



VIRGINIA WESLEYAN UNIVERSITY EMERGENCY OPERATIONS PLAN

EMERGENCY INFORMATION: Virginia Wesleyan sees safety as a top priority in creating an educational environment where students, faculty, and staff members can thrive. Although no one wants to think about an emergency situation occurring at Virginia Wesleyan, it is important to be prepared for such occasions.

In effort to prepare for emergencies, the University has a Campus Emergency Response Team (CERT) that convenes administrators, faculty, and staff from all areas of campus life to meet to discuss concerns such as natural disasters and medical emergencies. This group also meets to address immediate campus concerns and urgent situations.

It is important that members of the campus community be aware of Virginia emergency procedures and, mos g0 G{u}11(r)-3(gen)9(t)]TJEm0C q170

GENERAL INFORMATION

essential personnel and

ADDITIONAL EMERGENCY PROCEDURES

ADDITIONAL EMERGENCY PROCEDURES: In the event of Bio Terrorism, Bomb Threat, Hazardous Materials Spill, Active Shooter, or Hostage and Barricade Situations, please see Appendix H and J for detailed procedures.

UNIVERSITY RESPONSE TO MEDIA

In the event of any emergency, a timely and accurate response to the media is very important. The University representative will be identified by the Office of the President.

ALTERNATE COORDINATOR OF THE CAMPUS EMERGENCY RESPONSE TEAM

Jason Seward, Associate Vice President for Campus Life and Operational Management, will serve as Alternate Coordinator of the Campus Emergency Response Team. He will convene CERT and coordinate campus responses should Keith Moore, Senior Vice President, be unavailable.

CONTINUITY OF OPERATIONS (COOP)

Continuity of Operations (COOP) is an effort to ensure that the University can provide vital services, ensure continuous performance of essential functions, maintain safety, protect essential equipment, reduce disruption to operations, and minimize damage and losses in an emergency. Additionally, COOP identifies relocation sites before the emergency and assists with an orderly recovery after the emergency.

APPENDIX A: MEDICAL EMERGENCIES

1. Call Virginia Beach Emergency Services (ambulance, fire, police, rescue) at 911

Provide the following information:

Your name
Your address 5817 Wesleyan Drive, Virginia Beach, VA 23455
Your exact location on campus
Phone number
Symptoms/problems
Do not hang up until you are told to do so
Remain calm

2. Call Campus Security at 757.233.8888.

Provide the following information:

Your name
Your exact location on campus
Phone number
Symptoms/problems
Do not hang up until you are told to do so
Remain calm

3. Control the Environment.

Once you have initiated the emergency procedures, keep any further disturbances to a minimum.

Keep people away from the immediate area.

Seek help from others you trust.

Stay with the person in need or have someone you trust remain with them.

Do not allow people to gather. This may hinder the emergency services from doing their job.

Send someone to watch for and direct emergency assistance.

4. Once the emergency is over, if you are a reporting officer or staff member, complete all necessary paperwork. Provide copies of each report to the appropriate campus offices - Campus Security, Senior Vice President, and Office of Residence Life.

APPENDIX B: SEXUAL HARASSMENT

SEXUAL HARASSMENT POLICY: The University will

APPENDIX C: PSYCHOLOGICAL

1. Contact the Director of Counseling and Student

APPENDIX D: COMMUNICABLE DISEASES

1. The campus community will be informed via e-mail, University website (www.vwu.edu), flyers, and/or information sessions about all aspects of the communicable disease.

2. Additional communication may be appropriate with the following agencies and hospitals:

Virginia Department of Health	804.864.7000
Virginia Beach Department of Health	757.518.2700
I & O Medical Center	757.460.0700
NDC Urgent Care	757.261.0324
Sentara Independence Emergency Room	757.363.6137
Sentara Leigh Emergency Room	757.261.6000
Hampton Roads Emergency Management Center	757.420.8300

3. When it becomes necessary to implement infection control measures due to the potential of high rates of infection within our campus community, the following steps may be taken by the University:

The cancellation of classes.

The cancellation of sporting events.

The cancellation of other public events on campus.

The assessment of suitability of student housing for quarantine of exposed and/or ill students.

4. Should the University remain closed for an extended period of time, information will be disseminated on the University website, www.vwu.edu to all constituents. The information communicated will include, but will not be limited to, the following:

Information to students and faculty regarding the continuation of the academic semester and possible alternatives.

Academic Division

The University's academic program will follow the lead of the Campus Emergency Response Team and that of the CICV Pandemic Advisory Task Force.

Faculty will continue to provide course materials to students and administer assignments,

The University main number (757.455.3200) will be forwarded to Campus Security for all incoming calls.

The home telephone number of a University designated point of contact will be available to the entire campus. Cell phone will be charged and ready to receive and send calls when away from home.

A clerk in the Finance and Administration Office, who has been cross-trained, will assume the responsibility for purchasing, creating, and receiving merchandise. The clerk will also be knowledgeable on the Switchboard.

Information Technology will be the backup for Accounts Payable and will

description where possible. Supervisors have the discretion to reassign an _____ job duties as deemed necessary, and may explore alternate arrangements in order to ensure the continuation of essential operations.

Supervisors may consider allowing alternate work arrangements, including working from home. Human Resources encourages supervisors to work with their employees to find ways to enable the employees to perform their job functions while away from their work location. In the case of employees working from home (telecommuting), with regards to _____ Compensation, the at-home work is considered an extension of the _____ workspace. Injuries occurring in the at-home workspace during work hours will, therefore, be considered ~~under~~ the Universi

Division of Campus Life and Operational Management

Campus Security

Maintain daily operations.

Monitor information regarding global disease activity.

Keep students and faculty informed as needed.

In the event that Campus Security

anticipation of a break in power supply, though Facilities

plan includes providing a

9. Call Campus Security at 757.233.8888 to administer first aid if necessary.
10. Alert Facilities Management at 757.455.3365 to assist with proper clean up.
11. In the event of a chemical fire, move farther away from the burning building. Vapors and reactions to heat may prove fatal.

FIRE DRILLS: Fire drills are required by law. Each semester the University conducts several scheduled fire drills (one approximately every 30 days). In addition to being in compliance with the city ordinance, these drills ensure that students and staff know what to do when an alarm sounds. Therefore, fire drills are a critical part of our emergency procedures and should be treated as if there really is a fire. You cannot expect students to respond maturely to a fire drill unless you do the same.

STUDENTS WITH DISABILITIES: Office of Residence Life will provide Campus Security with a list of residence hall rooms where students with disabilities live. In the event that the fire alarm sounds in an area where a disabled student lives, Campus Security should go to his/her room and assist the student in exiting the building.

In the event of a fire alarm in a non-residential building, individuals with disabilities should go to nearest stairwell and wait for assistance on the landing. Security and Fire Per

APPENDIX F: WEATHER EMERGENCIES

GENERAL INFORMATION: Should a decision be made to close the University, students, faculty, and staff will be alerted immediately through a variety of sources. The University website, www.vwu.edu, and inclement weather/emergency hotline, 757.904.1991, are two important sources for closing information. Closing information will also be available on local television and radio stations and through social media.

PLAN A - UNIVERSITY CLOSES AND HALLS REMAIN OPEN (24 - 36 HOURS NOTICE): The University community will be notified of the plan of

staff computers located on floors of low-lying offices should be stored at a higher level in case of flooding).

OPTION 1: HALLS CLOSE AND STUDENTS CONVENE IN CENTRAL LOCATION:

Only those students with permission from the Director of Residence Life may stay on campus.
All students who must stay

APPENDIX H: SUSPICIOUS PACKAGE AND HAZARDOUS MATERIALS

SUSPICIOUS PACKAGE:

1. Do not handle, shake, smell,

APPENDIX K: GLOSSARY OF KEY TERMS

Accessible

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

Agency

A division of business or government with a specific function offering a particular kind of assistance. Incident Command Systems (ICS) agencies are defined either as jurisdictional (having statutory responsibility for

Declaration of Emergency

Whenever, in the opinion of the University's President or designated personnel, the safety and welfare of the people of the campus require the exercise of extreme emergency measures.

Decontamination

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

Emergency

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

Emergency Alert System (EAS)

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

Emergency/Disaster

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

Emergency Co801.04 Tffhich

Emergency Responder

Includes local, state and federal emergency services, public safety, law enforcement, emergency medical services (pre-hospital and hospital), search and rescue, fire services, and related personnel,

line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations and maximizing the use of all assigned resources.

APPENDIX M: MAPS AND CHARTS
Virginia Wesleyan University Campus Map





Offices and Destinations

