



EMERGENCY MANAGEMENT PLAN (EMP)

This Emergency Management Plan was drafted in alignment with published Emergency Plans at other colleges, including the following: West Virginia Northern Community College, Bowie State University, and Tri-County Technical College.

The EMP of West Virginia Northern Community & Technical College was particularly helpful, and we thank them for making the WVNCC Plan available to the public.

RECORD OF CHANGES

*** For use at annual review meetings. Please document any changes made to this plan**

Change Number	Date of Change	Description	Signature of Person Making Change
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OVERVIEW

Purpose

The purpose of the Pierpont Community & Technical College Emergency Management Plan (EMP) is to serve as a guide for implementing an effective response to a crisis situation. This plan enhances the protection of lives and property through the effective use of college resources, while maintaining the continuation of college operations. This plan is designed to assist the College community in managing the anticipated and unanticipated needs created by an emergency situation and to assist with pertinent communication when such an event occurs.

This plan addresses various situations which may threaten the physical or personal safety of students, employees, the general public, and/or resources of the College. The plan helps to mitigate the long-term effects of an emergency on college operations and mission. **No plan can cover all scenarios in which emergency action may be warranted; therefore, this plan should be fluid and adaptable to additional unique situations.**

Emergency

An emergency is an event, condition, or situation which is often unexpected, has the potential to cause harm or injury to individual(s) and/or damage to property, and/or significantly disrupt the operation of the College or its ability to fulfill its mission. Examples of an emergency are:

- Natural disaster
- Human death or injury
- Illegal action
- Fire
- Violent intruder
- Environmental issue

Responsibility of College Employees

It is the responsibility of all college employees to carefully read and be familiar with this Emergency Management Plan. Employees should be aware of all evacuation routes in their areas. Employees should add any needed contact numbers into their cell phones or utilize college contacts in Dialpad. In an emergency, employees may be called upon to assist with response efforts.

All media requests and requests for comments should be immediately referred to the Vice President of Institutional Advancement and Public Relations. No employee should speak on behalf of the college regarding the emergency.

EMERGENCY RESPONSE

Declaring an Emergency

The authority to declare a campus state of emergency rests with the College president or designee. An emergency may be declared if circumstances indicate that such a condition is developing or is probable.

If there is a real or perceived threat on any campus, 911 should be phoned immediately. **Anyone who contacts 911 should notify campus security and/or the President's Office immediately.** In instances where a perceived threat exists but is not immediate, a campus security official or the President's Office should be called for consultation.

Essential Employees

Essential employees are required to be on site during specifically delineated emergency situations (i.e. severe inclement weather, utility failures, burst pipes, chemical spills, failed HVAC systems, etc.). Pierpont Community & Technical College employees designated as essential include:

- Maintenance Staff
- Security Officers
- Veterinary Technology Faculty (when animals are on campus)

Emergency Response Team (ERT)

The Emergency Response Team (ERT) is responsible for overseeing the implementation of the EMP and is directed by the College president. ERT members represent the College's various operational areas. The authority to convene the ERT is delegated to the President or, in instances where the President is unavailable, a member of President's Cabinet. In addition to a situation requiring immediate attention, the ERT may be convened to consult about a pending situation. Once notified of an emergency, the ERT will gather immediately in a designated location, which will serve as the Command Center (see "Command Center"). The ERT will review the Emergency Management Plan at least annually.

Members of the ERT include, but are not limited to:

1. President – who will serve as Incident Commander (IC). In the event that the President is unavailable, the IC shall be appointed.
2. Provost and Vice President of Academics and Student Services
3. Vice President of Finance and Administration
4. Vice President of Institutional Advancement and Public Relations
5. Vice President of Human Resources and Organizational Development
6. Dean of Business, Aviation, and Technology
7. Dean of General Education and Professional Studies
8. Dean of Health Sciences
9. Executive Assistant to the President
10. Director, Information Technology
11. Maintenance Manager for Facility Affected
12. Campus Security Officer for Facility Affected

Should any members of the ERT be unavailable, the role defaults to the next designee in succession:

1. Associate Provost, Student Services
2. Comptroller/Budget Director
3. Director of Marketing and Communications
4. Manager, Recruitment and Employee Relations
5. Assistant Dean of Business, Aviation, and Technology
6. Assistant Dean General Education and Professional Studies
7. Assistant Dean Health Sciences
8. Executive Assistant to the Provost
9. Manager of Information Systems
10. Maintenance Manager for Facility Not Affected
11. Campus Security Officer for Facility Not Affected

Command Center

The Command Center is a central location where the ERT will gather to implement the Emergency Response Plan. The ERT determines the Command Center, which is communicated to all members of the ERT.

General Information

In the event of an emergency, the president, or designee, shall assemble the ERT in the Command Center. The ERT will immediately assess the situation and make college resources available, as needed. The Vice President of Institutional Advancement and Public Relations will immediately initiate their Emergency Communication Plan. The ERT may deploy other employees of the college to assist with ERT duties depending on the scale of the event. If the emergency is declared on a campus where the President is not present, then the campus operations manager and/or a member of Cabinet will assume the IC role until the President is present.

If the college is notified of a possible incident before it becomes an emergency:

The ERT will convene and develop a response based on anticipated and/or possible scenarios, and prepare a “worst-case” plan of action, inclusive of the following:

- The ERT will determine actions to be taken intended to mitigate the situation.
- The Vice President of Institutional Advancement and Public Relations will, under consultation with the ERT, execute a communication plan pertaining to the incident.
- The ERT will determine key college personnel who need to be involved in response to the incident and notify said personnel of required action.
- The Vice President of Finance and Administration will, under consultation with the ERT, initiate precautionary evacuations, as needed.
- The ERT will notify emergency services (Police, Fire and EMS), as needed.

If the President (or designee) has declared a campus state of emergency:

The ERT, will convene and set in motion the Emergency Management Plan and Emergency Communications Plan, inclusive of the following:

- The ERT will initiate immediate action to deescalate the emergency.
- The ERT will prepare the Command Center.
- The Vice President of Finance and Administration will notify Campus Security of the emergency, as applicable.

- The Vice President of Finance and Administration and Vice President of Institutional Advancement and Public Relations will, under consultation with the ERT, initiate and communicate campus response actions (i.e. lockdown, evacuation, etc.)
- The ERT will notify emergency services (Police, Fire, and EMS), as needed.
- The Executive Assistant to the President will log activity and times (see **Appendix A** for activity log)
- The Vice President of Finance and Administration and Vice President of Institutional Advancement and Public Relations will, under consultation with the ERT, initiate and communicate campus activity at the conclusion of the emergency (i.e. return to work, exit campus, etc.).
- The ERT will, at the conclusion of the emergency, plan debriefing sessions.

Post Emergency:

The President will reconvene the ERT following a declared campus state of emergency or possible emergent incident to finalize and evaluate actions related to the Emergency Management Plan and Emergency Communications Plan, inclusive of the following:

- The Vice President of Institutional Advancement and Public Relations will, under consultation with the ERT, debrief and continue communications to the College community, general community, and media, as needed.
- The Provost and Vice President of Academics and Student Services will, under consultation with the ERT, ensure arrangements are made for counseling services for students and employees, as needed.
- The ERT will record events, complete incident reports, and prepare permanent records, as needed.
- The ERT will hold a meeting with all involved personnel to assess crisis management performance during the event and capture lessons learned.
- The ERT will, upon assessment of the College's crisis management performance, make any needed changes to the Emergency Management Plan and/or Emergency Communications Plan.
- The ERT will communicate changes the Emergency Management Plan and/or Emergency Communications Plan to employees and provide training, as needed.

Scenarios

Below are a few possible scenarios of incidents that could occur on campus. These do not cover every possible scenario that could occur. Although each incident is unique and each campus is different, the general principles can be applied. Please do not assume an incident has come to an end without confirmation from Pierpont's emergency text messaging system. During extreme emergencies, the College may have to close, switch to remote operations, delay start, or dismiss early. Decisions to suspend College operations by the President will be made based on discussions with and recommendations from the ERT. Situations that may warrant a suspension of operations or remote learning and work are inclement weather, national emergency, major campus incident, etc.

THE CAMPUS COMMUNITY COULD BE NOTIFIED OF THE FOLLOWING SCENARIOS VIA PIERPONT'S EMERGENCY TEXT MESSAGING SYSTEM (REGROUP).

Active Shooter

An emergency situation when one or more individuals is using deadly force on campus presents many variables such as: the number of individuals involved, which building the incident occurs in, the number of people on campus, etc. These situations typically start with no advance warning and escalate quickly. Therefore, using your best judgment and making quick decisions is your best chance of survival. If you hear anyone mention a threat in advance please report it to 911, campus security, or a college employee immediately.

If there is no advance warning, hearing gunfire may be your first indication that there is an active shooter situation. If you are safely able to, call 911 immediately.

Move in the opposite direction of the gunfire (run) as quickly as possible. Never go in the direction of the sound of gunfire. Try to put as much distance between yourself and the shooter(s).

If it is not possible to safely get out of the area, consider locking down (hide), preferably in a room that can be secured. It is best to turn off all lights, put cell phones on silent, etc. If the room cannot be secured, consider blocking the entry way with furniture -- anything that will keep the intruder from entering or delaying the possibility of entry. Think of a plan if the active shooter enters the room (fight). Be prepared to cause a disturbance, throw objects, etc. There can be pros and cons to fleeing or locking down, but at this point you must make the best decisions you can based on what you are observing and your own comfort level and physical abilities.

A common misconception is to pull a fire alarm during an active shooter situation. Do not set off the fire alarm. If the fire alarm sounds, people will exit classrooms, etc., and likely become targets when trying to flee the building. If a fire alarm goes off and you hear gun fire, be sure to assess the situation before exiting. There may be a good chance that the alarm may have been set off by the perpetrator. However, if you see/smell smoke or fire, exit the area.

Bomb Threat

If you are made aware of a possible bomb threat at the college, take the threat seriously. Contact 911 or campus security immediately. If you receive a text message, phone call, etc., try to obtain as much information as possible about the caller and possible location of bomb. If you see a suspicious package, do not touch it. Report it immediately to the authorities. Do not set off the fire alarm.

If you encounter a reported threat, use the questions in **Appendix B** to try to obtain additional information. If you receive a phone call, attempt to get a coworker's attention, while keeping the person on the line, to report immediately and not lose valuable time in reporting. Try to keep the caller on the phone as long as possible.

Employees may be asked to make a routine check of their areas to determine if anything is out of place. You may be asked to evacuate your area quickly. Please report to designated evacuation areas. Do not return to your area until notified by Pierpont's emergency text messaging system.

Criminal Activity

It is imperative that everyone do their part in helping to keep Pierpont Community & Technical College and our community safe. If you see or hear of any possible criminal activity taking place, please report the information to campus security (SEE SOMETHING - SAY SOMETHING). However, do not put yourself in any danger. This includes a physical or verbal altercation. Never attempt to apprehend a suspect unless defending yourself. Make sure to get information regarding the suspected criminal such as height, weight, sex, color, age, clothing, method and direction of travel. If the criminal enters a vehicle, get the license plate number, make, model, color and any noticeable markings on the vehicle. If a crime takes place, do not move or touch anything that could be considered evidence. Once law enforcement arrives, fully cooperate and follow their directions.

Fire or Explosion

If you notice fire or smoke, exit the building immediately. While evacuating the building, notify other people/classes in an efficient manner and remember to pull a fire alarm. If an individual refuses to leave the building, notify the authorities once outside. If the smoke/flames are in a room you are exiting, close the door if you can do so safely. If you cannot get to a fire alarm, phone 911. If a fire alarm is pulled, exit the building in an orderly fashion. Every person must evacuate the building.

You will not be permitted to return to the building until you have been told it is safe to do so by Pierpont's emergency text messaging system. If the fire is small and controlled, attempt to control it with a fire extinguisher. Otherwise evacuate immediately. Do not use elevators during a fire event.

Hazardous Materials Leaks or Spills Inside of the College

It is the responsibility of all faculty and staff to be well-informed regarding hazardous chemicals and the risks associated with using them in the laboratory. All hazardous materials must be labeled with the proper health hazards. If you believe you have been contaminated by contact, inhalation, or consumption, seek medical attention immediately. Unless properly trained, do not attempt to clean-up a contaminated area. If the contamination is severe you may pull the fire alarm to evacuate the building.

The most important rule is that everyone involved must be safety minded. All students and personnel should know what safety and emergency equipment is available and its location. Students and employees must maintain safe work practices at all times, including but not limited to good housekeeping, wearing of personal protective equipment (safety goggles, aprons, gloves, etc.) and not eating where chemicals are present.

- **Storage of Chemicals** -- The primary concerns with storage are avoiding contact between incompatible chemicals, minimizing amounts and ensuring that dangerous storage conditions (heat, electrical shorts, and light heat) are not present. All flammable/combustible chemicals must be stored in specially designed flammable storage cabinets(s).

- **Laboratory Equipment** -- Equipment is to be inspected and maintained regularly, following manufacturers recommendations, at a minimum. All disposals shall be in accordance with federal, state and local regulations. No hazardous waste, as defined by the EPA, 40CFR 261, shall be disposed of except by an EPA approved facility. Other possible hazardous materials should be disposed of in a manner which is preapproved by state and/or local officials. All disposal methods should also assess environmental impact.

Hazardous Materials Leaks or Spills Outside of the College

If a leak or spill is discovered outdoors on college property or from a nearby source, move inside the nearest building and remain there until instructed to do otherwise. All exterior doors and windows should be shut. Notify campus security immediately. All outside air ventilators will be shut off. Local fire department will advise or coordinate evacuation of buildings should it be necessary.

Medical Emergency

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person's life or long-term health.

Do not move a seriously injured person unless there is a life-threatening situation. Call 911, notify campus security, and provide your name, location, and telephone number. Provide as much information as possible regarding the nature of the injury or illness. Administer first aid (if you know how) and keep the victim as calm and comfortable as possible. Remain with the victim until medical personnel arrive.

Mental Health Emergency

A mental health emergency is a situation in which an individual is experiencing mental, emotional, and/or psychological disturbances and stress that may result in a threat or harm to themselves and/or others.

In the event of a mental health emergency, constituting an immediate threat to self or others, call 911 and then notify campus security.

In non-emergency situations, refer students to the Counseling Center at 304-534-7878 (8:00 AM-4:00 PM, Monday-Friday); refer faculty and staff to Human Resources at 681-753-5712 (8:00 AM-4:00 PM, Monday-Friday).

Natural Disasters

A natural disaster can occur with or without notice. Earthquakes, flooding, tornados, etc., can pose a serious and immediate threat to your safety as well as the integrity of our facilities. If there is lead time, an alert will be sent to all employees and students. If indoors, watch for falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. If in danger, get under a table or desk, into a corner away from windows or into a structurally sound location such as a hallway until the shaking stops. Do not run outside or exit and do not use elevators. After the event, assist others who may have been affected if you are able to do so and you are not in immediate danger. Only attempt to safely exit the building after the event.

Building Evacuations

Faculty are usually seen as authority figures by students and can influence how students respond in an emergency. Calm, collected, and clear directions given by faculty will have a calming effect on students. Knowledge of the emergency evacuation procedures will enable the faculty member to promote orderly and safe building evacuations – please be familiar with posted evacuation routes for any room that your class(es) occupy. Emergency evacuation meeting spaces are identified in individual campus emergency plans that are not available to the public.

During the first week of class, provide students in each class with general information relating to emergency evacuation procedures. Know how to report an emergency from the classroom being occupied. Assure that persons with unique needs have the information they need to safely evacuate the building. Faculty and staff should be familiar with procedures for individuals with mobility challenges and be able to direct visitors with unique needs. Take charge of the class and follow posted emergency procedures for all building alarms and emergencies.

As a faculty member, what do I need to know about emergency evacuations?

- Building Evacuation Map & Emergency Meeting Place
- Evacuation for Persons with Mobility Challenges
- Reporting any pertinent information to authorities

Emergency Evacuation of Persons with Disabilities

This section provides a general guideline of evacuation procedures for persons with disabilities who may have difficulty exiting during fire and other building emergencies. Make sure to be familiar with evacuation options and seek evacuation assistants who are willing to assist in case of an emergency.

Emergency Exit Policy

People with disabilities should move to the building stairwell or other safe place and remain there while awaiting further instructions or assistance during emergency evacuations.

General Evacuation GUIDELINES for People with Disabilities including persons with Mobility Related needs (Mobility Related)

DO NOT use elevators unless authorized to do so by police or fire personnel. If the situation is life threatening, call 911. All emergency exit corridors and stairwells are resistant to fire and smoke. These are the safest areas during an emergency evacuation. Rescue personnel are instructed to check all exit corridors and stairwells first in rescue response.

Evacuation OPTIONS for Individuals with Disabilities including persons with Mobility Related needs (Mobility Related)

In order to meet the guidelines listed above, there are two basic evacuation options:

Option 1: Stairway: using stairs to reach ground level exits from the building.

Option 2: Stay-in-place: unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid wall. With this approach, the person may keep in contact with emergency services by calling 911 and emergency services will immediately relay this location to on-site emergency personnel who will determine the necessity for evacuation. If needed, the individual can signal from the window by waving a cloth or other visible object. The stay-in-place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is neither nearby nor available. It may also be more appropriate for an occupant who is alone when the alarm sounds.

Emergency Contact Information

Marion County

Marion County Central Communications	304-367-0915
Marion County Sheriff's Office	304-367-5300
Marion County Health Department	304-366-3360
Fairmont Medical Center	304-534-7810
Mon Health Marion Neighborhood Hospital	304-333-1150
Fairmont Police Department	304-366-4200
Fairmont Fire Department	304-363-7620
Whitehall Police Department	304-367-0171
Valley Volunteer Fire Department	304-363-5599

Harrison County

Harrison County Central Communications	304-623-6553
Harrison County Sheriff's Office	304-623-6655
Harrison County Health Department	304-623-9308
United Hospital Center	681-342-1000
Louis A Johnson VA Medical Center	304-623-3461
Highland-Clarksburg Hospital Inc.	304-969-3100
Clarksburg Police Department	304-626-4900
Clarksburg Fire Department	304-624-1665
Bridgeport Police Department	304-842-8260
Bridgeport Fire Department	304-842-8252

APPENDIX

APPENDIX B - BOMB THREAT CHECKLIST

Date:

Phone # Where Call Received:

Time:

Time Caller Hung Up:

Questions to ask the offender:

1. When will the bomb explode?
2. Where is the bomb now (building, floor, room)?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? Why?
7. What is your name/contact information?

Caller's Voice

- Female
- Male
- Accent
- Angry
- Calm
- Crackling Voice
- Crying
- Deep
- Disguised
- Excited
- Laughter
- Lisp
- Loud
- Nasal
- Normal
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- PA System
- Conversation
- Music
- Motor
- Clear
- Static
- Office Machinery
- Factory Machinery

Threat Language

- Incoherent
- Message Read
- Taped Message
- Irrational
- Profane
- Well-Spoken