-5841 | On File | On File |
| Director of IT (Integrated Technology) | 804-257-5842 | On File | On File |
| Chief of Staff/Executive Communication | (804)937-7936 | On File | On File |
| Food Services Management | 804-257-5780 | On File | On File |
| Dean of the School of Theology | 804-257-5715 | On File | On File |
| Director of Facilities | 804-257-5783 | On File | On File |

Attachment 2- Emergency Resources in Richmond

| DEPARTMENT | OFFICE | EMERGENCY |
|--|----------------|------------------|
| Richmond Police | 804-646-5100 | 911 |
| Richmond Fire | 804-646-5100 | 911 |
| Richmond Ambulance | 804-254-1100 | 911 |
| Rich. Emergency Management | 804-646-2404 | 911 |
| VA (Veterans Affairs) State Dept. Emergency Management | 804-674-2400 | 911 |
| Verizon Telephone | 804-347-6764 | |
| Retreat Hospital | 804-254-5100 | |
| VCU Medical Center | 804-828-0958 | |
| Dominion Virginia Power | 1-866-591-0157 | |

Attachment 3-Emergency Operations Center

The Emergency Operations Center (EOC) concept groups primary decision makers, and the Emergency Management Team, together form a coordinated effort during a major campus emergency. In addition to a policy group, the EOC will house the group controlling operation during a disaster situation. The EOC must be equipped with tables, chairs, phones, FAX, radio, computers, maps, reference documents, operating procedures, and office supplies.

In general, the major functions performed by the staff in the EOC include:

- Direction and control - The EOC is a single point where all information is received and analyzed, decisions made, priorities established, and resources allocated.
- Information collection, evaluation, and display - From information gathered here, the entire situation can be reviewed and evaluated. Here the key question raised by an emergency can best be answered - "What is the impact of what has happened based upon factual, coordinate data?" Information gathered should be used to make assessments from which decisions can be made and priorities established. Also, rumors may be counteracted.
- Coordination - Facilities coordination among responding personnel, departments, and off-campus agencies. This is especially important in communications.
- Establishment of priorities- Determining the order that problems should be addressed.
- Resource management- Facilitates the acquisition, distribution, and use of personnel and material needed in an emergency.

Location

The primary location of the EOC is Pickford Hall, First Floor Conference room #105, 1500 N. Lombardy Street.

If the Conference Room in Pickford Hall is unavailable for use, the EOC will be established in the CD King Building conference room 100 or 200.

Personnel

The following positions and/or their assigned alternates are required to be available to work as part of the Emergency Management Team in the EOC once activated:

Operations Group/Response Team

- 1) President or Designee
- 2) Executive Vice President/COO
- 3) Provost/VP of Academic Affairs
- 4) Chief of Police/Dir of Public Safety
- 5) VP of Business Affairs/CFO
- 6) AVP of Enrollment Management

- 7) Dean of Students
- 8) VP of Institutional Advancement
- 9) Manager, Food Services
- 10) Director of Facilities
- 11) AVP Administrative Services and Business Solutions
- 12) Chief of Staff/Executive Communication

Start-up, Equipment, and Supplies

Although the preliminary preparations may begin at any time, the president must order the opening of the EOC. The EOC should be operational two hours after the order is given. Two hours and thirty minutes after the order is given, all EOC personnel, their alternates, and others as designated should report to the EOC for a formal briefing by the President, his or her designee or the Chief of Police, Dir of Public Safety.

The EOC should contain individual workspace and telephones for each member of the Campus Emergency Response Team, plus a large meeting area/conference room for briefing team members. Appropriate office equipment should be readily available, such as computer access, computer printer, electric/manual typewriter, copier, and generator backup for the building in case power goes out. Each functional group is responsible for providing its own portable emergency supplies, including general administrative supplies and supplies relative to its specific function (form, manuals, etc.).

A list of telephone numbers (office, home, cellular, and pager) for strategic individuals should be kept always updated for immediate use in an emergency. In addition, a list of off-campus emergency contacts should be maintained. See **Attachments 1 and 2**.

Attachment 4-Priority of Objectives in an Emergency

Priority I

1. Communications Network (Responsibility: Law Enforcement, Computer Services and Public Relations) - establish a communications network using available resources:
 - a. Telephone (including cellular phones)
 - b. Voice Mail
 - c. E-mail
 - d. Worldwide Web
 - e. Listserv (Executive Council, all faculty, all staff, and all students, etc.)
 - f. Fax
 - g. Radios (handheld)
 - h. Local Channels 6,8,12, & 35
 - i. Messenger
2. Medical Aid - evaluate available medical services and direct rescue forces regarding the location of treatment for the injured.
Resources:
 - a. VUU Health Center
 - b. VCU Medical Center, Retreat Hospital
3. Fire suppression (Responsibility: University Police) — evaluate fire or fire hazards and use resources to control and evaluate.
Resources:
 - a. Richmond Fire Department
4. Search and Rescue (Responsibility: Law Enforcement) — appoint search, rescue teams, and acquire transportation vehicle and other required equipment.
Resources:
 - a. University Police
 - b. Volunteers
 - c. Operations & Maintenance (equipment)
5. Utility Survey (Responsibility: Facilities Management) – evaluate the condition of utilities and shut-down or restore as able (electric, gas, steam, water, sewer). Evaluate streets leading to and from campus facilities.
Resources:
 - a. Operations & Maintenance
 - b. Dominion Virginia Power Electric
 - c. City of Richmond Public Works
 - d. Volunteers
6. Hazardous Substance Control (Responsibility: Health & Safety) – Survey critical area and secure or clean-up as needed.
Resources:
 - a. Health & Safety
 - b. Richmond Fire Department/Contractor
 - c. Volunteers

Priority II

1. Facility Survey evaluates facilities for occupancy. Residence halls have priority. Identify and seal off all unsafe areas.
Resources:
 - a. Facilities Management--- coordinate response
 - b. Student Affairs/Housing
 - c. Health & Safety
2. Shelter identifies usable housing structures and organizes student relocation when needed.
Resources:
 - a. Student Affairs/Housing- - coordinate response
 - b. Facilities Management
3. Food/Drinking Water (Business & Finance to coordinate response) identify.
Resources:
 - a. Food Services
 - b. Operations Management
4. Sewer System (Facilities Management to coordinate response) – evaluate the sewer system and identify resources that can be used. Obtain portable toilets.
Resources:
 - a. Operations & Maintenance
 - b. City of Richmond Public Works
5. Communications (Public Relations to coordinate response) — establish a communications system within the campus community and advise everyone regarding the availability of basic services.
Resources:
 - a. University Radio
 - b. Vehicles with a public address system
 - c. Bullhorns
 - d. Voice Mail and E-mail
 - e. World Wide Web and Listserv
 - f. E2 campus Mass Notification System
6. Criminal Activity Control- establishes a police security system to control crime on campus.
Resources:
 - a. Campus Police- coordinate response
 - b. Residential Housing Staff
 - c. Richmond Police Department
7. Psychological Assistance (Student Affairs will coordinate student response; Human Resources will coordinate employee response) – establish a system to provide mental health assistance.
Resources:

- a. VUU Counseling Center
- b. Student Affairs
- c. Volunteers
- d. University Pastor
- e. Community Resources

Priority III

1. Valuable Materials Survey (Provost and Librarian will coordinate response) Identify, survey, and secure valuable materials on campus.

Resources:

- a. Library/Museum/Art Department
- b. Volunteers

2. Records Survey (Institutional Planning will coordinate response) Identify, survey, and secure all University records.

Resources:

- a. Business & Finance staff
- b. Human Resource staff
- c. Registrar staff
- d. President/Provost staff
- e. Information & Technology staff
- f. University Archives

3. Academic Survey (Provost will coordinate) Survey academic departments and determine requirements to begin academic operations.

Resources:

- a. Deans, department chairs and faculty
- b. Volunteers

4. Supplies and Equipment (Business & Finance will coordinate response) develops a system to renew the flow of supplies and equipment from outside resources.

Resources:

- a. Business & Finance staff

Attachment 5- Emergency Team Responsibilities

The following serves only as a guide for policy and response of members of the Emergency Management Team. Specialized needs unique to a particular situation may necessitate additional actions.

Executive Council's Emergency Action Checklist

Promulgate orders and regulations necessary to provide for the protection of life and property, including order or regulations imposing a curfew within designed boundaries. Support the President in formulating policy regarding the following issues:

- Resources needed from outside the University
- Short-and long-term student housing and food services
- Financial issues
- Legal issues
- Policy interpretation
- Political and social concerns
- Short-term building replacement
- Faculty and staff replacements
- Survey of the academic program
- Survey of University records

Ensure appropriate contacts are made with emergency preparedness entities outside the University.

Assist the President in the formulation of public information.

Assist the President in the prioritization of salvage operations.

Assist the President in establishing target date(s) for the resumption of a limited academic schedule or other academic policy issues.

Emergency Director: President or designee

- Responsible for the overall direction of the University emergency response.
- Work with others in assessing the emergency and preparing the University's specific response.
- Declare an end, when appropriate, the campus state of emergency.
- Notify and conduct liaison activities with University Administrators, governmental agencies, the Emergency Response Team, and others, as necessary.
- Designate the location for the Executive Council Meeting.
- The Police Chief will serve as chair of the emergency response team.
- The Police Chief will serve as a liaison to the President and Executive Council.

Emergency Coordinator: Chief of Police/Director of Public Safety

Responsible for overall coordination of the University emergencies. Initiate immediate outreach contact with the President and the University administrators and begin an assessment of the condition. Notify and utilize University police and other Law Enforcement and Safety employees to maintain safety and order. Notify a member of the Emergency Response Team and advise them of the nature of the emergency. Notify and conduct liaison activities with all appropriate outside organizations such as fire, police, the State and Local Offices of Emergency Preparedness. Ensure that appropriate notification is made of off-campus staff when necessary. Provide vehicles, equipment, and operators for movement of personnel and supplies; assign vehicles required to the Emergency Response Team for emergency use. In coordination with the Directors of Building & Grounds and Human Resources, plan EOC setup procedures, including necessary facilities, equipment and all other needs to support 24-hour staffing of emergency response.

Function as EOC manager, including the establishment of 8-hour or 12-hour shifts with the required number of personnel needed from each function area per shift. Determine the need for communication, security, as well as the need for housing, feeding, and sanitation requirements for EOC staff. Determine the need for and request additional resources. Perform other related duties as may be directed by the campus emergency.

University Police Department: Deputy Police Chief

Notify University administrators of major emergencies. Responsible for campus emergency warning and evacuation systems. Take immediate action to protect life, property, and to safeguard records as necessary. Provide traffic control, access control, perimeter and internal security patrols, and fire prevention services needed. Provide and equip an alternate site for the Emergency Operations Center.

Public Information: Chief of Staff/Executive Communication

Serve as the official spokesperson for the University. Establish liaison with the news media for dissemination of information as required by the President. Establish liaison with local radio and TV services for public announcements. Arrange for photographic and audio-visual services. Advise the President or designee of all news concerning the extent of the disaster affecting the campus. Prepare news releases concerning the emergency. Respond to media queries and request assistance provided to the Chief of Staff/Executive Communication.

Employee Impact: AVP of Administrative Service and Business Solutions/Designee

Ensure that personnel and volunteers' time records are prepared and compliance with time policies are met. Ensure all employees responding to the emergency are identified for the purposes of insurance coverage. Ensure on-going mechanisms for providing information and/or support to the campus community. Activate a volunteer mobilization plan for staff and in conjunction with other Emergency Response Team members determine the number of volunteers

needed and the skills required. Activate a phone bank to respond to employee queries and eliminate rumors.

Academic Impact: Provost/Designee

Act as an Emergency Response Team member for Academic Affairs. Notify and keep updated as needed deans and academic department chairs. Identify and assign Academic Affairs personnel (staff and Faculty) to respond to the emergency. Ensure all emergency functions assigned to Academic Affairs during an emergency are coordinated and managed as appropriate. Ensure that computer and telephone systems have been surveyed and appropriate action is taken to maintain or restore the services. Interface with academic departments, President and Registrar regarding canceling classes, and the resumption of the full or limited academic schedule. Activate a volunteer mobilization plan for faculty.

Financial Impact: VP for Financial Affairs/Designee

Act as an Emergency Response Team member for finance. Develop procedures and ensure they are followed for assigning costs in a fashion that allows post-emergency analysis and proper insurance filings for maximum finance recovery. Identify and sign financial personnel to respond to the emergency. Ensure all emergency functions assigned to Finance during an emergency are coordinated and managed as appropriate, especially the areas of environmental health and safety. Ensure a smooth transition from emergency status to normal status by seeing that financial matters needing attention and follow-up are handled appropriately. Ensure a smooth transition from emergency status to normal status by signing those financial matters needing attention and follow-up are handled appropriately. Ensure appropriate records are filed for federal or state emergency disaster assistance. Advise the Emergency Response team on the status of supplies and equipment. Recommend facilities available and resources required to aid the public and coordinate this response, as necessary.

Damage Control: Director of Facilities Management

Provide equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection. Obtain the assistance of utility companies required for an emergency operation. Furnish emergency power and lighting systems based on priorities established by the Emergency Response Team. Survey habitable space and locate essential services and functions. Provide facilities for emergency generator fuel during an actual emergency or disaster period. Provide storage of vital records at an alternate site, coordinate with building and area coordinators for liaison and necessary support.

Student Impact: AVP for Enrollment Management

Act as Emergency Response Team member for Division of Enrollment Management. Notify and keep updated as needed Student Affairs directors. Identify and assign Student Affairs personnel to respond to the emergency. Ensure all emergency functions assigned to Student Affairs during the emergency are coordinated and managed as appropriate, such as organizing a student information program, student housing, and food services. Coordinate medical/counseling aid for students and others on campus and offered by university resources.

If evacuation of residence halls is initiated or appear to be imminent, coordinate with Student Affairs staff to determine the extent of evacuation, the number of evacuees requiring food and shelter, and special assistance needed to evacuate individuals with special needs such as individuals who may be ill, have disabilities or are non-English speaking. Recommend facilities available and resources required to help students from other institutions. Coordinate this response, as necessary. Initiate the organization of student volunteer services.

Attachment 6 – Emergency Procedures Detailed

Fire

In all cases of fire, university police must be notified immediately by calling 5777 on a university phone. If necessary, the Richmond Fire Department can be reached on (804) 646-5100 or 911. Remember to first dial -9- if calling from a campus phone. Observe the following procedures:

Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information are available through the University Police.

If a minor fire appears controllable, immediately contact the Richmond Fire Department and University Police. Then promptly direct the charge of the fire extinguisher toward the base of the flame. If you are not alone, have one person make an emergency call while another uses the fire extinguisher

- If an emergency exists, activate the building alarm. Caution: In some buildings, the alarms ring only inside the building. You must report the fire by phone.
- On large fires that do not appear controllable, evacuate all rooms, closing all doors to confine the fire and reduce oxygen. Immediately notify Richmond Fire Department and University Police. Do not lock doors.
- When the building evacuation alarm is sounded, an emergency exits, walk quickly to the nearest marked exit and alert others to do the same.
- Assist the handicapped in exiting the building. Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crew. In an evacuation, report to your designed building assembly location. Stay there until an accurate headcount is taken. Residence Life Personnel will take attendance and assist in the accounting of all building occupants.
- If requested, assist emergency crews, as necessary.

An Emergency Command Post (ECP) may be set up near the emergency site. Keep clear of this area unless you have official business. Do not return to an evacuated building unless told to do so by an authorized University official.

Note: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Do not panic or hide.

Attachment 7 Bomb Threat Checklist

Fill out completely, immediately after or during the threat.

Date _____ Time _____

Questions to ask:

1) When is the bomb going to explode?

2) Where is it right now?

3) What does it look like?

4) What kind of bomb is it?

5) What will cause it to explode?

6) Did you place the bomb?

7) Why?

8) What is your address?

9) What is your name?

10) Where are you now?

Sex of caller _____ Age: ____ Race _____ Length of call _____

Did the caller appear familiar with the premises?

Caller's Voice Circle best description:

| | | |
|-----------------|-------------------------------------|--------------|
| Accent | Distinct | Lisp |
| Angry | Distinguished | Loud |
| Calm | Excited | Slow slurred |
| Clearing throat | Ragged Nasal | Soft |
| Cracking voice | Familiar | Stutter |
| Crying | If familiar, who did it sound like? | Raspy |
| Deep breathing | Laughing | Deep voice |

Background Sounds: Circle applicable sounds:

Animal sounds

House noises

Office machines

Motor

Booth sounds

Local call

PA system

long distance

Static

Crockery (dishes)

Clear sound

Street noise

Factory

Music

Voices

other _____

Threat Language: Circle best descriptions

Foul

Well spoken (English)

Taped

Incoherent

Irrational

Maker

Other Remarks:

Name: _____ Position _____

Phone _____