

VIRGINIA UNIVERSITY OF LYNCHBURG



EMERGENCY PROCEDURES AND EMERGENCY RESPONSE PLAN

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EMERGENCY PROCEDURES

In the event of a minor medical infraction, there are two first aid kits available: One in the Administrative Office in Humbles Hall and one in the Resident Assistant's room. ***Any student who tampers with any alarms, cameras, etc. will be dismissed from the university.***

FIRE ALARM

1. ALL STUDENTS MUST EVACUATE THE BUILDING IMMEDIATELY!
2. The Fire Department will be called.
3. The Dorm Director and Resident Assistants will check each room to insure that all students have evacuated.
4. No student may re-enter the building without the permission of the Housing Director or other designated employee. The Housing Director or designated employee will not give said permission until he or she has sought the advice of the Fire Department.
 - a. The Associate Director, or Dorm Director, of the Resident Assistant should ensure that all injured students receive medical attention.
 - b. The Associate Director of Residence Life in Housing with the Security Officer will conduct fire drills twice during the academic year. The dates and times of the fire drills will be left up to the discretion of the Director of Residence Life in Housing.
5. In the event of a fire alarm, students will move quickly but orderly to a designated location.

FIRE DRILLS:

The fire alarm system is a critical safety measure. Anytime the alarm sounds, you are expected to vacate your room immediately and get away from the building. Know where your fire extinguisher is in your complex. Fire drills will be held at least twice during a semester. Students will gather at a specific assembly area for accountability purposes.

- Fire extinguishers and smoke detectors are installed in all buildings in compliance with state regulations. These fire extinguishers can be used to put out small fires, such as trash receptacles or burning mattresses. Misuse of fire equipment, theft, damage, or making equipment inoperative for immediate use is considered a ***“breach of college and state regulations,”*** and can result in suspension, expulsion from the dorm and an appropriate fine. Burning any substance indoors, i.e. candles, incense, etc., is prohibited.
- A fire extinguisher is designed to put out a small fire, not a big one. The fire extinguisher in your living unit is a multipurpose, dry chemical one, labeled ABC, which puts out most types of fire – wood, paper, cloth, flammable liquid or electrical fires.

This is how your fire extinguisher works:

1. Pull the pin. Some units require the releasing of a lock latch, pressing a puncture lever, inversion, or other motion.
2. Aim the extinguisher nozzle (horn or hose) at the base of the fire.
3. Squeeze or press the handle.
4. Sweep from side to side at the base of the fire. Watch for re-flash. Discharge the contents of the extinguisher.

The university reserves the right to discipline or dismiss any student for violations of housing regulations listed below or other reasons determined by appropriate staff.

Tampering with Fire Safety Equipment

All fire safety equipment on campus is vital in the case of an emergency, and therefore tampering with fire safety equipment in any way is strictly prohibited. Tampering with fire safety equipment includes, but is not limited to: moving or removing fire extinguishers, signs, and poles; unnecessarily discharging a fire extinguisher; marking on or covering fire safety signs; or hanging anything from a sprinkler system, including all pipes and sprinkler heads.

Sanction :

Dismissal

Tampering with Smoke Detectors/Carbon Monoxide Detectors

Covering, removing, and/or damaging the heads of smoke detectors is extremely dangerous. In the event of a fire in a residence hall room, the smoke detector engages the sprinklers in order to contain the fire within that room. If a fire were to break out in a room with a covered or damaged smoke detector, the fire would likely grow to an unmanageable size before it was detected.

If a smoke detector in a common area or shared room is disabled, all occupants will be assessed the sanctions, regardless of who tampered with the smoke detector. In this case, not removing the cover or reporting that the smoke detector is disabled is as dangerous as covering the detector.

Covering, removing, disabling, or damaging carbon monoxide detectors is strictly prohibited. If a carbon monoxide detector in a common area or shared room is disabled, all occupants will be assessed the sanctions.

Sanction

Dismissal

Blocking of Fire Exit and Propping Fire Doors

In the case of a fire in a campus building, timely evacuation of the building is imperative. Therefore, all members of the community must take care not to block the fire exits that make evacuation possible (i.e. hallways, entrances, and any area that leads to an outside door) or prop the fire doors that help contain a fire.

Sanctions

- ❓ First Offense: \$50 fine
- ❓ Second Offense: \$75 fine
- ❓ Third Offense: \$100 fine

Failure to Leave a Building during a Fire Alarm or Fire Drill

Students, faculty, and staff must vacate any building when an alarm sounds. Fire drills will be held periodically throughout the year. Any student who fails to leave a building/area during a fire alarm is subject to disciplinary action.

Activating a False Fire Alarm (Malicious)

Intentionally activating a fire alarm when there is no safety emergency necessitating the alarm is a criminal offense and any student found to have done so is subject to criminal charges along with university disciplinary action.

Sanction

Dismissal

Video Surveillance Policy

Virginia University of Lynchburg reserves the right to place cameras on its campuses where necessary and appropriate. VUL respects the privacy of university community members and takes appropriate steps to balance that privacy against safety needs on its campuses. Cameras extend the protection of University Security, even when personnel are not in an immediate area. Cameras are not a guarantee of safety, but are a tool that assists University Security. Cameras protect campus community members from dangers by serving as deterrents and alerting police to dangers.

Destruction or Tampering with Cameras

Any person who tampers with or destroys a video surveillance camera or any part of the video surveillance system may be prosecuted in the criminal justice system as well as the campus judicial system.

Sanction

Dismissal

CAMPUS EMERGENCY RESPONSE PLAN

The University shall have a Campus Emergency Response Plan in place to prevent and deal with crisis and emergencies on VUL's campus. All administrative, staff, and instructional personnel and students are expected to follow the procedures as specified in the plan. The President shall require University-wide drills to prepare for crisis and emergencies, should they occur. The University will also work with Lynchburg agencies and officials to ensure maximum effectiveness and coordination of preventive and remediation efforts. Financial support shall be provided to ensure that personnel, equipment, and materials are available to comply with and support the Campus Emergency Response Plan.

VUL POLICIES AND PROCEDURES

POLICY NUMBER: 4-10

Section: CAMPUS EMERGENCY RESPONSE PLAN

PURPOSE

The purpose of Virginia University of Lynchburg's Emergency Plan (VULEP) is to provide a structure whereby personnel at VUL can respond to emergencies in an efficient and timely manner. This plan serves as VUL'S emergency plan as required by the U.S. Environmental Protection Agency and the Virginia Occupational Safety and Health Administration (VAHOSHA).

SCOPE

This plan is applicable to all individuals of facilities and on grounds owned, operated and/or leased by Virginia University of Lynchburg. Visitors are expected to comply with the requirements of this section.

SITE DESCRIPTION

Virginia University of Lynchburg (formerly Virginia Seminary and College) is the oldest higher education institution in Lynchburg. The facilities are utilized five days per week by the students, administration,

staff, and faculty and by members of the community. Individuals and organizations from the community and Central Virginia also utilize our facilities and grounds on Saturdays and Sundays. The campus is located at 2058 Garfield Avenue in Lynchburg (24501) and has programs leading to the Certificate of Ministry, Associate of Arts Degree (A.A.), Bachelor of Arts Degree (B.A.), Master of Divinity Degree (M.Div.), and Doctor of Ministry Degree (D.Min.).

On a typical day, the University may have as many as 100 people to either visit, attend classes, and/or report to work on Campus. The attached map provides visual information regarding the Campus and four Teaching Locations (Danville, Dawn, Petersburg, and Suffolk).

This Virginia University of Lynchburg Emergency Plan encompasses several types of crisis situations:

1. Fire
2. Explosions
3. Medical crisis
4. Major inclement weather conditions
5. Earthquakes
6. Violent, aggressive-disruptive or criminal behavior
7. Power outage or other utility-related crisis
8. Other conditions

REPORTING A CRISIS-CREATING SITUATION OR EMERGENCY

Should VUL personnel, students, or visitors observe an emergency, please call 434-528-5276 ext. 1128 to report the emergency or potential crisis-creating situation. Please give the following information:

1. Your name
2. The location of the potential crisis-creating situation or emergency
3. Complete description of what is occurring at the location
4. Any other related and pertinent information
5. Your telephone number where you may be reached for more information, if necessary
6. Do not hang up the telephone until the person that you are notifying assures you that you have provided all the information that he or she needs to attend to the crisis-creating situation or potential emergency.

EMERGENCY NOTIFICATION AND WARNING PROCEDURES

The following systems will be used to notify persons of an emergency condition:

- Telephone
- Cell phone
- Fire alarms in all buildings
- E-mail

- Radio (if necessary)
- Television (if necessary)
- Telephone tree (personnel)

COMMAND POST

VUL will establish the Emergency Command Post (ECP) to deal with emergencies or potential crisis situations. The ECP Director will take charge and respond to emergency conditions with both preventive and remedial strategies. The ECP will cooperate with the Lynchburg Emergency Agencies, Fire Police, and Public Works Departments to maintain as much control over the situation as possible.

THE ECP DIRECTOR'S QUALIFICATIONS AND JOB DESCRIPTION

The Director of Business and Finance or Vice-President of Business and Finance shall serve as the ECP Director. The ECP director must have the following qualifications.

1. A thorough knowledge and orientation of the campus layout and operation.
2. Authority to make decisions to remediate or prevent the crisis through proactive and remedial procedures by committing financial, human, and physical resources, as necessary.
3. Professional training, experiences, and qualities for operating under crisis conditions.
4. Knowledge of the local government operations and emergency management.

The key responsibilities of the ECP Director are as follows:

1. Activates the Emergency Command Post (ECP).
2. Coordinates the procedures to implement protective activities.
3. Serves as VUL's representative in implementing directives to respond to the emergency and/or crisis.
4. Orders the evacuation of buildings or other areas as necessary.
5. Notifies appropriate government authorities of the emergency and ensures that the appropriate reporting procedures are followed.
6. Coordinates the volunteers and volunteer activities during and after the crisis.
7. Test the ECP procedures on a regular basis through planned drills.
8. Maintains and updates the ECP procedures with Board of Trustees approval.

DEPARTMENT EMERGENCY COORDINATORS (DECs)

The department heads select the Department Emergency Coordinator positions. They are responsible for notifying personnel in their respective and immediate area to evacuate or move to the closest protective shelter and for helping to implement emergency response activities.

Primary duties are as follows:

1. Notifies personnel with their area of the need to evacuate the building or seek shelter.
2. Coordinates shutdown and start-up procedures with the appropriate personnel, during drills and during actual emergencies.
3. Accounts for persons as much as humanly possible at the evacuation assembly areas in protective shelters and reports to the ECP Director of those accounted for.
4. Provides further instructions and updates to personnel as necessary.
5. Assists with disaster assessment and follow-up activities.
6. Keeps a record of the status of the areas of shelter to ensure that they are safe, should an emergency occur.

SAFETY AND HEALTH OFFICER (SO)

The Safety Officer (SO), or designee, will serve as the Safety and Health Officer in emergency situations and provide on-going assistance to the ECP Director. The SO will have the authority to stop response activities, if the situation is beyond the scope of the University's ability to respond adequately. The primary responsibilities of the SO are as follows:

1. Discontinues operations, if an imminent danger exists and cannot be controlled under normal conditions.
2. Develops and implements strategies to reduce danger or the crisis to personnel and facilities as they respond to the situation.
3. Prescribes the personnel protective materials and clothing needed for the emergency situation.
4. Provides advice to the ECP Director as to the crisis to students, personnel, and visitors on the campus.
5. Provides reports as necessary to the ECP Director.

PUBLIC INFORMATION OFFICER (PIO)

The Athletic Director will serve as the Public Information Officer (PIO). The primary responsibilities are as follows:

1. Reviews the crisis-related information as presented by the ECP Director.
2. Prepares and issues news release.
3. Establishes a media center as necessary on campus to respond to the crisis or emergency.
4. Provides a tour of the site, if possible, for interested media personnel and conducts media briefings.
5. Keeps the volunteers informed about the crisis, as directed by the ECP Director.
6. Cooperates with city PIO.

THE BUSINESS AND FINANCE OFFICER (BFO)

The Business and Finance Officer shall be responsible for providing funding for the crisis and/or emergency operations as needed by the ECP Director, and as the President's Designee, shall have the final authority in matters related to expenditures for the emergency operations.

THE CHAIN OF COMMAND

The chain of command during a declared crisis or emergency situation is as follows:

1. Chief Operating Officer
2. Director of Student Affairs

***The Chief Operating Officer, Student Affairs Director and the President, with the assistance of applicable local government agencies personnel, will review all the information provided by the ECP and other sources and ensure that confidential and sensitive information is not released to the public.**

DEPARTMENT RESPONSIBILITIES

The following responsibilities are applicable to any University's crisis or emergency:

Security Services

- Acts as Safety and Health Officer.
- Coordinates communication and provides site security during an emergency.
- Initiates spill response efforts to contain hazardous spills.
- Provides emergency access to locked and secured areas.
- Directs and oversees building evacuations and sheltering.
- Ensures that evacuation routes and emergency plans are posted and followed.
- Directs requests for volunteers for assistance in non-hazardous and dangerous activities.
- Develops and posts campus-wise evacuation maps.
- Routinely checks fire alarms and fire extinguishers.
- Routinely tests the crisis communication and emergency drill equipment.

Office of Academic Affairs

- The Vice-President of Academic Affairs shall act as the News and Information Coordinator during an emergency.
- Receives incident/emergency information from the ECP director and communicates the same to the President.

All VUL Departments

- Designates individuals or teams responsible for coordinating “department-specific” emergency or crisis instructions
- Ensures that adequate emergency procedure, training, personal protective equipment and other related safety plans are developed and implemented.

EVACUATION PROCEDURES

In the event that a crisis or emergency occurs and personnel have to evacuate the building(s), the following procedures apply:

A. Building Evacuation

1. All occupants of a building shall evacuate the facilities when an alarm sounds or upon notification by Social Services or other personnel.
2. When the alarm is sounded, leave by the nearest marked exit and alert others to do the same.
3. Gather at specified assembly area for accountability purposes.

NOTE: Faculty and supervisors are required to begin evacuation of the building whenever the fire alarm is sounded.

Area leaders will advise the students, personnel, and visitors to:

- Remain calm. Do not run, panic, or cause others to panic.
 - Quickly gather in small groups of 3-4 people and use the “buddy system” when seeking protective shelter or evacuating the building.
 - Identify the assembly area for occupants to meet.
 - Assist any physically challenged individuals as needed.
 - Quickly and orderly go to the nearest exit. Do not use elevators!
 - Stay in a group, exit the building, and go to the assembly area.
4. Faculty and supervisors are encouraged to be the last personnel to leave their respective areas.
 5. Once you have safely evacuated the building, promptly proceed to your building’s assigned area (posted on emergency exit maps).
 6. It is essential that personnel and students do not walk away from the assembly area until they have been accounted for.
 7. Do not return to the evacuated area until you have been so directed by the ECP Director.

B. Medical Evacuations

If you require, or if you become aware of an individual who requires, emergency medical care, then quickly:

1. Call the Security Services.
2. Provide the following information to the Security Services:
 - Your name and telephone number.
 - The name of the individual requiring medical attention, if known.
 - Description of individual requiring medical attention.
 - Exact location of the individual (building and room number, if applicable).
 - Description of what has or is happening.
 - Any other relevant information.
 - Do not hang up the telephone until the Security Officer or other personnel have indicated that you have provided all necessary information

C. Universal Precautions and Blood borne Pathogens

Universal Precautions refer to treating all bodily fluids as if they are contaminated and can cause serious illness or death. Only individuals trained in first aid, CPR, or emergency medical procedures should respond directly to medical emergencies.

D. Waiting on Emergency Medical Assistance

While waiting for medical assistance, your first actions should be as follows:

1. Survey the area
 - Is it safe for you to approach the area? You cannot help a victim if you become a victim also!
 - Do not attempt to move the person unless the person is in immediate, life-threatening danger.
 - Introduce yourself to the victim, reassuring the person that help is on the way.
 - Keep the victim warm and as calm as possible.
2. Determine what happened, if possible.
 - Is the person bleeding?
 - Is the person breathing?
 - Is the person choking?
 - Does the person have a known medical condition, i.e., heart problems, diabetes, epilepsy, etc.? (Look for medical alert tag.)
 - Has the person fallen?
 - Was there a fire, chemical splash, spill, a vehicle accident or another type of incident?
 - This information should be reported to the Security Officer immediately.

E. Arranging Transportation for Injured Persons

Security Services will arrange transportation for injured persons who are unable to provide their own transportation to and from an emergency room at the hospital. The means of transportation provided shall be at the discretion of the Security Services Shift Supervisor.

INCLEMENT WEATHER PROCEDURES

All personnel are expected to consider inclement weather conditions and take prudent and appropriate action regarding their work at the University. The following procedures shall be followed prior to and/or during times of inclement weather. The university status will be displayed on WSET 13.

DESIGNATED ADMINISTRATIVE PERSONNEL

The President, Provost, or Vice President of Academic Affairs, shall confer regarding potential and/or imminent inclement weather conditions and the President or the President's Designee shall make a decision on the status of the operation of the University. If, and only if, these personnel are unable to confer, the President or his Designee shall make a decision. The options are as follows:

1. The University shall continue to operate on a normal schedule.
2. The University shall open on a delayed schedule (1 hour late or 2 hours late).
3. The University shall be closed for a day and/or night classes.
4. The University shall be closed (with administration and essential personnel reporting).
5. The University shall be closed (all personnel are advised to stay at home).

Responsibilities:

1. The Director of Buildings and Grounds shall provide the President or Vice President of Academic Affairs with a Status Report of the grounds, buildings, and highway conditions during the period of potential and/or imminent inclement weather conditions.
2. The President shall consult with the Provost or Vice-President of Academic Affairs and make a decision regarding one of the five options above (1, 2, 3, 4, or 5).
3. The President, or his designee, shall notify all essential and administrative personnel regarding the decision as soon as possible.
4. The President, Provost or the Vice President of Academic Affairs shall take appropriate action to notify all news media regarding the University's operation status (2, 3, 4, or 5).
5. Should option 2, 3, or 4 be selected, the President/Provost shall authorize the Director of Building and Grounds to provide all necessary personnel to clean the grounds and parking lots to provide safe conditions for personnel, and students and to take any other action to secure the buildings and grounds.

VIOLENT CRIMINAL BEHAVIOR***Zero tolerance rule – immediate dismissal from university housing***

Virginia University of Lynchburg will not tolerate any aggressive-disruptive behavior on its grounds and at University-related activities. All personnel and students share the responsibility of helping to make the campus a safe place. You are requested to assist us by reporting suspicious persons or situations.

If you are a victim of a criminal act or observe a suspicious act or person on campus, please call the University office or the Lynchburg Police Department immediately. Please provide the following information:

1. Nature of the incident
2. Location of the incident
3. Description of the persons involved
4. Description of property involved

In all cases, the University Administration will report all criminal behavior to the Lynchburg Police Department.

CAMPUS EVACUATION

Evacuation of all or part of the campus will be announced by the ECP Director. Persons are to vacate the area in question immediately and relocate to another part of the campus. The same procedures above will apply when vacating buildings. The ECP Director will notify you when it is safe to return to the buildings.

TRAINING, DRILL, AND EXERCISES

The ECP Director (Security) will ensure that personnel and students on campus will participate in at least one drill per semester, usually during the first week of the semester. Personnel and students will exit the building according to the fire exit plans and report to a specific location (See Evacuation Procedures above).

DIRECTOR OF RESIDENCE LIFE IN HOUSING

The Director of Resident life in Housing is a professional staff member who is responsible for the oversight of the Assistant Director Residence Life in Housing, Dorm Director and Resident Assistant (s) and the operations of the Residence Life program primarily during business hours. The Dorm Director is also a first line responder to emergency and crisis situations.

ASSOCIATE DIRECTOR OF RESIDENCE LIFE IN HOUSING

The Associate Director of Residence Life in Housing is part of the senior management team for residence life and housing, who lives on campus and is responsible for the management of residence hall operations.

RESIDENT ASSISTANT

Being a Resident Assistant (RA) is a privilege in the life of the campus, but comes with serious responsibilities and dedication. They may assist with room inspections, fire drills and general resident supervision. If students have any problems and the Housing staff is not available, they are encouraged to visit with their Resident Assistant or contact the Dorm director. RA's are required to document **all** violations of university policy.

RESIDENCE HALL MEETINGS

The Dorm Director and Resident Assistant(s) will have informal meetings each semester with their residents. They shall post the time, date, and location of the meeting at least three days in advance. All resident students are responsible to adhere to the information presented at the meetings. Unless prior arrangements have been made with the Dorm Director, students are required to attend all Resident meetings.

It is the responsibility of all residents to help maintain a clean and safe environment. Students are encouraged to report residence violations they may witness to their RA, or the Dorm Director, Associate Director or Director of Residence Life in Housing.

GENERAL POLICY FOR RESIDENCE HALL

During their stay at VUL, we want students to feel that their residence is their "home". We believe in treating our residents as adults and respect their privacy. On the other hand, we also have a duty to all residents to maintain an environment which ensures their safety and well-being. All rules and regulations are designed to prevent and deter actions which may endanger the residents or the facilities. Students are encouraged to report any complaints or problems they may have to their Resident Assistant or to the Director of Housing.

At Virginia University we believe that our residence halls are an extension of the learning process that is facilitated by an on campus residency. Policies and procedures are implemented to meet the housing needs of those students who desire to live on campus. These policies and procedures for residential occupancy have been instituted to facilitate an atmosphere conducive to academic pursuits, safety, welfare, and the comfort of all residents and visitors in the residence halls. Students given approval to remain in the dormitory during Spring Break, Thanksgiving or if they are graduating must provide their own meals. The University is not responsible for providing meals during these times. Any student living more than four (4) hours away must receive approval to remain on campus during these times. **If students decide not to reside in the dormitories for the second semester they MUST follow the proper check-out procedures and submit a "Request to Move Off Campus Form" to the Housing Director for approval. Procedures not followed will forfeit your housing contract.**