

**PATRICK HENRY COMMUNITY COLLEGE
LOCAL FUNDS SUMMARY
Period Ending June 30, 2021**

<u>FUND BALANCES</u>	<u>BEG. BAL.</u>	<u>NET INCOME</u>	<u>TRANSFER TO CONST. FUND</u>	<u>END. BAL.</u>
LOCALITY FUNDS	\$635,166.57	\$30,394.72	(\$547,741.80)	\$117,819.49
AUXILIARY FUNDS ¹	\$1,202,598.11	\$120,202.65	(\$400,000.00)	\$922,800.76
STUDENT ACTIVITY FUNDS	\$42,746.59	(\$28,364.57)		\$14,382.02
PARKING FUNDS	\$193,349.31	\$17,630.50		\$210,979.81
TOTAL LOCAL FUNDS	\$2,073,860.58	\$139,863.30	(\$947,741.80)	\$1,265,982.08

¹Including Investment Gain/Loss

PATRICK HENRY COMMUNITY COLLEGE
LOCALITY FUND BUDGET REPORT
Period Ending June 30, 2021

REVENUES		BUDGET	ACTUAL	VARIANCE
401020	Henry County	\$59,442.00	\$59,442.00	\$0.00
401040	Martinsville	\$19,835.00	\$19,835.00	\$0.00
401030	Patrick County	\$17,322.00	\$21,330.50	(\$4,008.50)
	<u>Bank Interest</u>	<u>\$10,000.00</u>	<u>\$797.40</u>	<u>\$9,202.60</u>
TOTAL REVENUES		\$106,599.00	\$101,404.90	\$5,194.10

EXPENSES		BUDGET	ACTUAL	VARIANCE
460040	61257 Physical Plant Repair & Maintenance	\$10,000.00		\$10,000.00
460010	68800 Contingency Expenses	\$7,500.00	\$8,704.30	(\$1,204.30)
460060	61246 Bank Charges	\$2,000.00	\$1,940.88	\$59.12
470010	<u>62320 Plant & Improvements-Construction</u>	<u>\$61,000.00</u>	<u>\$60,365.00</u>	<u>\$635.00</u>
TOTAL EXPENSES		\$80,500.00	\$71,010.18	\$9,489.82
NET INCOME		\$26,099.00	\$30,394.72	(\$4,295.72)

LOCALITY FUND BALANCE

<u>BEGINNING</u> <u>BALANCE</u>	<u>NET</u> <u>INCOME</u>	<u>TRANSFER TO</u> <u>CONST. FUND</u>	<u>ENDING</u> <u>BALANCE</u>
\$635,166.57	\$30,394.72	(\$547,741.80)	\$117,819.49

**PATRICK HENRY COMMUNITY COLLEGE
AUXILIARY FUND BUDGET REPORT
Period Ending June 30, 2021**

REVENUES			BUDGET	ACTUAL	VARIANCE
406500	40751	College Bookstore	\$40,000.00	\$37,295.08	\$2,704.92
406510	40751	Vending	\$25,000.00	\$6,180.50	\$18,819.50
406530	40751	Miscellaneous	\$500.00	\$113.41	\$386.59
		<u>CRRSAA Reimbursement</u>	<u>\$0.00</u>	<u>\$17,588.00</u>	<u>(\$17,588.00)</u>
TOTAL REVENUES			\$65,500.00	\$61,176.99	\$4,323.01

EXPENSES			BUDGET	ACTUAL	VARIANCE
		Transfer to Student Activities	\$37,500.00	\$37,500.00	\$0.00
465020		President's Office/Community Relations	\$7,500.00	\$3,988.00	\$3,512.00
465030		Administration Local Expenses	\$5,000.00	\$26.35	\$4,973.65
465040		Local Board Expenses	\$3,000.00	\$2,785.70	\$214.30
465050		Contingency	\$2,500.00	\$5.00	\$2,495.00
<u>470010</u>	<u>62320</u>	<u>Plant & Improvements-Construction</u>	<u>\$10,000.00</u>	<u>\$24,608.23</u>	<u>(\$14,608.23)</u>
TOTAL EXPENSES			\$65,500.00	\$68,913.28	(\$3,413.28)
NET INCOME			\$0.00	(\$7,736.29)	

AUXILIARY FUND BALANCE				
<u>BEGINNING</u> <u>BALANCE</u>	<u>INVEST.</u> <u>GAIN/LOSS</u>	<u>NET</u> <u>INCOME</u>	<u>TRANSFER TO</u> <u>CONST. FUND</u>	<u>ENDING</u> <u>BALANCE</u>
\$1,202,598.11	\$127,938.94	(\$7,736.29)	(\$400,000.00)	\$922,800.76

**PATRICK HENRY COMMUNITY COLLEGE
AUXILIARY FUNDS INVESTMENT PERFORMANCE
June 30, 2021**

	<u>Amount</u>
BEGINNING VALUE	\$701,015.93
Plus cash deposits	\$0.00
<u>Less cash withdrawals</u>	<u>\$0.00</u>
ADJUSTED BASIS	\$701,015.93

			<u>Month</u>	<u>FYTD</u>	<u>Cum.</u>
			<u>Return</u>	<u>Return</u>	<u>Return</u>
PORTFOLIO VALUE AS OF	7/31/2020	\$727,267.05	3.74%	3.74%	21.21%
	8/31/2020	\$742,820.60	2.22%	5.96%	23.80%
	9/30/2020	\$732,522.26	-1.47%	4.49%	22.09%
	10/31/2020	\$718,945.30	-1.94%	2.56%	19.82%
	11/30/2020	\$770,794.75	7.40%	9.95%	28.47%
	12/31/2020	\$788,861.59	2.58%	12.53%	31.48%
	1/31/2021	\$787,925.56	-0.13%	12.40%	31.32%
	2/28/2021	\$804,073.27	2.30%	14.70%	34.01%
	3/31/2021	\$828,954.87	3.55%	18.25%	38.16%
	4/30/2021	\$848,279.76	2.76%	21.01%	41.38%
	5/31/2021	\$865,653.17	2.48%	23.49%	44.28%
	6/30/2021	\$863,326.98	-0.33%	23.15%	43.89%
Gain/Loss		\$127,938.94			

**PATRICK HENRY COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET REPORT
Period Ending June 30, 2021**

REVENUES		BUDGET	ACTUAL	VARIANCE
100850	Student Activity Fees	\$114,000.00	\$107,437.96	\$6,562.04
	From Auxiliary Funds	\$37,500.00	\$37,500.00	\$0.00
	<u>Club Receipts</u>	<u>\$6,000.00</u>	<u>\$1,177.34</u>	<u>\$4,822.66</u>
TOTAL REVENUES		\$157,500.00	\$146,115.30	\$11,384.70
EXPENSES		BUDGET	ACTUAL	VARIANCE
90101	<u>Student Activities & Cultural Events</u> (See Following Schedule)	<u>\$157,500.00</u>	<u>\$174,479.87</u>	<u>(\$16,979.87)</u>
TOTAL EXPENSES		\$157,500.00	\$174,479.87	(\$16,979.87)
NET INCOME		\$0.00	(\$28,364.57)	\$28,364.57

STUDENT ACTIVITIES FUND BALANCE

<u>BEGINNING</u> <u>BALANCE</u>	<u>NET</u> <u>INCOME</u>	<u>ENDING</u> <u>BALANCE</u>
\$42,746.59	(\$28,364.57)	\$14,382.02

**STUDENT ACTIVITIES FUNDS
BUDGET REPORT
PERIOD ENDING June 30, 2021**

DEPT. CODE	ACTIVITY	BALANCE FORWARD 6/30/2020	TRANSFER FROM AUXILIARY	CLUB RECEIPTS	STUDENT ACTIVITIES FEE BUDGET	STUDENT ACTIVITIES FEES-ACTUAL	AVAILABLE FUNDS	CLUB EXPENSES	ENDING BALANCE
	BUDGETED REVENUES		\$37,500.00	\$9,000.00	\$114,000.00	\$90,094.90	\$136,594.90		
						\$17,343.06	to Athletics for trip		
994010	INTERNATIONAL CLUB				\$500.00	\$395.15	\$395.15		\$395.15
994020	ALLIANCE FOR EXCELLENCE	\$1,220.31			\$600.00	\$474.18	\$1,694.49	\$50.00	\$1,644.49
994030	EARLY CHILDHOOD CLUB				\$500.00	\$395.15	\$395.15		\$395.15
994060	CAMPUS LIFE	\$21,500.57			\$6,000.00	\$4,741.84	\$26,242.41	\$21,383.18	\$4,859.23
994070	PHI THETA KAPPA	\$3,784.42		\$132.42	\$1,000.00	\$790.31	\$4,707.15	\$52.00	\$4,655.15
994080	INTERCOLLEGIATE ATHLETICS	\$5,109.82	\$37,500.00	\$535.42	\$76,500.00	\$87,801.48	\$130,946.72	\$152,653.33	(\$21,706.61)
994090	INTRAMURALS				\$1,500.00	\$1,185.46	\$6,295.28		\$6,295.28
994100	STUDENT GOV ASSOC	\$3,556.56			\$2,150.00	\$1,699.16	\$5,255.72		\$5,255.72
994120	ENVIRONMENTAL CLUB				\$200.00	\$158.06	\$158.06		\$158.06
994130	STUDENT NURSES ASSOC	\$4,890.62		\$52.00	\$500.00	\$395.15	\$5,337.77		\$5,337.77
994140	CULINARY CLUB				\$0.00	\$0.00	\$0.00		\$0.00
994160	STUDENT SERVICES ADV	\$1,029.84		\$54.00	\$300.00	\$237.09	\$1,320.93	\$41.36	\$1,279.57
994180	PLAY DAY, FALL FEST				\$4,000.00	\$3,161.22	\$3,161.22		\$3,161.22
994200	BROWN BAG SEMINAR	\$1,266.85			\$750.00	\$592.73	\$1,859.58		\$1,859.58
994210	CAMPUS LIFE DISCRETIONARY FUND	\$4,370.14			\$14,500.00	\$1,459.44	\$5,829.58		\$5,829.58
994230	VETERANS CLUB	\$1,551.31			\$500.00	\$395.15	\$1,946.46		\$1,946.46
994250	CULTURAL EVENTS				\$3,000.00	\$2,370.92	\$2,370.92		\$2,370.92
994260	STUDENT AWARDS BANQUET	\$2,295.72			\$1,000.00	\$790.31	\$3,086.03		\$3,086.03
994360	LAMBDA ALPHA EPSILON	\$1,000.00			\$0.00	\$0.00	\$1,000.00		\$1,000.00
994390	SMA	\$1,276.17		\$403.50	\$500.00	\$395.15	\$2,074.82	\$300.00	\$1,774.82
BUDGET TOTALS		\$52,852.33	\$37,500.00	\$1,177.34	\$114,000.00	\$107,437.96	\$204,077.45	\$174,479.87	\$29,597.58

**PATRICK HENRY COMMUNITY COLLEGE
PARKING FUNDS BUDGET REPORT
Period Ending June 30, 2021**

REVENUES	BUDGET	ACTUAL	VARIANCE
409010 Student Parking Fees	<u>\$49,000.00</u>	<u>\$41,430.50</u>	<u>\$7,569.50</u>
TOTAL REVENUES	\$49,000.00	\$41,430.50	\$7,569.50
EXPENSES	BUDGET	ACTUAL	VARIANCE
490000 Site Improvements/Parking	<u>\$24,000.00</u>	<u>\$23,800.00</u>	<u>\$200.00</u>
TOTAL EXPENSES	\$24,000.00	\$23,800.00	\$200.00
NET INCOME	\$25,000.00	\$17,630.50	

PARKING FUND BALANCE		
<u>BEGINNING BALANCE</u>	<u>NET INCOME</u>	<u>ENDING BALANCE</u>
\$193,349.31	\$17,630.50	\$210,979.81

PATRICK HENRY COMMUNITY COLLEGE
Office of the President

Board Report #424
July 19, 2021

**BOARD TO CONSIDER APPROVAL OF
REVISED EMERGENCY OPERATION PLAN**


Report:

Patrick Henry Community College's Emergency Operation Plan is constantly changing and being updated. Although there are no major changes to the plan at this time, according to the Code of Virginia, 23.1-804, the plan must be reviewed and adopted every four years. The last approval by the Board was in February 2017.

PHCC utilized resources from the VCCS, the Martinsville and Henry County Public Safety Departments, and the Virginia Department of Emergency Management to prepare the plan, which follows the template of the Virginia Department of Emergency Management (VDEM). Cole Taggart, the Region 6 All-Hazards Planner for VDEM, assisted in compiling the plan and has approved the final draft.

Recommendation:

It is the recommendation of the college administration that the Board approve the revised Emergency Operation Plan.


Greg Hodges, President

Patrick Henry Community College Emergency Operation Plan

July 1, 2021



July 1, 2021

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I. Plan Documentation

A. Promulgation of the Patrick Henry Community College Emergency Operations Plan

By virtue of the authority vested in me by the State Board for Community Colleges as President of Patrick Henry Community College and as the administrator ultimately responsible for emergency management on campus, I hereby promulgate and issue the Patrick Henry Community College (hereinafter “PHCC”) Emergency Operations Plan (“the Plan”) dated July 1, 2021. The Plan provides for PHCC response to emergencies and disasters in order to save lives; to protect public health, safety, and property; to restore essential services; and to enable and assist with economic recovery.

The Plan complies with Code of Virginia Title 23 and Title 44 and is consistent with the National Incident Management System as implemented in the National Response Framework adopted January 2008.

The Vice President of Financial and Administration Services and/or the Emergency Coordination Officer, on behalf of the President, is hereby authorized to activate the PHCC’s Emergency Operations Center (“EOC”) in order to direct and control PHCC’s emergency operations. Augmentation of the EOC shall constitute implementation of the Plan.

Activation of the EOC shall take place if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale;
- An extensive response and coordination will be required to resolve or recover from the emergency or disaster event;
- The disaster will affect not only the institution but also its surrounding jurisdictions which may utilize the same response resources; and/or
- The college emergency operations plan is implemented to control the major emergency or disaster event.

Furthermore, PHCC’s Emergency Coordination Officer is hereby authorized, in coordination with the President’s Office, to amend the Plan as necessary to ensure the continued health and safety of the students, faculty, staff and property of PHCC.

An emergency or potential emergency situation may arise on any day and at any hour. When an emergency does occur, it is too late to develop a logical, well-conceived emergency management plan and to identify the key campus personnel needed to minimize potential problems. Whatever the situation, the way in which the College handles the occurrence can affect individuals and property and can determine how the public and media perceive PHCC. So that the College can operate effectively in the event of an emergency, a campus emergency team (CET) will convene to determine the course of action to be taken. The Vice President of Financial and Administration Services (VPFAS) will lead and control this team. The composition of the CET can vary, depending upon the type of crisis and which division or area of the College it involves. However, the core of the team remains the same and includes the following members:

Vice Presidents
Budget and Facilities Manager

Director of Information Technology
Dean of Student Development Services
Dean of Arts, Science and Business Technology
Security Lead
Director of Public Relations (Media/Public Information)
Police Chief/Emergency Planning Coordinator

College personal may be called upon to serve as members of the CET, depending upon the situation. The Vice Presidents will designate additional members of the CET, as they deem necessary.

The CET will be supported by the campus' Campus Citizen Emergency Response Team (CCERT) that is trained in first aid, search and rescue and other emergency procedures.

A roster of department or program faculty and staff shall be maintained by the Emergency Planning Coordinator to assist in disaster operations and ensure that persons on the roster are accessible and ensure that persons on the roster are accessible for training, exercises, and activations of the Plan;

The Emergency Planning Coordinator shall coordinate appropriate training for personnel assigned to disaster operations;

The Emergency Planning Coordinator will prepare and maintain internal emergency preparedness, response, and recovery plans for the department or program's resources (facilities, personnel, and assets) that outline a comprehensive and effective program to ensure continuity of essential functions under all circumstances;

The Emergency Planning Coordinator shall coordinate with the applicable local emergency management agency's the preparedness plans for PHCC facilities.

This Promulgation shall be effective upon its signing and shall remain in full force and effect until amended or rescinded by further promulgation.

Given under my hand and under the Seal of the Patrick Henry Community College, this 1st day of July, 2021

Dr. Greg Hodges
President of Patrick Henry Community College

Attest:
Witness _____

B. Resolution of Adoption

WHEREAS, The College Board of Patrick Henry Community College is concerned with the health and well- being of its students, faculty and staff and desires that the best possible emergency service be available to them; and, the **President** is concerned with the health and well- being of its students, faculty and staff and desires that the best possible emergency service be available to them; and

WHEREAS, the Code of Virginia Chapter 1 of Title 23 and Title 44 requires that any public institution of higher education shall develop, adopt, and keep current a written crisis and emergency management plan; and every four years, each institution shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure the plan remains current, and the revised plan shall be adopted formally by the College Board or other governing body. Such review shall also be certified in writing to the Department of Emergency Management; and

WHEREAS, such a plan has been developed by Patrick Henry Community College Staff in coordination with the Virginia Department of Emergency Management with input from Patrick Henry Community College departments and the County of Henry Emergency Management Agency.

NOW THEREFORE BE IT RESOLVED that the Patrick Henry Community College, College Board on this 19th day of July 2021, does hereby officially adopt the Patrick Henry Community College Emergency Operations Plan, to include plans and procedures for both natural and human caused disasters.

I, _____, do hereby certify that the foregoing writing is a true, correct copy of a resolution unanimously adopted by the College Board of Patrick Henry Community College at a meeting held on July 19, 2021.

Janet Copenhagen, Chair

Patrick Henry Community College Board

C.

Record of Changes

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
1	12/22/15	Page 16	Evacuation Plan for Individuals with Disabilities	Gary Dove
2	12/22/15	Appendix C	Building Coordinators	Gary Dove
3	12/22/15	Appendix K	Emergency Procurement Process	Gary Dove
4	12/19/16		Update entire plan	Gary Dove
5	2/1/17		Update plan & present to Dr. Godwin for approval/ present to College Board for approval	Gary Dove
6	12/18/17	Appendix C	Update Building Coordinators and CET call tree	Gary Dove
7	1/8/18	Appendix C	Update Building Coordinators and CET call tree	Gary Dove
8	1/8/18		Update entire plan	Gary Dove
9	1/2/19		Update entire plan	Gary Dove
10	12/2/2020	Appendix N	PHCC COVID 19 Reopening Plan	Gary Dove
11	12/2/2020		Update plan	Gary Dove
12	7/1/2021		Update entire plan	Gary Dove

D. Record of Distribution

Group	Agency/Department	Title of Recipient	How Distributed (electronic or hard-copy)
College			Electronic
Law Enforcement	HCSO	Sheriff, Captain	Electronic
Law Enforcement	MPD	Chief, Captain	Electronic
Law Enforcement	State Police	1 st Sergeant	Electronic
Locality	Emergency Management	Emergency Manager	Electronic
State Agencies	Virginia Department of Emergency Management Planning Division	Region 6 All Hazards Planner	Electronic

II. Introduction

An emergency can happen at any time and could impact one individual, single building or the entire college campus. This document is PHCC's Emergency Operation Plan (EOP). Emergencies cause confusion and stress for all involved. In order to minimize these effects, initial activation and implementation of the emergency plan should always be handled in a calm, consistent manner. Efficient implementation of the plan will provide a clear direction, responsibility and continuity of control for key officials and administrators. The basic idea to any well-constructed emergency plan is to minimize the possible threat to individuals and properties during an actual emergency. In order to minimize the threat of an emergency, annual evaluation and reviews need to be done to the emergency plan.

A. Purpose

The purpose of this plan is to direct actions intended to preserve life and protect property from further destruction in the event of an emergency. The overall plan establishes an emergency organization to direct and control operations during an emergency situation by assigning responsibilities to specific entities. All essential entities are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from a natural or man-made emergency.

This plan consists of the basic plan, the appendices, and the emergency support function and incident annexes. The basic plan provides an overview of the Patrick Henry Community College approach to emergency response and operations. It explains the policies, organization and tasks that would be involved with the response to an emergency. The appendices give definition to the terms and acronyms used throughout the basic plan, and are the location for any supporting figures, maps, and forms. The emergency support function annexes focus on detailing the specific responsibilities, tasks and operational actions to complete a specific emergency operations function; while the incident annexes focus on any additional special planning or response needs beyond the basic response plan for particular event scenarios.

III. DEFINITIONS OF EMERGENCY OPERATIONS PLANNING, EMERGENCY, AND EMERGENCY SITUATIONS

- A. Emergency Operations Planning:** The swift and effective handling of emergency or potential emergency situations to minimize injury to people; to minimize damage to College property; and to preserve the College's reputation, integrity, and image. Emergency Operations Planning also involves support for a healthy recovery from a critical incident.

- B. Emergency Director:** The Vice President of Financial and Administrative Services (VPFAS) and/or the Emergency Coordination Officer (ECO) serves as the overall Emergency Director during any emergency or disaster. The following definitions of an emergency are provided as guidelines to assist Building Coordinators [*See Appendix C*] in determining the appropriate response.

- C. EMERGENCY:** Any accident, potential or actual, which affects a person or persons, building or buildings, or which will disrupt the overall operation of PHCC and demand immediate attention. Outside emergency services could be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the campus administration during times of emergency. Report to the Police Department/ Security Office at extensions: Police 5494, Security 0221 or Cell Phones Police 276-806-9840, Security 276-732-2406 or PHCC Radio system 276-638-7422(PHCC).

- D. Disaster:** Any event or occurrence which has taken place and has seriously impaired or halted the operations of PHCC. In some cases, casualties and severe property damage may be sustained. A coordinated effort of all campus resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, a Command Post will be activated, and the appropriate support and operational plans will be executed.

- E. Emergency Situations:** Emergency situations can be classified into three categories: man-made disasters, natural disasters, and psychological, as indicated below:

Man-Made Disasters	Natural Disasters	Psychological
Fire	Floods	Crime: murder, rape,
Explosions	Hurricanes, tornadoes,	kidnapping, assault, active
Hazardous spills and	winds	shooter etc....
environmental situations	Snow and winter freezes	Hostage situations
Utilities interruptions	Lightning	Sniper Situations
Computer disasters	Earthquakes	Suicide
Civil violence and unrest		Fraud, embezzlement,
Water damage		theft, financial
Mechanical equipment		irregularities
failures		Demonstrations boycotts,
Bombing		sit-ins
Weapons of Mass		Strike/work stoppage
destruction		Workplace violence

F. CONSTITUENCIES

During an emergency, a number of key constituencies must be considered in order to accomplish the College's goal of minimizing injury and/or damage and preserving the College's reputation, integrity, and image. The opinions and actions of each audience have varying degrees of influence on the operations of Patrick Henry Community College.

The College's key constituents during an emergency may include the following:

Students

Employees

Neighbors of PHCC (See Appendix's D&E)

General public and surrounding communities

Significant others of students, faculty and staff

Other organizations associated with PHCC (PHCC College Board, Alumni Association, etc.)

Virginia Community College System (VCCS)

Local news media (See Appendix F)

Regional and national news media (depending upon the situation) (See Appendix F)

Local government officials (See Appendix G)

Local law enforcement (See Appendix G)

VDEM Region 6 All Hazards Planner

Patrick Henry Community College is located in Martinsville, VA/Henry County – Located in the foothills of the Blue Ridge Mountains, in the southern Piedmont region of Virginia, bordered by the counties of Patrick, Franklin, Pittsylvania, and North Carolina line. Henry County consists of 382 square miles and is composed of 12 USGS topographic maps. There are two incorporated municipalities within its boundaries, the independent city of Martinsville and the town of Ridgeway. The Smith River flows through the county and Philpott Reservoir and Fairystone State Park comprise the upper northwest corner of the county.

PHCC was founded in 1962 as a two-year branch of the University of Virginia's School of General Studies, and became an autonomous two-year college of the University two years later. PHCC's first students were enrolled in the old Northside Elementary School in Martinsville and moved to its present campus in the fall of 1969 with the completion of the administration building. The Learning Resource Center was completed in the spring of 1971, and the college became part of the Virginia Community College System on July 1, 1971. PHCC serves Martinsville, Henry County, Patrick County, and the southern portion of Franklin County, accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.

The main campus is situated on 137 acres, 30 acres fertilized, and located approximately 3 miles north of the City of Martinsville. Martinsville reservoir borders east side. PHCC is situated on the fringe of rural Martinsville.

The total enrollment for PHCC in the fall 2017 semester was 2962. PHCC has over 43 full-time faculty and over 120 staff and full time employees plus 175 wage employees. At this time PHCC does not provide on campus housing for any students. During the summer semester, these numbers typical decrease approximately 60% for students, 40% for faculty, and 0% for staff.

Based on a hazard identification and risk assessment that was completed for PHCC the hazards that were determined as most likely to impact PHCC are:

Hazard	Significance Ranking
Natural	
Hurricane	Limited
Tornado	Moderate
Severe Weather	Significant
Wildfire	Moderate
Conflagration	Moderate
Resource Shortage	Limited
Earthquake	Moderate
Flood	High, for main campus, limited for annexes
Human-Caused	
Terrorism	Limited
Criminal Activity	Moderate
Internal Threat Assessment	Moderate
Pandemic	Limited
Mass Casualty	Limited
Civil Unrest	Limited
Chemical Incident	Limited
Radiological Incident	Limited
Biological Incident	Limited
Explosive Incident	Limited
Nuclear Incident	Limited
Communication Failure	Moderate
Infrastructure Failure	Moderate

Hazard indices and vulnerability assessments for moderate and significant risk events were developed for the buildings on the PHCC campus. The hazard indices evaluated the extent to which the buildings were at risk from a particular hazard. The vulnerability assessments estimated the potential impacts if a particular building were affected by a specific hazard. A variety of hazards, both natural and human-caused, have the potential to impact PHCC. Data analysis found in the **2016 West Piedmont Multi-Jurisdictional Hazard Mitigation Plan** indicates that Winter Storms and Flooding have the most significant and frequent impacts on the PHCC community (WPHMP 2016, V-5, TableV-2).

Human-caused hazards: Dam failure, failure of high voltage transmission lines, and pipeline failures, etc. would have a significant impact on the community as a whole. It should be noted that the Martinsville reservoir borders the east side of PHCC’s property and that Dam failure is ranked as a significant hazard.

In addition to injury or loss of life and damage to property, these hazards have the potential to cause the disruption of utilities and transportation systems, which can contribute to the disruption of normal campus activities.

IV. Emergency Operational Plan

PHCC EMERGENCY OPERATIONAL PLAN

The basic emergency procedures outlined in this guide are designed to enhance the protection of lives and property through the effective use of PHCC and community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the VPFAS/and or the Emergency Planning Officer, in conjunction with the CET, may declare a state of emergency and these contingency guidelines may be implemented. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various magnitudes.

These procedures apply to all employees, students, and visitors as well as buildings and grounds operated by PHCC, including non-main campus properties.

A. ASSUMPTIONS

The PHCC EOP is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general 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 plans will serve only as a guide and checklist and may require field modification in order to meet the requirements of any emergency.
- Disasters may affect residents in the geographical location of PHCC; municipal, state and federal emergency services may not be available on campus.
- A major emergency may be declared if information indicates that such a condition is developing or is probable.

B. DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the VPFAS and/or the Emergency Coordinating Officer (ECO) in conjunction with the CET as follows:

- During the period of any campus emergency the Police/Security Department, as required, shall place into effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. Police/Security shall immediately consult with one or more vice presidents of the CET regarding the emergency and the possible need for a declaration of a Campus State of Emergency.
- Federal law requires CET to immediately notify the campus community upon **confirmation** of a **significant emergency** or **dangerous situation involving an immediate threat** to the health and safety of students or staff occurring on campus...unless issuing a notification will compromise efforts to contain the emergency.

- When this declaration is made only registered students, employees and affiliates (i.e., persons required by employment) are authorized to be present on campus. **Those who cannot present proper identification, PHCC employee/student identification, or other photo identification showing their legitimate business on campus will be asked to leave the campus.** Unauthorized persons remaining on campus may be subject to arrest in accordance with Virginia Law(s).
- Only those employees who have been assigned to the CET (see Section C: CET Duties) or have been given access by the Police/Security Department will be allowed to enter the immediate disaster site.
- In the event of an emergency, the VPFAS/ Emergency Coordinating Officer (ECO) in conjunction with the Police/Security Supervisor or his/her designee will dispatch Police/Security Officers or other individuals, as needed, to determine the extent of any damage to PHCC property.
- In conjunction with or the absence of the CET, the VPFAS and/or the Emergency Coordinating Officer (ECO) shall assume operational control of the emergency. An emergency command post may be established. If the emergency involves a large part or all of the campus the command post is to be set up in the office of the Police Chief/ Emergency Coordinating Officer (ECO). If this site is unavailable, an alternate location has been established in West Hall room 226. If no campus site is appropriate, use of The MET complex 65 Motor Sports Drive Martinsville Va. will occur. At least one uniformed officer is to staff the Command Post at all times until the emergency situation has been resolved. A marshaling area for outside and local agency assistance shall be established by the Police/Security Office for operations. A conference room with facilities, which is designated to accommodate multiple telephones and electrical equipment, is required (SEE APPENDIX L FOR COMMAND POST ITEMS).

C. CAMPUS EMERGENCY TEAM (CET) DUTIES

Team members are to be kept in constant communication with the Command Post. General responsibilities of the team members are listed below:

1. Emergency Director

Vice President of Financial and Administrative Services (VPFAS) and/or the Emergency Coordinating Officer (ECO) or designee

- Coordinates with others in assessing the emergency and preparing PHCC's specific response.
- Officially declares and ends, when appropriate, the Campus State of Emergency as provided for in the introduction of this guide.
- Notifies and conducts liaison activities with the CET, governmental agencies, and others as necessary.
- Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.

- Initiates immediate contact with the College President and CET, and begins assessment of the PHCC condition(s).
- Prepares and submits an official report to the College President summarizing the final outcome of the emergency.
- Performs other related duties as may be directed by virtue of the campus emergency.
- Recruits a scribe to be located in the Crisis Command Post or where needed in order to record events occurring during the emergency.

2. Public/Media Relations

Director of Public Relations or designee

- Acts as designated spokesperson for the College.
- Begins notification process for PHCC personnel and persons on campus, and notification to campus neighbors (Appendix's D & E), if necessary.
- Determines if and when the media (Appendix F) should be contacted and prepares statement(s) to be released for public information about the situation.
- Establishes contact with news media (Appendix F) for dissemination of information as directed by the College President and the CET.
- Establishes and maintains contact with local radio and TV stations for public announcements. (Appendix F)
- Arranges for photographic and audio-visual services as necessary.
- Advises the College President and CET of all news concerning the extent of the disaster affecting the campus.

3. Damage Control

Budget and Facilities Manager

- Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and/or equipment protection.
- Provides vehicles, equipment, and operators for movement of personnel and supplies. Assigns vehicles as required to the CET for emergency use.
- Obtains the assistance of utility companies as required for emergency operations. (See Appendix G)

- Furnishes emergency power and lighting systems as required.
- Surveys habitable space and relocates essential services and functions.
- Provides facilities for emergency generator and fuel during actual emergency or disaster periods.
- Provides for storage of vital records at an alternate site; coordinates with building and area coordinators for liaison and necessary support.

4. Counseling

Dean of Student Development Services or designee

- Assists with psychological strategies.
- Monitors team performance for stress/anxiety levels.
- Coordinates Crisis Counseling (debriefing, grief counseling, and follow-up activities) (SEE Appendix I).
- As needed serves as liaison between the college and the investigating law-enforcement agency to ensure that the victims and witnesses of any crime occurring on campus are informed of the rights provided to them as stated in the Code of Virginia § 19.2-11.01. (Appendix J)

5. Computer Services

Dean of Information Technology

- Under the direction of the Director of Public relations, coordinates all computer and communication services including implementation and use of “black” website during and after a confirmed emergency.

6. Building/Safety Coordinators

The Emergency Director, in consultation with the CET, will appoint a Building/Safety Coordinator for every Building/Safety (SEE APPENDIX C). These appointed individuals are authorized to implement emergency procedures, including direction over all persons within their designated area. The Emergency Director will schedule training for all Building/Safety Coordinators with respect to their specific responsibilities. These responsibilities include, but are not limited to:

- Training in emergency techniques such as fire extinguisher usage, first aid, CPR/AED training, and building evacuation procedures.
- Each Building/Safety Coordinator is required to pass AED/CPR/First Aid, Fire Extinguisher, and Building Evacuation training. Other training may also be required by the Emergency Director.

7. Emergency Preparedness

- Distribute EOP to all employees within their assigned area; include follow-up discussions, on-the-job training or explanation as required. Contact Police/Security for assistance.
- Training in emergency techniques such as fire extinguisher usage, first aid, CPR/AED training, and building evacuation procedures.
- Review a four minute instructional video for the Evac + Chairs at https://www.youtube.com/watch?v=vETqg_O_cA
Evac + Chairs are located in West Hall and the LRC (multi-story buildings without an on grade exit for each floor) adjacent to stairways and may be used to transport wheelchair-bound students in the event of emergency. Note that elevators are rendered inoperative any time the fire alarm is activated.

8. Emergency Situations

- Take direction from the Police Chief/Emergency Coordinating Officer (ECO).
- Inform/Instruct employees of the emergency condition.
- Evaluate the impact of the emergency and take appropriate action, including ceasing operations and facilitating building evacuation.
- Maintain emergency telephone communications with officials from their own area (or from an alternate site if necessary).
- Implement all emergency procedures including, but not limited to:
 - Meet fire/rescue and report details of the emergency, location of stranded students, and any hazards that may exist, such as chemicals, bottled gas, etc.
 - Activate the CCERT Team
 - Ensure that no one enters the building until cleared by fire/rescue and that people remain a safe distance from the building, upwind of smoke, and clear of responding vehicles.
 - Split duties and deputize as needed to expedite response.

9. Faculty, Administration, and Staff

Each member has the following responsibility:

- Faculty will inform their students of emergency and initiate emergency responses as appropriate and outlined in this document.
- Departmental supervisors will inform their staff of an emergency and initiate emergency procedures as outlined in this document.
- Report all safety hazards first to Police/Security.
- All students and employees will adhere to building evacuation guidelines during any emergency and report to a designated campus assembly area outside the building and wait for direction from the Building/Safety Coordinator.
- During an emergency the use of campus phones must be restricted to emergency communication only. In the absence of phone services, the Police/Security Department will use members of the CCERT and the campus radio system for emergency communication.

D. COLLEGE NOTIFICATION SYSTEM

IMPORTANT REMINDER: Individuals on the site of a potential bomb threat should not use two-way radios, pagers, or cellular telephones. Bull-horns and designated runners should be used to pass information between the Command Post, Building/Safety Coordinators, and other emergency officials.

1. PHCC ALERT SYSTEM

Code of Virginia 23.1-803. (First warning notification and emergency broadcast system required)

Requires CET to immediately notify the campus community upon **confirmation** of a **significant emergency** or **dangerous situation involving an immediate threat** to the health and safety of students or staff occurring on campus by activating the Patriot Crisis Alert System, NetSupport Notify and utilizing the PA/Radio system...unless issuing a notification will compromise efforts to contain the emergency.

E. EVENING/NIGHT EMERGENCY PROCEDURES

POLICE/SECURITY OFFICER ON DUTY: The Police/Security Department is the focal point for two-way transmission of official emergency communications to the College. The Police/Security Officer on duty shall contact the Emergency Director or Emergency Coordinating Officer (ECO) to determine if a state of emergency should be declared.

The officer on duty will notify the Emergency Director and or Emergency Coordinating Officer (ECO) of any campus emergency. (See Section C: CET) The Emergency Director will initiate the notification system by first calling the CET as appropriate to the specific emergency.

F. ON/OFF CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES

- Police/Security. Police/Security Officers are on duty 16 hours a day from the hours of 0630 hours to 2230 hours. Police/Security is to be notified of all situations. They will contact the appropriate agency. If a situation occurs between the hours of 2330 hours and 0530 hours contact the Chief of Police at home 276-632-8519, cell 276-806-9840 or dial 911.
- Purchasing Department. Emergency procurement of materials/services can be arranged through the Purchasing Department. (See appendix K and Section VIII Administration Finance and Logistics)

G. CAMPUS EVACUATION

- Evacuation of all or part of the campus grounds will be announced by Building Coordinators in conjunction with Patriot Crisis Alert System
- PA/Radio system and Police/Security.
- All persons are to immediately evacuate the site in question and relocate to another area or part of the campus grounds as directed.
- Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know the designated area assembly points which are located in the EOP section.

H. EMERGENCY EVACUATION PLAN FOR INDIVIDUALS WITH DISABILITIES

Individuals with disabilities or other special circumstances may have difficulty evacuating a building without assistance during an emergency situation. This may include persons with limited mobility (e.g., persons who use wheelchairs, scooters, crutches, canes, etc.), persons who are blind or have low-vision, or persons who are deaf or hard-of-hearing. Faculty, staff, students, and visitors with disabilities or other special circumstances are responsible to develop their own evacuation plans, including one for when they are in the company of a nondisabled person and one for when they are alone, and to identify two evacuation routes from each classroom/laboratory/office/building they use (excluding the elevator).

- Students with disabilities or other special circumstances are requested to register with disability Resources to include a discussion of emergency evacuation needs and procedures and to develop a specific plan for evacuation. Students are encouraged to advise their classroom instructors and relevant staff of their plan.
- Employees with disabilities or other special circumstances are requested to register with Campus Police and to discuss emergency evacuation needs and procedures with Human Resources and immediate supervisor and develop a specific plan for evacuation.
- Emergency personnel may be available to assist with emergency evacuation. However, this may not always be the case. It is the responsibility of individuals with disabilities and special circumstances to be familiar with evacuation points, to identify several reliable people

(evacuation assistants) to assist them in case of an emergency, and to instruct them in the best way to do

- Evacuation assistants are persons (volunteer, co-worker, classmate, or friend) who can lend assistance to individuals with disabilities or special circumstances during an emergency. Evacuation assistants provide instructions during an evacuation, help individuals with disabilities or special circumstances relocate to an area of rescue assistance, notify first responders/emergency personnel of persons unable to evacuate a building, and provide support as necessary to ensure a safe evacuation. Evacuation assistants are NOT responsible for physically evacuating an individual from a building. Except in life threatening situations, carrying a person down a set of stairs or out of a building should only be done by trained emergency personnel.

Persons with disabilities or other special circumstances have four basic evacuation options:

- *Horizontal evacuation:* Individuals may use building exits to the outside ground level or, on upper floors, go into unaffected wings.
- *Stairway evacuation:* Individuals may use steps to reach ground level exits from the building.
- *Stay in place:* Unless danger is imminent, individuals may remain in a room with an exterior window, telephone service and a solid or fire-resistant door*. An evacuation assistant (or other nondisabled person) should remain with the individual while another person informs emergency personnel of their location. With this approach, the individual or evacuation assistant may keep in contact with emergency services by dialing 9-1-1 and reporting their location directly. Emergency services will immediately relay this location to the on-site emergency personnel, who will determine the necessity for evacuation. If the telephone service fails, the individual or evacuation assistant 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 rescue assistance is not nearby or available. It may also be more appropriate for an individual who is alone when the alarm sounds. Individuals who cannot speak loudly should carry a whistle or have other means of attracting attention of others.

*A “solid” or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1¾ inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

- *Area of rescue assistance:* With an evacuation assistant, an individual may go to an area of rescue assistance away from obvious danger. The evacuation assistant will then go to the building evacuation point and notify the on-site emergency personnel of the location of the individual. Emergency personnel will determine if further evacuation is necessary.

For false or needless alarms or an isolated and contained fire, an individual with a disability or special circumstances may not have to evacuate the building. The decision to evacuate will be made by Police/Security.

Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important to assuring a safe evacuation.

Limited Mobility (wheelchair/scooter user): Every effort should be made to assist the individual in exiting the building. If the individual is not on the ground floor, every effort should be given to move the wheelchair/scooter user to the nearest area of rescue assistance and wait for emergency personnel to arrive. The evacuation assistant should then proceed to the building evacuation point and tell emergency personnel the location of the individual. In case of a false alarm, or isolated fire, it may not be necessary to risk a complicated evacuation where several apparatuses (catheters, respirators, quadriplegia neck braces) are involved. Do not lift the wheelchair or scooter down the stairs. Emergency personnel use specially designed evacuation chairs to safely move individuals with limited mobility down stairways. In danger is imminent, the two-man lift technique can be used to lower a person out of the wheelchair/scooter and down the stairway.

Limited Mobility: Persons who are able to walk independently (with or without the use of aides, such as crutches, canes, walkers, etc.) may be able to negotiate stairs, with minor assistance, in an emergency. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (e.g., detectable smoke, fire, or unusual odor), the person may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

Blind/Low-Vision: Most persons who are blind or have low-vision will be familiar with their immediate surroundings and frequently traveled routes. Since an emergency evacuation route is likely to be different than commonly traveled routes, persons who are blind or have low-vision may need assistance in evacuating. In the event of an emergency, inform the person of the nature of the emergency and offer to guide the person to the nearest emergency exit. The assistant should offer his or her elbow to the person and guide him or her through the evacuation route. Orient the person away from any obstacles that may be in the way.

Deaf/Hard of Hearing: If a visual warning device is not available, a person who is deaf or hard of hearing may not be aware an emergency exists. If the person is using a sign language interpreter and the interpreter is present, explain through the interpreter what is happening and give instructions to the nearest emergency exit. If an interpreter is not present and/or the individual does not understand verbal instructions (i.e., is unable to lip read), emergency instructions can be given by writing a short, explicit note to evacuate the building.

I. EMERGENCY FIRST AID

First Aid Kits are located in the following areas:

West Hall:

Mail room 117—Above computer on the wall cabinet.

Room 151—On the wall to the right of the door.

Room 157—On the wall, to the right, as you enter the door.

Room 143—(Lobby) on the wall behind the receptionist desk.

Room 225—On the wall as you enter the office.

Room 205—On the outside wall under the pencil sharpener.

Room 207—On the outside wall under the pencil sharpener.

Room 305—To the left of the front door.

Room 319—On the outside wall under the pencil sharpener.

Frith Hall:

Kitchen (140)—On the wall by the door

Reprographics (108)—Sitting on the shredder by the door.

Philpott Hall:

Nursing (109)—In the center office.

HVAC(112)—On the wall to the left of the door.

Physical Therapy (132)—On the wall by door.

Welding Robotics (134) On the wall behind door.

Forensics' ADJ(135)—On the wall by the door.

Forensics' lab(135(b) On the wall by the backdoor.

Nursing class room(137) On the wall by the door.

Welding lab(139)—On the wall, to the right, as you enter the lab.

Electricity Room(105)-On the wall to the right as you enter the room

Wrestling Room(106)-On the wall inside the room

Stone Hall:

Slim Gym 111A—On the wall by door.

Gym(212)- To the right as you enter the front door.

Walker Fine Arts Building:

Upward Bound(117)—On the wall by the door.

Betty Jo's office(202)- On the filing cabinet.

Admissions: On the wall behind the reception desk.

LRC:

Lobby area 1st floor: Attendants drawer.

Processing area 2nd floor: On the wall by the door.

Maintenance:

Office area: On the wall by the door in the break room.

MET:

Lobby—In security desk drawer

Hallway-- On beam across from the motor control lab.

Motorsports:

On a beam by the surface plate.

Idea Center:

Lobby --Next to the reception desk

2nd floor—Copy room

Student Lab—on the wall, to the left, as you enter the room.

Non-Life Threatening Injury/Illness

Non-Life Threatening Injuries/Illnesses are reported to the Security Office immediately, if occurring on college property during normal business hours, or within twenty-four (24) hours following the accident. The injured or ill individual will complete an accident report and return it to:

- Human Resources – if the individual is an employee
- Police/Security Office – if the individual is not an employee

Serious Injury/Illness

911 should be called immediately then call Security. If possible, the parent/spouse/legal guardian will be notified without delay. The injured or ill individual will complete an accident report and return it to:

- Human Resources – if the individual is an employee
- Police/Security Office – if the individual is not an employee

V. Emergency Communication Plan

A. PHCC Emergency Communication Plan

The Emergency Communication Plan is a component of the Patrick Henry Community College EOP that deals specifically with the duties and responsibilities of the Public Relations Department and its staff in the event of an emergency.

PHCC believes that open and honest communication is the cornerstone of good emergency management. The institution strives to maintain confidence and trust by providing as full of a disclosure as possible, and communicating pertinent information quickly to key audiences. The Public Relations Department will maintain clear concise communications to the campus, community, media, and local officials.

The following are the guidelines for implementation of the Emergency Communication Plan:

After a determination of an existing or impending emergency is made by the CET, the Director of Public Relations or designee shall:

- Collect all pertinent facts.
- Prepare a written statement to be used for all inquiries; update as often as the situation changes.
- Disseminate information via the following mediums and update as the situation changes:
 - Patriot Crisis Alert System
 - Mass emails to employees and students
 - NetSupport Notify Console
 - PA/Radio communication system
 - PHCC “*Dark Site*” web site (Appendix M)
 - Coordinate with Director of Information Technology
 - Alternate message on the main telephone line
 - Campus marquee
 - Media
- The Director of Public Relations or the College President or his/her designee shall serve as the official spokesperson in an emergency situation. In the event of a campus emergency, all inquiries should be directed to the Public Relations Department. The Director may designate other college staff members to handle specific responsibilities in this endeavor.
- Situate media relations at a designated location; determine whether media are permitted on the scene.
- Assign photographers/videographers to take photos or video footage of the scene. This could prove helpful in responding to media inquiries, possible later litigation, as well as documenting the events.
- Keep a log of all media inquiries.
- Organize and train a phone bank if needed.

B. Emergency Preparedness

In preparation for any emergency situation, the Public Relations Director shall:

- Ensure a media contact list is up to date and readily available to all members of the CET and in the designated Command Post.(Appendix F)
- Create “dark” sites/messages for the college website, PHCC Alert, email, marquee, main telephone line, PH TV, which will be stored and accessible by members of the CET in an easily accessible location for expedited posts.
- Provide camera(s), video camera(s) for ready access in the designated Command Post.
- Determine the best location for media relations and phone bank. Be prepared to set these areas up should a crisis occur.
- Preplan how information will be disseminated if the phones, Internet and email do not work.

V. Emergency Response Plan

When possible the CCERT team will assist in all phases of the Emergency Response Plan.

PHCC Emergency Response Plan

The following is an outline or procedures to follow in specific emergency situations.

A. Fire

- (1) **Rescue** anyone who might be in danger of fire or smoke inhalation.
- (2) **Call 911 then activate the fire alarm.**
 - Pull the nearest fire alarm
 - IN ALL CASES OF FIRE, THE POLICE/SECURITY DEPARTMENT MUST BE NOTIFIED IMMEDIATELY (Police 656-5494, 806-9840, Security 656-0221, 732-2406)
- (3) **Confine** – close all doors, clear all exit routes, extinguish the fire, if you can do so safely, follow fire extinguisher procedures.
- (4) **Evacuate** – everyone will evacuate quickly to the nearest marked exit and alert others to do the same.
- (5) Once outside, building coordinators will escort individuals to the designated assembly point, a minimum of 500 feet away. Designated assembly points:

Building	Designated Area of Assembly
Philpott Hall, LRC, and Stone Hall	Baseball field
West Hall	Lower end of front parking lot
Walker Hall	Lower end of front parking lot
Frith Hall	Upper parking lot between Frith & West Hall
Maintenance building	Outside of main fence gate
MET Complex	Front parking lot near main entrance
Dalton Idea Center	Fayette Street Parking Lot beside the bicycle shop
Patrick County site	New sign at the main entrance

- (6) **Do Not Re-enter** the evacuated building unless told to do so.

How to use a Fire Extinguisher

Pull – the pin

Aim – at the base of the fire

Squeeze – the handle/trigger

Sweep – with extinguisher as you suppress the fire

IF THE FIRE IS LARGER THAN A WASTE CAN DO NOT ATTEMPT TO PUT IT OUT!

IMPORTANT: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) in the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic.

B. Tornado

(1) Tornado Situations

A. There are two types of messages issued by the National Weather Service dealing with tornados: Tornado Watch and Tornado Warning. Each message has a specific meaning and should not be confused with one another.

1. **Tornado Watch:** Issued to alert persons of the possibility of a tornado development in a specified area for a specific period of time. It is not necessary to interrupt the normal operations of the College during a tornado watch. Remind students of safe locations and the need to minimize outdoor activities until the watch has passed.

2. **Tornado Warning:** Issued when a tornado has actually been sighted in the area or indicated by radar. Warnings will indicate the location of the tornado, the time of detection, the area through which it is expected to move, and the time period during which the tornado will move through the affected area. When this warning is issued, the College should take immediate safety precautions.

B. Knowledge of the following characteristics of tornados is useful in tornado detection and tornado preparedness planning:

1. **TIME OF DAY:** a tornado is most likely to occur in mid-afternoon, generally between 3 p.m. and 7 p.m., but they have occurred at all times of the day.

2. **DIRECTION OF THE PATH:** a tornado's direction of travel is usually from the southwest to the northeast.

3. **LENGTH OF THE PATH:** the length of the path of a tornado averages four (4) miles, but has reached as much as 300 miles.

4. **WIDTH OF THE PATH:** the average width of the path of a tornado is 300 to 400 yards, but tornados have cut paths of a mile or more in width.

5. **SPEED OF TRAVEL:** the average speed of a tornado ranges from 25 to 40 miles an hour. Speeds ranging from stationary to 68 miles an hour have been reported.

6. **APPEARANCE:** the cloud directly associated with a tornado is a dark heavy cloud from which a whirling funnel shaped pendant extends to the ground.

7. **PRECIPITATION:** precipitation associated with a tornado usually occurs first as rain, just preceding the storm, frequently with hail, and as heavy downpour immediately to the left of the path of the tornado.

8. **SOUND:** sounds occurring during a tornado have been described as a roaring, rushing noise, closely resembling the sound of a train.

C. **Monitoring** - The Police Department/Security Office monitors the National Weather Service and officers are on alert for any tornado developments or sightings.

D. **Emergency Tornado Procedures**

1. Tornado Watch Procedures:

Police/Security Personnel – Whenever Police/Security Personnel are alerted to a Tornado Watch situation by the U.S. Weather Service, they will go to a high ready status and monitor the weather services for any changes or updates.

2. Tornado Warning Procedures:

Police/Security Personnel – Whenever Police/Security Personnel are alerted to a Tornado Warning situation by the U.S. Weather Service, they will notify the campus by the PHCC Alert System and PA/Radio system to provide direction when the situation exists.

(2) Procedures for Seeking Shelter in each Building - **DO NOT USE ELEVATORS! CROUCH DOWN MORE AWAY FROM WINDOWS AND DOORS! UTILIZE RESTROOMS AND HALLWAYS!**

IF TIME TO EVACUATE: evacuate persons to a safe area designated by yellow signage prior to a tornado, persons should seek shelter in the basement of the building or in the rooms or areas designated as “**TORNADO SAFE**” to avoid windows and sky lights.

IF NO TIME TO EVACUATE: persons should seek shelter under heavy furniture, desks, or in a closet to avoid injury from debris (look around your area and select your shelter area after reading this policy).

Building	Interior location in emergency
	All Area's Designated by yellow signage indicating Tornado Safe Room, Tornado Safe Area
Frith	Restrooms, Small Conference Room 145, Lecture Hall 154
West	Room B101, Basement Hall, Stair Wells, All Restrooms
Walker	Basement Rooms 135, 139, Basement Hallway, Dean's Office 117 All Restrooms
Philpott	Nursing Lab 118 (Internal classroom) Room 137A All Restrooms
Stone	Basement Level Computer Labs B 100, B 101 Stairwell, Hall way outside of Locker rooms , <i>BUT NOT LOCKER ROOMS!</i> Restrooms, <u>DO NOT USE GYM</u>
Maintenance Building	Tool/Supply Room
LRC	Hall Way beside Math Lab, Stair well, Offices on the First floor marked with signage Tornado Safe Room
Patrick County Bldg.	Bathrooms or Main Hallway
Dalton Idea Center	Basement
MET Complex	Room with no windows

(3) Execution of Instructions

The VPFAS, or his designee shall determine when to initiate emergency tornado procedures. Designees are the Police Chief/ Emergency Coordinating Officer (ECO) or any Vice President.

(4) Miscellaneous

The Police/Security Office emergency tornado procedures or plans are designed to be flexible as a response to the varying conditions of a tornado situation. Not all tornado situations will lead to a Tornado Warning. Thus, the initiating of tornado plans has a judgment factor, particularly in terms of the tornado situation encountered.

C. Explosions on campus or sites

In the event of an explosion on campus, take the following action:

- (1) Immediately take cover under tables, desks, or other objects that will give protection against falling glass or debris.
After the effects of the explosion and/or fire have subsided call 911 then notify the Police/Security Office at (Police 656-5494, 806-9840, Security 656-0221, 732-2406)
- (2) Give your name and describe the location and nature of the explosion(s).
- (3) When told to leave by College Officials, walk quickly to the nearest marked exit and ask others to do the same.
- (4) Building Coordinators are designated to assist disabled individuals during an emergency. If a building coordinator is not available, **OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC. USE STAIRWAYS.**
- (2) Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know the designated area assembly points.
- (3) If requested, assist emergency crews as necessary.
- (4) A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a Campus Official.

IMPORTANT: After any evacuation, report to your designated area assembly point.

D. Chemical and Radiation Spill(s)

Any spillage of a hazardous chemical or radioactive material is to be immediately reported by calling 911 then Police/Security Personnel (Police 656-5494, 806-9840, Security 656-0221, 732-2406 or 632-7422)

- (1) Who in turn will notify the CET
- (2) When reporting, be specific about the nature of the involved material and exact location. The Police/Security Personnel will contact the necessary specialized authorities and medical personnel.
- (3) The Building/Safety Coordinator should vacate individuals from the affected area at once and await arrival of Police/Security Personnel.
- (4) Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to Police/Security Personnel.
- (5) Required first aid and clean up by specialized authorities should be started at once.
- (6) Upon notification of an emergency, walk quickly to the nearest marked exit and alert others to do the same.
- (7) Assistants are designated to assist disabled individuals during an emergency. If an assistant is not available, **OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.**
- (8) 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.
- (9) If requested, assist emergency crews as necessary.
- (10) A Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- (11) **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a CET Official.

E. Bomb Threat

(See following section for form to be completed while on the phone with caller.)

- a. If you observe a suspicious object or potential bomb on campus,

DO NOT HANDLE THE OBJECT! Clear the area and immediately call Police/Security at (Police 656-5494, 790-5090, Security 656-0221, 732.2406)

(2) Any person receiving a phone call bomb threat should ask the caller:

- a. When is the bomb going to explode?
- b. Where is the bomb located?
- c. What kind of bomb is it?
- d. What does it look like?
- e. Why did you place the bomb?

(3) Keep talking to the caller as long as possible and record the following:

- a. Time of call
- b. Age and sex of caller
- c. Speech pattern, accent, possible nationality
- d. Emotional state of caller
- e. Background noise

(4) The Police/Security Personnel, in conjunction with others, will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to Security. **DO NOT TOUCH THE OBJECT!!** Do not open drawers, cabinets, or turn lights on or off.

(5) Upon notification, walk quickly to the nearest marked exit and alert others to do the same.

(6) Assistants are designated to assist disabled individuals during an emergency. If an assistant is not available, **OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.**

(7) Once outside, move to a clear area at least 500 feet away from the affected buildings(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

(8) If requested, assist emergency crews as necessary.

F. Cardio-vascular Emergencies (AED Applications)

Automated External Defibrillators (AED) has been installed in every building on campus.

AED cabinets are clearly labeled and identifiable as AED units.

LOCATIONS:

FRITH: across from office (118)
PHILPOTT: across from nursing office (109)
WALKER: Outside of Center for New Students (228)
LRC: near stairway near circulation desk
STONE HALL: outside room (101)
PATRICK COUNTY SITE: in lobby
WEST HALL: near stairway at Presidents office.
Dalton Idea Center: 2nd floor closet across from Matthew Ratliff's office.
Maintenance Building: On cabinet as you enter the room
Police Department: on shelf under the counter
MET: At the security desk

- (1) Upon being notified that an AED has been activated the coordinator or officer on duty will respond immediately to the location identified to assist with CPR/AED procedures, crowd control, and to ensure that 911 has been contacted.
- (2) Upon completion of CPR/AED procedure, AED must be replaced.
- (3) Responding coordinator or officer is responsible for completion of AED Use Report-Accident/Illness Report to be turned in to supervisor and Police Chief.

Faculty/Staff/Student/Citizen Responsibility

- (1) Upon being notified or assessing a situation on campus that requires CPR/AED Procedure the responding person should:
 - a. Acquire the AED from the cabinet or designated AED location in the building
 - b. Notify Police/Security as to the location/event
 - c. Begin CPR/AED procedure
 - d. After CPR/AED use, be available to answer questions for report purposes by Police/Security Personnel.

G. Violent or Criminal Behavior

Police/Security is located in the first floor of West Hall and provides you with 16 hour assistance and protection from 6:30am - 10:30pm. This service is provided seven days a week on a year round basis.

On-campus emergencies, dial: 911 or Campus Police 656-5494, 806-9840, Security 656-0221, 732-2406.

(1) Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

a. If you are a victim or witness to a crime, you must promptly notify Police/Security as soon as possible and report the incident. Include the following:

1. Nature of incident
2. Location of incident
3. Description of person(s) involved
4. Description of property involved

b. If you observe a criminal act or observe a suspicious person on campus, immediately notify Police/Security Personnel and report the incident.

c. Assist Police/Security Personnel when they arrive by supplying them with all additional information and asking others to cooperate.

H. Active Shooter / Dangerous Person

An active shooter or dangerous person is identified as posing an immediate threat to the PHCC campus. If you encounter or learn that such a person is on campus take the following immediate action:

(1) Emergency Lockdown Procedures

- **Remain calm.** Encourage others to remain calm.
- **Immediately cease all activity** (i.e. teaching, group work, meetings etc...)
- If you are certain you can you can escape unharmed, do so quickly and quietly.
- If attempting to escape, do not carry phones or other objects in your hands. As you move through open/secure areas keep your hands elevated with palms visible in case you encounter law enforcement personnel. Follow any and all instructions from law enforcement personnel.
- **Lock or barricade all doors where possible.** Close and lock windows, lower blinds, remain out of sight, turn off lights, take cover behind concrete walls, thick desks and filing cabinets that are away from windows and doors and try to give the impression that the room is empty. Stay low, away from windows.
- If possible cover any windows or openings that have a direct line of sight into a hallway.
- **Immediately put all cell phones into "Vibrate" or "Silent" mode.** Calls to 911 or Campus Police should be made only if specific information becomes available regarding

the location or conduct of the intruder or if the status of the emergency changes. Follow all instructions from the 911 dispatcher.

- **Be as quiet as possible.**
- **DO NOT** respond to anyone at the door until an "all clear" text message is received or if you are certain it is safe to do so (i.e. if police are at the door).
- If you are directed by police to leave your secured area, assist others in moving as quietly and quickly as possible.
- **Do not sound the fire alarm in the building unless there is a fire.** People may be placed in harm's way when they are attempting to evacuate the building. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke or see fire in your area.
- If you are outside of a building when a lockdown is announced, if it is safe to do so, run into the nearest building and follow the above lockdown instructions. If it is not safe to run into a building, hide behind a large heavy object (i.e. vehicle, tree). Notify Campus Police of your location when safe to do so.
- **Be aware of alternate exits if it becomes necessary to flee.**
- Individuals should not attempt to leave the building until told to do so by police personnel.

(2) Should gunfire or explosives be discharged on campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary and then notify Police/Security Personnel.

(3) **WHAT TO DO IF TAKEN HOSTAGE:**

- a. Be patient. Time is on your side. Avoid drastic action.
- b. The initial 45 minutes are the most dangerous. Follow instructions and be alert. Don't make mistakes which could endanger your well-being.
- c. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- d. Remain calm. Avoid speculating. Comply with instructions best as you can. Avoid arguments. Expect the unexpected.
- e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- f. Be prepared to answer the police on the phone. Be patient and wait. 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 the

persons held by them. Such direct action further implicates the captor in additional offenses.

I. Peaceful, Non-Obstructive Demonstrations

- (1) Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked. Efforts should be made to conduct PHCC business as normally as possible.
- (2) If demonstrators are asked to leave but refuse to leave by regular facility closing time:
 - a. Arrangements will be made by the Police Chief to monitor the situation during non-business hours, or
 - b. Treat the situation as a violation of regular closing hours and, thus a disruptive demonstration. (See section on non-violent, disruptive demonstrations below)

J. Non-violent, Disruptive Demonstrations

In the event that a demonstration blocks access to PHCC facilities or interferes with the operation of PHCC:

- (1) Demonstrators will be asked by the Police Chief or his/her designee to terminate the disruptive activity.
- (2) The Police Chief or his/her designee will consider having a photographer available.
- (3) Key college personnel and student leaders may be asked by the Police Chief or his/her designee to go to the area and persuade the demonstrators to discontinue their 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 and/or expulsion or possible intervention by civil authorities (see Attachment A) except in extreme emergencies. The College President will be consulted before Civil Authorities are brought onto campus.
- (5) Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.

K. Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the College President, Vice Presidents, and the Police Chief will be notified.

- (1) During Business Hours:
 - a. Police/Security Personnel will contact the Police Chief

- b. The Police/Security Personnel will then call the Public Relations Director to report to an advantageous location for photographing the demonstrators.

(2) After Business Hours:

- a. The Police/Security Office should be immediately notified of the disturbance.
- b. The Police/Security Department will investigate the disruption and report and notify the Police Chief.
- c. The Police Chief will report the circumstances to the College President and Vice Presidents.
- d. The Police Chief will notify key administrators and if appropriate, the administrator responsible for the building area.
- e. If necessary, the Police Chief will call for mutual aid from the appropriate law enforcement agencies.

**DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION
(SAMPLE LANGUAGE)**

“This assembly and the conduct of each participant is disrupting the operations of PHCC and is in violation of the rules and regulations of PHCC. You have previously been called upon to disperse and terminate this demonstration.”

“You have been given the opportunity to discuss your grievances in the manner appropriate to PHCC. In no event will the administration accede to demands backed by force.”

“Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, we will take whatever measures are necessary to restore order. Any individual who continues to participate in this demonstration may be subject to possible arrest for criminal violations.”

**DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE
ASSISTANCE OF POLICE
(SAMPLE LANGUAGE)**

“You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of PHCC, each of you is hereby placed on interim suspension.”

“The Henry County Sheriff’s Office will now be called to assist the PHCC Police Department by dispersing this assembly. Those who fail to leave immediately will be subject to arrest, (for such things as Criminal Trespass, Destruction of Property, Breach of Peace, etc.)”

L. Psychological Emergency

A psychological crisis exists when an individual is threatening harm to himself/herself, to others, or is out of touch with reality. Typically the disconnection with reality is due to drugs, medical reactions, or a psychotic break. A psychotic break may be manifested as hallucinations, uncontrollable behavior, or dissociate/multiple personality behavior.

If psychological crisis occurs:

- a. Contact Police/Security Personnel at Police 656-5494, 790-5090, Security 656-0221, 732.2406 or 276-638-7422(PHCC). Police/Security will contact other appropriate personnel.
- b. Try to keep the person calm or within your vision until assistance arrives.
- c. Maintain your own personal safety if you feel the situation is dangerous.

M. Utility Failure

- a. In the event of a major utility failure occurring during regular working hours (8 a.m. to 5 p.m., Monday through Friday), immediately notify Facilities at Ext. 0215 or call 276-732-2801.
- b. If the utility failure occurs after hours, weekends, or holidays, notify the office of Police/Security at Police 656-5494, 806-9840, Security 656-0221, 732-2406.
- c. When instructed to evacuate the building, walk quickly to the nearest marked exit and alert others to do the same.
- d. Individuals are designated to assist disabled individuals during an emergency. If the designated individual is not available, **OTHERS MUST ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC! USE STAIRWAYS.**
- e. 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.
- f. If requested, assist emergency crews as necessary.
- g. A Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- h. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a CET Official.

Always observe the above steps when the following emergencies arise:

- a. **ELECTRICAL/LIGHT FAILURE** - Depending upon the severity of the emergency, building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is, therefore, advisable to have a flashlight and portable radios available for emergencies.
- b. **ELEVATOR FAILURE** - If you become trapped in an elevator, use the emergency phone to notify Police/Security. When the receiver is picked up, it will automatically dial the Police/Security Department.

c. **PLUMBING FAILURE/FLOODING** - Cease all operations. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT! REMEMBER: THIS COULD CAUSE AN EXPLOSION.**

d. **STEAM LINE FAILURE** - Vacate the area immediately.

e. **VENTILATION PROBLEM** - If smoke is present, cease all operations and vacate the area.

SYSTEM FAILURE:	WHAT TO EXPECT:	DEPARTMENT TO CONTACT:
Computer Systems	System down	Information Technology
Electrical Power, Emergency Generators	Many lights are out	Facilities
Electrical Power	All vertical movement will have to be done by stairs	Facilities
Elevator stopped between floors	Elevator alarm bell sounding	Maintenance
Fire Alarm System	No fire alarms or sprinklers	Facilities
Natural Gas Failure or Leak	Odor, no flames on burners, etc.	Facilities
Sewer stoppage	Drains backing up	Facilities
Steam Failure	No building heat, sterilizers inoperative, limited cooking	Facilities
Telephones	No phone service	Information Technology
Water	Sinks and toilets inoperative	Facilities
Water Non-Potable	Tap water unsafe to drink	Facilities, all managers
Ventilation	No ventilation, no heating or cooling	Facilities

N. Recovery

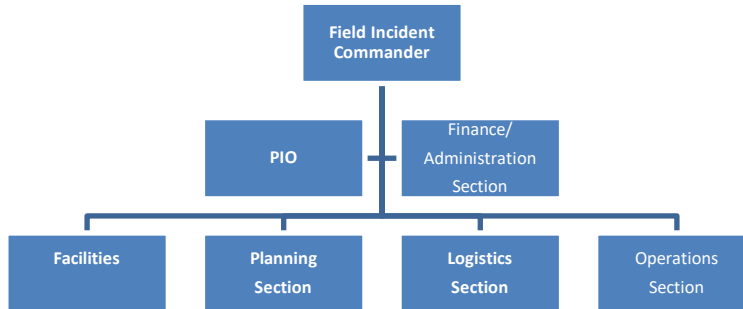
After an emergency situation has been brought under control PHCC's focus must shift to the recovery period. Actions that occur during the recovery period should assist individuals and PHCC to return to normal, as much as feasible.

During the recovery period, some of the issues that should be addressed are:

- Provide traffic and crowd control to assure site security.
- Preliminary damage assessment;
- Long-term recovery;
- Assure continued public information that is accurate, appropriate and timely to all populations including media. Set up a briefing location for media if necessary.
- Assist with local, state or federal investigations as necessary.
- Assist with identification of injured or deceased individuals as needed.
- Behavioral/mental health assessment; (Appendix A)
- Set up a Family or Victim's Assistance Center if needed, advise victims of the Criminal Injury Compensation Fund (Appendix J)
- Assess infrastructure and determine viability for re-entry.
- Begin immediate repairs to electric, water and sewer lines and stations.
- Complete disaster-related expense records. Begin request for reimbursement through the state or federal public assistance program if eligible.
- Within 72 hours of impact, complete an Initial Damage Assessment and submit to the VEOC, VCCS or locality as determined by normal structure.
- Re-establishment of habitats and prevention of subsequent damage to natural resources.
- Gradual resumption of normal business activities, including conducting of classes;

VII. Organization

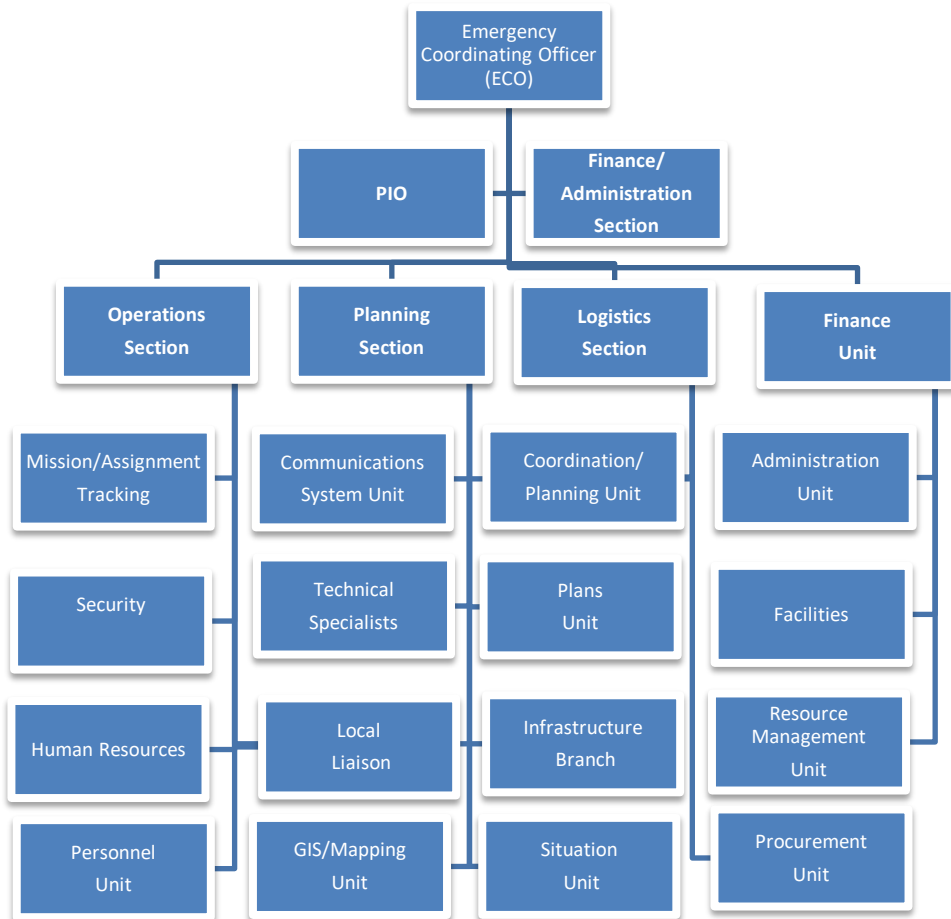
A. Field Incident Command Structure



When the PHCC' emergency operations center (EOC) is activated, there should be coordination between the EOC manager and the incident commander to ensure a consistent response:

- EOC follows the ICS structure, and
- The ESFs should be aligned with ICS staff.

B. Emergency Operations Center



VIII. Roles and Responsibilities

A. College Board of Patrick Henry Community College

- Protect the lives of students, faculty and staff and the property and assets of the Patrick Henry Community College;
- Establish the PHCC emergency management program;
- Designate the administrator ultimately responsible for emergency management (**President**); and
- Adopt and promulgate the Emergency Operations Plan (EOP).

B. President / Designee

- Work with law enforcement, other emergency responders and the Emergency Planning Coordinator to determine the need to evacuate an endangered area;
- Working with the same officials, consider the need to alter the normal business or class schedule of the institution, including delayed openings, early closings or total closings;
- Exercise direction and control from the EOC during disaster operations;
- Hire and support the Emergency Planning Coordinator; and
- Hold overall responsibility for the maintaining, exercising and updating the plan.

C. Police Chief/ Emergency Coordinating Officer (ECO) for PHCC

Serves as the communication liaison between the Office of Commonwealth Preparedness, VDEM and each agency. Pursuant to Executive Order 41 (2019), the EPC is assigned the following responsibilities which may have been delegated to others within the organization:

- Maintain the EOC in a constant state of readiness;
- Develop and maintain the Emergency Operations Plan (EOP);
- Assume relevant duties as directed by the president or their designee;
- Develop and implement a test, training, exercise and drill schedule to assure all involved parties for emergency response and recovery are fully prepared to fulfill their tasks. A relevant exercise should be held at least annually; and
- Ensure that the EOP is reviewed, revised and adopted every four years.
- Coordinate with the Department of Emergency Management on emergency preparedness, response, and recovery issues;
- Prepare and maintain designated parts of the COOP plan for which the institution is responsible.
- Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the plan;
- Maintain a roster of institution's faculty and staff to assist in disaster operations and ensure that persons on the roster are accessible and available for training, exercises and activations of the plan;
- Coordinate appropriate training for institution's faculty and staff assigned to disaster operations;
- Prepare and maintain internal emergency preparedness, response, and recovery plans for the institution's resources (facilities, faculty, staff and assets) that outline a comprehensive and effective program to ensure continuity of essential state functions under all circumstances;
- Assure the State Coordinator of Emergency Management that preparedness plans for its facilities are coordinated with the applicable local emergency management agency.

D. Local Emergency Manager/Coordinator: County Administrator/Board of Supervisors Member/City Manager. The day-to-day activities of the emergency preparedness program have been delegated to the Coordinator of Emergency Management. The Director, in conjunction with the Coordinator of Emergency Management, will direct and control emergency operations for the local government in time of emergency and issue directives to other services and organizations concerning disaster preparedness. Is responsible for maintaining a primary Emergency Operations Center (EOC) from which to direct operations in time of emergency.

(The local government will appoint an individual by title to serve as a point of contact to the institution of higher education within its jurisdiction. This position will contact the VEOC with requests for resources on behalf of the institution. This operational policy to channel resource requests through the local government is consistent with the Code of Virginia §44-146.18, and §23-9.2:9, which mandates a state institution of higher education to maintain an EOP, keep it current and integrate it with the local emergency operations plan.)

E. Student, Staff and Faculty Involvement

Patrick Henry Community College has an active Community Emergency Response Team (CERT). The CERT is trained in a wide array of skills to include but not limited to; first aid, search and rescue, triage, and fire suppression. PHCC's CERT team is capable of serving PHCC in times of emergency and supporting the EOC with manpower and first aid supplies. PHCC's CERT team members are from vice presidents to administrative staff so there is a vast array of experience and knowledge on the team.

PHCC has one Campus CERT team, with approximately 29 volunteers available to assist with emergency preparedness, response and recovery activities. All CERT team members are issued PHCC two way radios and are activated by radio or cell phone.

At PHCC, Campus CERT teams have responsibility to:

- Develop and maintain a listing of trained CERT volunteers;
- Provide initial first-responder response to events as requested by the Emergency Planning Coordinator; and
- Assist in additional emergency response activities as requested by the Emergency Planning Coordinator.

IX. Administration Finance and Logistics

All assets (human resources and facility and equipment resources) of the College will become the purview of the President of the College to direct in any way to respond to an emergency on campus.

The President may also appoint this authority to the VPFAS or other designee as written in a formal Delegation of Authority statement on file.

Identify policies and procedures for tracking and reporting of any costs due to an emergency. In many cases, normal procurement and financial policies will remain in effect, but in extraordinary events, additional provisions must be followed to increase the speed of which these actions can take place.

Identify required tracking and record-keeping procedures that will be put in place to assure all emergency costs are easily identified. (See Appendix K Emergency Procurement)

X. Authorities and References

This section provides the legal basis for emergency operations and activities. It includes the following:

- Provisions for the continuity of operations (e.g. the succession of decision making authority and operational control) to ensure that critical emergency functions can be performed.
- Lists of laws statutes, ordinances executive orders, regulations and formal agreements relevant to emergencies.
- Specification of the extent and limits of the emergency authorities granted to the, including the conditions under which these authorities become effective.

A. Succession of Authority

Continuity of emergency operations is critical to the successful execution of emergency operations. The following are examples of positions at an institution that would typically have a role in emergency management

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	1. President of the College 2. Vice President of Financial & Administrative Services
Emergency Public Information	1. Vice President of Financial & Administrative Services 2. Human Resources Manager 3. Police Chief/ Emergency Coordinating Officer 4. PIO
Campus Security	1. Police Chief 2. Police/Security Officer's
Grounds/Facility's Manager	1. Director 2. Assistant Director

B. Authorities

Federal

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
2. The Homeland Security Act
3. National Response Framework
4. Local and Tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures, V. 1, Department of Homeland Security

State

1. Commonwealth of Virginia Emergency Services and Disaster Law of 2006, as amended.
2. The Code of Virginia, Title 1 Chapter 23 and Chapter 44.
3. The Commonwealth of Virginia Emergency Operations Plan, December 2007
4. Executive Order 41

C. References

Local

1. West Piedmont Multi-Jurisdictional Hazard Mitigation Plan
2. Henry County – City Of Martinsville Emergency Operation Plan

College

1. Continuity of Operations Plan (by Executive Order 41)
2. Annual Agency Preparedness Assessment
3. Pandemic Flu Plan
4. Terrorism and Security Awareness Orientation
5. SEC 2001 and SEC501 Security Audit Review and Checklist
6. VITA Risk Management
7. Information Technology Contingency Planning
8. Information Technology Systems Security
9. Data Protection
10. Facilities Security
11. Personnel Security
12. Information Technology Asset Management
13. Agency Risk Management and Internal Control Standards (ARMICS)
14. CFATS: Critical Facility Anti-terrorism Standards

Appendix A – 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. ICS agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

American Red Cross

An organization chartered by statute and agreements with the responsibility of helping meet the human needs of disaster victims.

Catastrophe (catastrophic incident)

Any natural or manmade incident, including acts of terrorism that results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy and/or government functions.

Command Post

That location at which primary Command functions are executed; usually collocated with the Incident Base. Also referred to as the Incident Command Post.

Command Section

One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

Continuity of Operations

A process of identifying the essential functions - including staff, systems and procedures that ensure the continuation of the agency's ability to operate.

Continuity of Operations Plan (COOP)

In the context of Virginia state government, the Governor has required all executive branch agencies to complete and exercise a plan that identifies essential functions and provides the resources to ensure the agency's ability to continue those operations. Essential functions for VERT agencies include their ability to perform their VERT roles.

Coordination

The process of systemically analyzing a situation, developing relevant information, and informing appropriate personnel of viable alternatives for selection of the most effective combination of available resources to meet specific objectives

Crisis Management

A predominantly law enforcement function that includes measures to identify, acquire and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. (See also Consequence Management)

Declaration of Emergency

Whenever, in the opinion of the college/**university's president or designated personnel**, feels the safety and welfare of the people of the **college/university** 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*, "any 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 resources".

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 EAS Plan to inform the public of needed protective actions in the event of an emergency or disaster situation.

Emergency/Disaster/Incident

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 Coordinating Officer (ECO)

An individual appointed by the president of the university as directed by Executive Order # 41 actively plans, trains and acts in the interest of the protection of the institution's community and coordinates with the Office of Commonwealth Preparedness.

Emergency Management

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include fire-fighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

Emergency Operations Center

A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

Emergency Operations Plan

A document which provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

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, agencies and authorities.

Emergency Services

The preparation for and carrying out of the functions to prevent, minimize and repair injury and damage resulting from natural or man-made disasters, together with all other activities necessary or incidental to the preparation for and carrying out of the forgoing functions. (*Code* §44-146.16 for list of included services.)

Emergency Support Function

A function which takes agencies to provide or to coordinate certain resources in response to emergencies or disasters.

Evacuation

Assisting people to move from the path or threat of a disaster to an area of relative safety.

Exercise

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

Federal Disaster Assistance

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of 1988 (PL 93-288)

First Responder

Skilled personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence and the environment, such as government and non-governmental police, fire, emergency medical, search and rescue, emergency management, public health, public works and authorities.

Geographic Information System

A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e.-data identified according to their locations.

Hazardous Materials

Substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

Hazardous Materials Emergency Response Plan

The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for our community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions. This plan is separate from the county's Emergency Operations Plan.

Incident

An occurrence or event, natural or human-caused that requires an emergency response to protect life or property.

Incident Action Plan (IAP)

An oral or written plan containing general objectives reflecting overall strategy for managing an incident.

Incident Command System

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span or control, pre-designed facilities, and comprehensive resource management. In ICS there are five functional elements: Command, Operations, Logistics, Planning and Finance/Administration.

Incident Commander

The individual responsible for the management of all incident operations.

Initial Damage Assessment Report

A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

Integrated Communications Plan

This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

Joint Information Center

A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene for the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Field Office (JFO)

A temporary federal facility established near a declared disaster area to provide a central point for federal, state, voluntary and local officials with responsibilities for incident oversight, direction and assistance.

Local Emergency

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

Major Disaster

Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion in any part of the United States that, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and federal warning centers or other federal agencies to the state warning points.

Mitigation

Activities that actually eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances, State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations.

Mutual Aid Agreement

A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and equipment in an emergency situation.

National Incident Management System (NIMS)

A system mandated by the federal Homeland Security Presidential Directive (HSPD) #5 that provides a consistent, nationwide approach for governments(federal, state and local), voluntary agencies and the private sector to work effectively and efficiently together to prepare for, respond to, and recovery from incidents, regardless of cause, size or complexity. NIMS uses a core set of concepts, principles and terminology.

National Response Framework

Establishes a process and structure for the systematic, coordinated, and effective delivery of federal assistance to address the consequences of any major disaster or emergency.

Preparedness

The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises and resources necessary to achieve readiness for all hazards, including Weapons of Mass destruction incidents.

Recovery

Activities that address the short-term and long-term needs and the resources to assist, restore, strengthen and rebuild affected individuals and communities.

Response

Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property and meet basic human needs.

Threat

Any indication of possible violence, harm or danger.

Volunteer

Any individual accepted to perform services by any agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed.

Unified Command

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear 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 B – List of Acronyms and Abbreviations

ARC	American Red Cross
CONOPS	Concept of Operations
CONPLAN	Concept of Operations Plan
COOP	Continuity of Operations Plan
EOC	Emergency Operations Center
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOP	Emergency Operations Plan
EPC	Emergency Planning Coordinator
ESF	Emergency Support Function
EPZ	Emergency Planning Zone (Radiological term)
HAZMAT	Hazardous Material(s)
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
ICP	Integrated Communications Plan
IDA	Initial Damage Assessment
IDAR	Initial Damage Assessment Report
JFO	Joint Field Office
JIC	Joint Information Center
MAA	Mutual Aid Agreement
MACC	Multi-Agency Coordination Center
MACS	Multi-Agency Coordination System
MOU	Memorandum of Understanding
NGO	Nongovernmental Organization
NIMS	National Incident Management System

NRF	National Response Framework
NWS	National Weather Service
OSHA	Occupational Safety and Health Administration
PDA	Preliminary Damage Assessment
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SOP	Standard Operating Procedure
UC	Unified Command

Appendix C Building Facilities Coordinators and Emergency Call Tree

Main Campus Building	Safety Coordinator	Alternate 1
Frith Hall	Rhonda Hodges x0256	
Learning Resource Center	Marcia Seaton-Martin x0228	Terry Young x0287
Maintenance Building	Barry McDaniel 276-358-2010	Brian Boyd x0429 or 732- 2932
Philpott Hall	Colin Ferguson X0349	Amy Webster x0248
Stone Hall	Brian Henderson x0313 / 434-709-6311	J.R. Smith x0423
Walker Fine Arts Center	Robbie Hendrix 0316	Meghan Eggleston 0285
West Hall	Roberta Wright x0239	Randy Ferguson x0229

Off-Campus Sites	Safety Coordinator	Alternate 1
Patrick County	Angie Brown 694-8778	Lynne Howell 694-8778
MET Complex	Denver Smith x0464	Talmage Thomas x0463
Idea Center	Matthew Ratliff 656-5497, cell	Rhonda Hodges x0256

If a Building Safety Coordinator or alternate is unavailable on the main campus, contact Police/Security at
Police 656-5494, Cell 276- 806-9840, Security 656-0221, Cell 276-732-2406.

EMERGENCY CET CALL TREE

Greg Hodges (President) cell 276-340-5040 Office 276-656-0201

Jack Hanbury (Co Emergency Coordinating Officer (ECO)): Cell 276-224-2561

Gary Dove Chief of Police Cell (Co Emergency Coordinating Officer (ECO) 276-806-9840, Home 276-632-8519

Amanda Broome (Public Relations) 276-656-5478 Cell 423-782-8221

James Keaton: (Security Lead) 276-732-2406 Home Cell 276-226-3649

Roberta Wright: (Facilities Director) 276-340-1444

Belinda Stockton: (HR Director) 617-917-8493

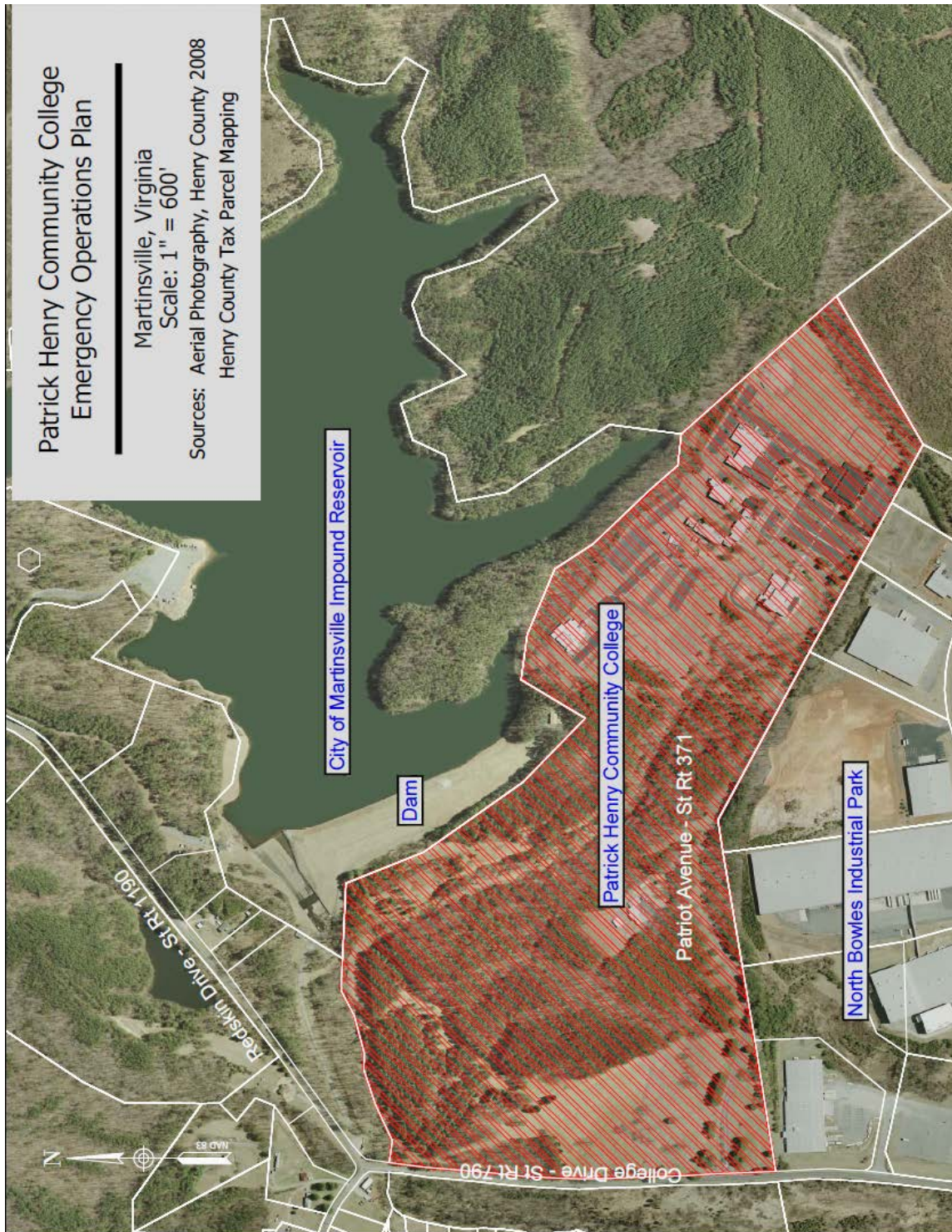
Barry McDaniel (Maintenance Lead) 276-358-2010

David Deal: (Dean of IT) 276-252-8820

Appendix D**Emergency Operation Plan****Neighborhood****Contact List**

Company Name	Street Address	Contact	2nd Contact
Applied Felts	450 College Dr. Martinsville Va.	Faye Belcher "HR" 276-656-1904	Sue Stowe Asst. Mgr. 276-656-1904
Carter Bank & Trust	320 College Dr. Martinsville Va.	Pat Dennis 276-632-8000,	Lee Eldridge 276-632-8021
Noland Company	591 Hollie Dr. Martinsville Va.	Albert Keatts Mgr. 276-638-8706 Cell 276-226-0398	Ralph Johnson 276-638-8706 Cell 276-358-0966
Stone Dynamics Inc.	444 Hollie Dr. Martinsville Va.	Bob Lankford 276-634-8025	G. L. Martin 276-732-1923
Boen Hardwood Floor	350 Hollie Dr. Martinsville Va.	Tom Goss 276-638-3700	Tonya McGuire 276-638-3700
Stanley Furniture	140 Hollie Dr. Martinsville Va.	Patrick Holbrook "HR" 276-627-2472 Cell 276-732-9677	Larry Hagwood "OPS" 276-627-2468 Cell 276-732-9549
City Reservoir	55 West Church St. Martinsville Va.	Public Works 276-403-5157	
South Print	545 Hollie Dr. Martinsville Va.	Sharon Collins 276-403-5903	
GSI Commerce	229 Hollie Dr. Martinsville Va.	Nancy Uhran "HR" 276-670-6107	Cell 540-525-0735

Appendix E Map of PHCC Neighbors



Appendix F Patrick Henry Community College Media Contact List

Newspapers

<p>Danville Register & Bee 700 Monument St., Danville, VA 24541 News Room – 434-791-2299 Robert Benson, Editor rbenson@registerbee.com Phone 434-791-7971 news@registerbee.com</p> <p>The Enterprise 129 N Main Street, P.O. Box 348 Stuart, VA 24171-0348 Nancy Lindsey, Editor; Gail Harding, Owner/Publisher Phone 276-694-3101 Fax 276-694-5110 mail@theenterprise.net</p> <p>Martinsville Bulletin, Inc. P. O. Box 3711 204 Broad Street Martinsville, Virginia 24115 276-638-8801 Toll Free: 800-234-6575 Brian Carlton, Editor info@martinsvillebulletin.com</p>	<p>The Richmond Times Dispatch Richmond Times Dispatch 300 E. Franklin Street, Richmond, VA 23219 (804) 649-6990 / (804) 649-6331 news@timesdispatch.com</p> <p>The Roanoke Times 201 W. Campbell Ave., P.O. Box 2491 Roanoke, Va. 24010-2491 newsroom line: 540-981-3340 news@roanoke.com</p> <p>Franklin News Post 310 South Main, P.O. Box 250 Rocky Mount VA 24151 Phone (540) 483-5113 Editor@thefranklinnewspost.com</p>
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Television/Radio

<p>WSET-TV 13 – ABC 2320 Langhorne Rd., Lynchburg, VA 24501 Voice: (434) 528-1313 Main: 800-NEWS-TIP (800-639-7847) News Fax: (434) 847-0855 newsdesk@wset.com</p> <p>WLSL 10 – NBC P.O. Box 10, Roanoke, VA 24022-0010 Melissa Preas, News Director mpreas@wsls.com News hotline: 1-800-SEE-NEWS Phone: 540-981-9126 email for news tips: news@wsls.com</p> <p>BTW21 TV P.O. Box 1131, Collinsville, VA 24078 Phone (276) 647-9289 www.btw21.com news@btw21.com</p> <p>Star News Channel 18 P.O. Box 5146, Martinsville, VA 24115 Phone (276) 656-3900 www.wgsr47.com starnews@corp@yahoo.com</p>	<p>WDBJ – 7 - CBS 2807 Hershberger Rd., Roanoke, VA 24017 Phone: (540) 344-7000 Fax: (540) 344-5097 Toll-Free: 1-800-777-WDBJ (9325) E-mail: news@wdbj7.com</p> <p>WHEO Radio 3824 Wayside Rd., Stuart, VA 24171 Phone: (276) 694-3114 FAX (276) 694-2241 www.wheo.net wheo1270am@gmail.com</p> <p>WYTI Radio 275 Glenwood Dr., Rocky Mount, VA 24151 Phone: (540) 483-9955 FAX (540) 483-7802 www.wytiradio.com e-mail wyti@wytiradio.com</p> <p>WZBB Radio Ron Morris, News Director rmorris@wzbbfm.com 276-629-7999</p> <p>WVTF Public Radio Glenn Gleixner 540-989-8900 wvtf@vt.edu</p>
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VCCS

Jeff Kraus, Assistant Vice Chancellor for Strategic Relations - (804) 819-4949 - jkraus@vccs.edu
Susan Hayden, Public Relations Director - (804) 819-4915 - shayden@ph.vccs.edu

Appendix G Emergency Telephone Numbers

DIAL 911 before calling the following:

LAW ENFORCEMENT AGENCIES:

Henry County Sheriff Department..... 276-656-4200
Patrick County Sheriff's Office.....276-251-2222
VA State Police.....1-800-542-5959
Martinsville Police Department.....276-403-5300
Federal Bureau of Investigation Lynchburg.....1-804-261-1044
United States Secret Service Roanoke.....1-540-857-2208

FIRE DEPARTMENTS:

Martinsville/Henry County.....276-638-8751 (911)
Patrick Springs.....276-694-6426

HOSPITALS:

SOVA of M-HC.....276-666-7200
Carilion Franklin Memorial.....540-483-5277

UTILITIES:

Appalachian Power.....1-800-956-4237
Southwestern VA Gas.....276-632-5662
Henry County Water.....276-634-2500
Patrick County Water.....276-694-3811

MISCELLANEOUS:

Blue Ridge Poison Center.....1-800-222-1222

OFF CAMPUS ASSISTANCE/RESOURCES IN AN EMERGENCY

(When calling an off campus number from on campus you must first dial 9)

Local Law Enforcement, Fire Dept, and Ambulance911
American Red Cross (Martinsville).....276-632-5127
American Red Cross (Stuart) 276-694-3505

Appendix H

Matrix of Responsibilities

	ESF # 1 Transportation	ESF # 2 Communications	ESF # 3 Public Works	ESF #4 Fire Fighting	ESF #5 Emergency Management	ESF #6 Mass Care	ESF #7 Resource Support	ESF #8 Health & Medical	ESF #9 Search & Rescue	ESF #10 Hazardous Materials	ESF #11 Agriculture & Natural Resources	ESF # 13 Public Safety	ESF #14 Long-Term Recovery	ESF #15 External Affairs
Emergency Management	S	S	S	S	CP	P	S	S	P	P	S	P	CP	S
Campus Police & Security	S	PS	S	S	S	S	S	S	PS	PS	S	CS	S	S
Institution Administration/Leadership	S	S	S		S	S	P	S	S	S	S	S	PS	P
Information Technology		PS			S		S						S	
Finance	S	S	S	S	S	S	CP	S	S	S	S	S	P	S
Transportation/Auto-Transit Dept.	CP				S	S	S	S	S	S	S	S	S	S
The College Board	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Buildings & Grounds Department	S	S	CP	S	S	S	S	S	S	S	P	S	P	S
Public Affairs		CP			S		S	S	S	S		S	S	P
VOAD	S	S		S	S	S	S	S	S			PS		

Emergency Support Function
 C = Coordinator
 P = Primary Agency
 S = Support Agency

Appendix I

PHCC Counseling Plan for Students Post-Crisis

Crisis Counseling

Individuals respond differently to disasters. A crisis can lead to stress and students might not know how to respond to it. There may be a need to assist a victim or victims with obtaining information and/or a referral to available resources. Mental health experts say that stress can surface in many forms and might not appear for weeks or months after the crisis. Individuals affected by a crisis might experience many changes in behavior, including:

- Anger
- Loss of appetite
- Fatigue
- Depression
- Hyperactivity
- Increase in alcohol or drug use
- Inability to manage daily activities
- A dazed or disoriented appearance

If students exhibit these behaviors, encourage them to talk with a counselor on campus or in the community. Employees who may need counseling are encouraged to take advantage of the Employee Assistance Program following a crisis.

Identification of Counseling Staff:

After a crisis, PHCC's Student Development Services unit will respond appropriately, given the scope and breadth of counseling services required. Should the situation warrant the need for additional counselors other than those available in Student Development Services, assistance will be requested immediately by counseling support staff of other on-campus counselors such as Student Support Services. In addition, if the perceived volume of those needing immediate counseling services is such that on-campus counselors will not accommodate the volume, local counselors will be contacted to provide volunteer counseling assistance until on-campus counselors can handle the case load demand. They may include individuals from one or more of the following agencies or institutions:

- Piedmont Community Services
- Martinsville City Schools
- Henry County Public Schools
- Patrick County Schools
- Franklin County Schools
- The New College Institute
- Ferrum College
- Averett University
- Danville Community College
- Virginia Western Community College

The PHCC Nursing Department will be asked to provide volunteers for immediate individual physical assessment should the need arise.

Logistics of Counseling Services:

In the event of a catastrophic event, the Student Development Services offices, IATCC, and Upward Bound offices in the Walker Building will be used for crisis intervention with individuals in need of counseling services. Should additional offices be needed, all offices in Walker will be utilized. Administrative support staff will maintain order and organization by signing in individuals for first-come-first served counseling services and directing them to the next available counselor. The reception area will be housed temporarily in the foyer of the Walker Building.

Appendix J
Victim/Witness Rights

Code of Virginia § 19.2-11.01. Crime victim and witness rights paragraph II states:

As soon as practicable after identifying a victim of a crime, the investigating law-enforcement agency shall provide the victim with a standardized form listing the specific rights afforded to crime victims. The form shall include a telephone number by which the victim can receive further information and assistance in securing the rights afforded crime victims, the name, address and telephone number of the office of the attorney for the Commonwealth, the name, address and telephone number of the investigating law-enforcement agency, and a summary of the victim's rights under § 40.1-28.7:2.

Contact Information

Henry County Sheriff's Office	276-656-4200
Martinsville Police Department	276-403-5300
Patrick County Sheriff's Office	276-694-3161
Franklin County Sheriff's Office	540-483-3000
Henry County Victim – Witness Program	276-634-4503
Martinsville Victim – Witness Program	276-403-5467
Patrick County Victim – Witness Program	276-694-3945
Franklin County Victim – Witness Program	540-483-3092

Criminal Injury Compensation Fund

Jack Ritchie, Director, CICF
Criminal Injuries Compensation Fund (CICF) Department
Virginia Workers' Compensation Commission
1000 DMV Drive
Richmond, VA 23220
CICF Toll Free: 1-800-552-4007
Phone: (804) 367-1018
Email: Jack.Ritchie@cicf.virginia.gov
804-307-5431 (after hours)

Leigh Snellings
CICF Asst. Director
800-552-4007 (normal business hours)
804-212-4232 (after hours)

Virginia Department of Criminal Justices Services

Melissa Roberson
Training and Critical Incident Response Coordinator
1100 Bank Street
Richmond, VA 23219
Phone: (804) 840-4276
Fax: (804) 786-3414
Link: <http://www.dcjs.virginia.gov/research/reportemergency/>

Appendix K

EMERGENCY PROCUREMENT PROCESS (CODE OF VA 2.2-4303F)

EMERGENCY PROCUREMENT

9. General

9.1 Types of Emergency Procurements

9.2 Award of Emergency Procurements

9.3 Documentation

9.4 Emergency Planning

Annexes

9-A Emergency Procurement Process Flowchart

9-B Notice of Emergency Award

9. General. An emergency is an occurrence of a serious and urgent nature that demands immediate action.

Emergency procedures may be used to purchase only that which is necessary to cover the requirements of the emergency. Subsequent requirements shall be obtained using normal purchasing procedures. The potential loss of funds at the end of a fiscal year is not considered an emergency.

9.1 Types of Emergency Procurements. The nature of the emergency will determine what pre-award action may be taken:

a. For an emergency purchase required to protect personal safety or property, efforts should be directed to finding a source and directing the contractor to proceed; however, such procurement shall be made with such competition as is practicable under the circumstances (*Code of Virginia*, § 2.2-4303F). This does not relieve the agency from negotiating a fair and reasonable price and subsequently documenting the procurement action.

b. For other types of emergencies, competition should also be sought to the maximum extent practicable. Vendor's qualifications may be checked and verification of insurance coverage, if applicable, information on warranty offered, and any other data pertinent to the procurement. An agency may procure materials, equipment or supplies above its delegated authority with the advance written approval of DGS/DPS without requisitioning through DGS/DPS. The Procurement Exemption Request form in Annex 13-D should be used for this purpose.

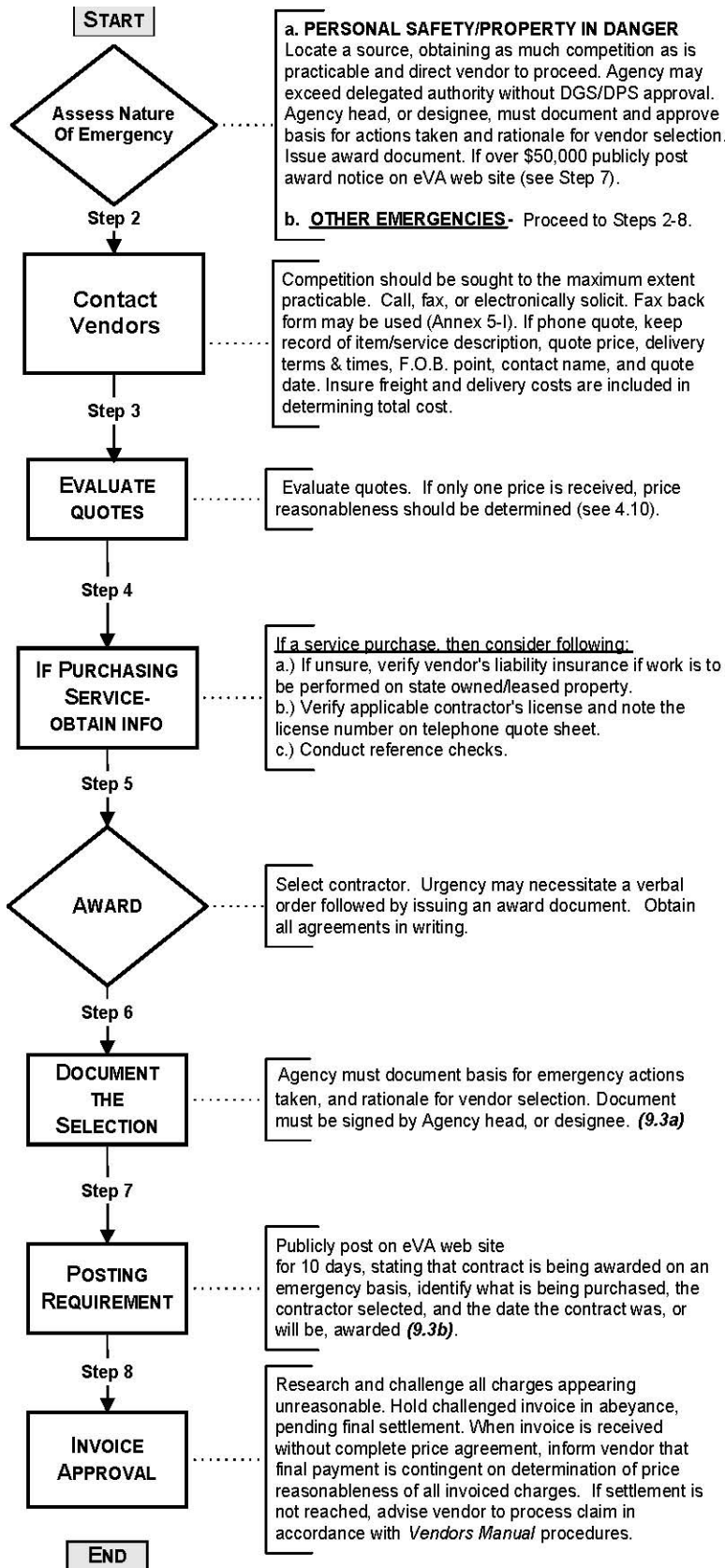
9.2 Award of Emergency Procurements. The agency must prepare a confirming contract or agency purchase order, as soon as practicable, after directing the contractor to proceed. Care should be taken to include in detail any agreements, including price, that were made orally with the contractor.

9.3 Documentation.

a. **Written Determination.** Prepare a written determination for signature by the agency head or designated representative indicating the nature of the emergency, the reason for selection of the particular contractor and include such determination with the file.

b. **Posting Requirements.** Issue, post and/or publish required written notice. All emergency notices shall be posted on the DGS/DPS eVA VBO and at a minimum state that the procurement has been declared an emergency and must also state that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. Notice may also be published in the newspaper (*Code of Virginia*, 2.2-4303). See 3.18 for further guidance and www.eva.virginia.gov for instructions for uploading procurement notices. See Annex 9-B for the proper form for internal posting, if desired.

9.4 Emergency Planning. In many cases, procurement planning can reduce the need for using emergency procedures. Each agency should prepare and keep current a list of local sources of goods and services that might be needed in an emergency. Information on rates and charges should be established and agreed upon in advance. In addition, "on call," "as needed" annual contracts for various services may be competitively bid to expedite action, ensure adequate support, and reduce the cost of meeting emergency requirements



**COMMONWEALTH OF VIRGINIA
NOTICE OF EMERGENCY AWARD**

DATE: _____

COMMODITY: _____

PURCHASE ORDER OR CONTRACT NUMBER:

CONTRACTOR(S)/VENDOR(S):

RECORDS FOR THIS PROCUREMENT ARE NOW AVAILABLE
FOR INSPECTION.

(PURCHASE OFFICER/CONTRACT OFFICER) (SIGNATURE)
NAME TYPED OR PRINTED

TELEPHONE NUMBER

E-MAIL ADDRESS

Appendix L Command Post Items

The Command Post default location is the Emergency Planning Coordinator's Office/Police Department. The following items will be kept in that office and available for use at all times in the event of an emergency:

- (1) Communications Capabilities (telecommunication and/or radio, portable public address system, etc.)
- (2) Barricades/barrier tape for the scene
- (3) First Aid Kits
- (4) Crisis I.D. Jackets/Vests
- (5) A district map
- (6) A campus map
- (7) An aerial photograph of the campus
- (8) Background information (enrollment, number of employees, etc.)
- (9) Background information on the College President and administrators of the college
- (10) An updated list of media contacts, including phone and fax numbers
- (11) College Mission Statement
- (12) Photographs of pertinent individuals and places, such as the College President and campus buildings
- (13) Diagrams of all college buildings and wiring systems, telephone and radio communications equipment
- (14) Listings of auxiliary personnel to assist in the crisis and their phone numbers
- (15) Telephone tree for all staff and campus phone directory
- (16) Organizational Chart
- (17) Hospital information
- (18) Other emergency telephone numbers
- (19) Crisis recovery network roster
- (20) Crisis Management Plan copy
- (21) Laptop computer
- (22) Batteries
- (23) Camera
- (24) Labeled set of keys
- (25) Any additional information deemed important and necessary

It is the responsibility of the Emergency Planning Coordinator to maintain these items in anticipation of a potential crisis or emergency situation.

Appendix M

“Dark Site” Procedures

PHCC uses <https://sites.google.com/a/ph.vccs.edu/emergency/> or www.ph.vccs.edu/emergency as an emergency “dark site” for administrators, faculty, staff, students, emergency rescue, law enforcement and the citizens of the college’s service region to find important information during an emergency. The following procedure describes how the PHCC “dark site” will be maintained, used and tested.

The content of the PHCC “dark site” will be maintained by the Public Relations office in the Institutional Advancement department at the college. This will provide a centralized location where the message can be composed with utmost consistency and integrity and then posted on the college’s emergency “dark site” by individuals who are closest to the emergency command post during an actual emergency.

The Public Relations and Marketing Manager will be the primary person responsible for adding content to the dark site. The Communications Specialists or PR Assistant will provide back-up. In case all three individuals are unavailable to add content in the time of an actual emergency, the Director of the Patrick County off-campus site is the designated person to add content to the dark site.

Content will be added by using the college’s intranet at <https://google.com/a/ph.vccs.edu/>

During an actual emergency in which campus Internet access is impacted, the Emergency Director or the Emergency Coordinator will send, or direct someone else to send, an email to the VCCS System Office NSS staff distribution list to initiate the redirection of PHCC’s website (www.patrickhenry.edu) to PHCC’s Emergency Action Page (<http://sites.google.com/a/ph.vccs.edu/emergency>).

Sample email to dlist_its_nss@vccs.edu: PHCC is currently in a state of emergency and we need to redirect users to our external Emergency Action Page. Please change DNS host records www.patrickhenry.edu and www.ph.vccs.edu as well as the patrickhenry.edu zone Host record to 164.106.248.143. We will advise when this can be reversed. Thank you very much.

A yearly test of the redirection of the PHCC emergency dark site is mandatory.

Appendix N

**Patrick Henry Community College
Reopening Plan**



“This plan has been reviewed by the State Council of Higher Education and has been found to be compliant in containing the required components of the ‘Higher Education Reopening Guidance,’ which was developed in consultation with the Virginia Department of Health.”

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II. A. REPOPULATION OF THE CAMPUS

1. Establishment of a COVID-19 coordinator/campus team

PHCC established a COVID-19 New Reality, Safe Welcome Back Task Force on June 2, 2020. The team was comprised of the following personnel:

- Jack Hanbury (VP of Finance and Administrative Services)
- Roberta Wright (Facilities Director)
- Gary Dove (Chief of Police, Emergency Planning Coordinator)
- David Deal (Dean of Technology)
- Daniel Edwards (Professor, Industrial Electronics Technology)
- Amy Webster (Director of Nursing and Allied Health)
- Brenell Thomas (Workforce Programs Coordinator)
- Randy Ferguson (Marketing and Media Director)

PHCC heeds the then current CDC advice for people to use simple cloth face coverings in the absence of manufactured face masks. Masks and face coverings, as with all Personal Protective Equipment (PPE), reduce the risk of spreading COVID-19 but do not guarantee that a person will not spread or become sick with COVID-19. No guarantees of safety are implied in this plan. All measures taken by PHCC represent an attempt to prevent the spread of COVID-19 during this public health crisis. Every person on PHCC's campus should cooperate with the guidance, protocols, and procedures established in this plan. This plan is subject to change, based upon changes in federal, state, and local governmental guidelines.

2. Contact information and procedures for reaching the local health department.

Roberta Wright has been designated as the college official that will coordinate with the Henry/Martinsville Health Department. Gary Dove has been designated as her replacement in the event that she is not available. Once learning of a COVID-19 case in someone who has been on campus, she will immediately reach out to the Henry County/Martinsville public health official Sharon Ortiz-Garcia, 276-638-2311 ext. 129. Garcia will assist PHCC administrators to determine a course of action.

3. Students, faculty, and staffs initial return to campus (such as initial screening)

Before being granted entry to any PHCC location, we are asking that students, faculty, and staff sign a Health Agreement attesting to the following statements:

I have not been exposed or had close contact to any individuals who have been ill with respiratory illness within the last 14 days, who are under investigation for COVID-19, or who have tested positive for COVID-19.

A close contact is defined as a person who:

- provided care for the individual, including healthcare workers, family members or other caregivers, or who had other similar close physical contact **without consistent and appropriate use** of personal protective equipment **OR**
- who lived with or otherwise had close prolonged contact (within six feet) with the person while they were infectious **OR** had direct contact with infectious bodily fluids of the person (e.g. was coughed or sneezed on) while not wearing recommended personal protective equipment.

I have not traveled to or been in close contact with individuals who recently returned from a country where the CDC has issued a Level 3 travel health notice.

I have not experienced any of the following new symptoms in the last 48 hours: Fever, Cough, or Shortness of Breath.

If you cannot attest to the statements above, you should not come to campus.

- Faculty will be responsible for obtaining forms from students.
- Supervisors will be responsible for obtaining forms from employees.

4. Education/training of students: consider COVID-19 prevention education as part of student orientation. (hand washing, staying home if ill, etc.)

Health Promotion and Wellness, including the prevention and mitigation of COVID-19, will be covered in student orientation and placed in Canvas.

PHCC will promote hygiene to include:

- Promote physical and social distancing with signage placed throughout the college and continued communications via website, social media, email, and reminders by faculty, staff, and leadership.
- Place signs throughout the college reminding everyone to frequently wash their hands with soap and water for at least 20 seconds. Diagrams will show proper hand washing technique.
- Place trash cans and soap dispensers (hung from the wall) inside the bathrooms.
- Encourage the use of foaming hand sanitizer station in each classroom. Set up classrooms to promote physical distancing. Add messages to video display screens in each building that will serve as reminders for handwashing and social and physical distancing.
- Require the use of sanitizing wipes and Lysol on classroom desks, keyboards, and chairs by students.

Discourage the use of others' equipment when entering a workspace. Remind students, faculty, and staff to remain within their own workspace. PHCC will require facial coverings when in hallways and common areas where social distancing may be difficult.

- Signage will include reminders that all students, faculty, and staff must cover nose and mouth. Pictures/diagrams will be used to show the proper way to wear a facial covering.
- If a student, faculty, or staff member does not have a facial covering, one will be provided.
- A box of facial coverings and hand sanitizer will be available at the Police Dept. and Switchboard.
- If facial coverings are not in stock, the person must not enter the facility until she/he retrieves a facial covering.

PHCC will promote stay at home if ill; send home if symptoms present.

- Signage will include reminders for all visitors, students, faculty, and staff that if they have a fever or feel ill to go home.

- Spaces will be designated for students, faculty, and staff who become ill and do not have an immediate way home to remain in until their transport arrives.

Laboratories and clinical instruction

In addition to existing college wellness and health strategies, laboratory instruction will be staggered to ensure adequate social and physical distancing are implemented.

- Gloves will be available for use in the healthcare laboratories.
- Laboratory equipment will be sanitized by students after each use.
- Clinicals will require the appropriate use of PPE and will be provided by the affiliated clinical agency.
- Students will participate in clinical facility orientations as requested and comply with agency expectations for safe care.

Cover Coughs and Sneezes

- PHCC recommends that if individuals are in a private setting (i.e., office environment) and do not have on a face covering, that individuals remember to always cover mouth and nose with a tissue when coughing or sneezing or use the inside of the elbow.
- Used tissues must be discarded in the trash.

Washing Hands

- Individuals are encouraged to wash their hands often with soap and water for 20 seconds.

5. Physical distancing, according to CDC guidance:

Social distancing can help decrease the chance of spread of COVID-19, based on the CDC findings that some people without symptoms may be able to spread the coronavirus. This guidance is subject to change based upon changes in federal, state, and local governmental guidelines.

Until further notice, everyone on PHCC's campus will practice social distancing. All individuals must:

- Stay at least six feet (about 2 arms' length) from other people.
- Not gather in groups larger than 10 people in phase 1; 50 people in phases 2 and 3; and until further notice. Social distancing requirements apply in these group settings.
- Stay out of crowded places and avoid mass gathering.
- Refrain from bringing along guests to face-to-face appointments, as much as feasible for the specific situation.

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a) Strategies to allow physical distancing in classrooms/learning environments.

PHCC Classrooms (including, computer labs, LRC Computer Learning Lab, Testing Center, Math Lab, Lester Library Reference Lab, large lecture halls, and auditoriums)

- All student seating at desks or tables must be arranged with at least six feet between each seat. This will mean that some desks or tables may be marked with caution tape or signage for non-use to maintain social distancing guidelines.
Each seat should be facing in the same direction, rather than having students face one another for delivery of instruction.
- The student seat closest to the entrance must be at least six feet away from the door and from the pathway for students to get to their seats.
- It is recommended as a best practice that each instructor assigns seats so that students know where they are to sit, thus avoiding unnecessary contact with other students searching for a seat.
- The lectern, podium, or instructor seating must be at least six feet away from any entrance or pathway through which students walk to their seats.
- In cases where ADA accommodations need to be made for students, be sure to work with the ADA Accessibility Disability Services Coordinator to arrange seating for any adaptive equipment needs.
- Large lecture halls or auditoriums with fixed seating should have seats sectioned off with caution tape, or an equivalent product, to indicate which seats should not be used in order to allow for at least six feet or more between seats. In some cases, this will also include sectioning off entire alternating rows in order to extend social distancing in all directions of a given seat.
- Phase 1 of Governor Northam's Forward Virginia Blueprint has concluded.
- During phase 2 of Governor Northam's Forward Virginia Blueprint, social distancing requirements will remain. Classrooms will retain the social distancing configuration, even as teleworking continues.
- During phase 3 of Governor Northam's Forward Virginia Blueprint and until further notice, classrooms will retain the social distancing configuration.
- Facial coverings will be worn in classrooms. If a person cannot wear a mask due to health concerns, a face shield will be provided.

Labs and Hands on Training

Students should avoid close contact with other individuals when entering or exiting any building. On entering the laboratory students will stop at the designated door before entering and maintain a 6-foot distance between one another. Students will not enter the room until given permission to

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do so by the instructor. The instructor will allow students in one at a time and assign them to a workstation. The workstation will be the student's workstation for the entire session. Students are required to stay within their assigned workstation throughout the session. Students are not permitted into another student's workstation unless given permission by the instructor, and the students agree with the instructor that the entrance is necessary (entering another student's workstation will be kept to a minimum and only allowed if required).

b) Social distancing considerations outside the classroom

In places where students typically form lines for services (admissions office, financial aid office, cashier's window, bookstore, etc.), markers will be placed on the floor separated by six feet. Elevators will be marked for minimum occupancy and hallways with "Keep Right" signage. All persons should use these markers to maintain proper social distancing. In addition, faculty, staff, students, and guests must maintain six feet or more of distance between themselves and other people regardless if the floor is marked or not.

c) Restrict occupancy/stagger use of communal, shared spaces such as classrooms, computer classrooms, and labs, LRC Learning Computer Lab, Testing Center, Math Lab, Lester Library Reference Lab, etc. to ensure physical distancing. Occupancy must be consistent with any active executive orders.

Learning Resources Centers/Library

Front-facing service counters or desks will be provided with wellness shields.

- Any staff offices in which students or guests enter for services will also receive Wellness shields to act as a barrier between students and PHCC employees.
- In staff offices, chairs should be repositioned so that there are at least six feet between the employee and the student or guest.
- The COVID-19 New Reality Task Force recommends that students schedule appointments for tutoring or librarian assistance and that staff conduct appointments via telephone or Zoom to alleviate face-to-face contact in the post-COVID era, whenever possible. This will support a "hybrid set-up" to make more efficient, de-densified use of physical spaces by incorporating technologies.
- All student seating at desks, tables, or study cubicles, including the LRC Learning Lab, Testing Center, Math Lab, and Lester Library Reference Lab must be arranged with at least six feet between each seat. This will mean that some desks, tables, or cubicles may need to be removed or sectioned off with caution tape, or an equivalent product, to indicate which seating should not be used in order to allow for at least six feet or more between seats.
- Each unused computer station will be deactivated and marked with caution tape or signage. Each seat should be facing in the same direction, rather than having students face one another.

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- Until further notice, the LRC will retain the social distancing configuration.

Student Center

- Indoor and outdoor seating must be reconfigured with at least six feet between each seat. This will mean that some tables and chairs may need to be removed or sectioned off with caution tape, or an equivalent product, to indicate which seating should not be used in order to allow for at least six feet or more between seats.
- Due to the need to move tables and chairs for cleaning and sterilizing the floors, markers should be placed on the floor indicating a distance of at least six feet in all directions for seating. If the seating positions are marked, then tables can be placed in front of single chairs, offering students additional room for studying or taking breaks.
- The PHCC COVID-19 New Reality Task Force recommends the removal of recreational games in the Student Center, as the CDC recommends removing objects in common areas that may be shared.

Physical Distancing During Restroom Breaks

Establish physical distancing guidelines for restroom breaks to include the following:

- ✦ Occupy alternate urinals and restroom stalls to maintain separation of six feet.
- ✦ Avoid congregating in the restroom. Emphasize courteous behaviors and a needed awareness of others' need to use the restroom.
- ✦ To the extent possible, encourage employees to not touch doorknobs, faucets, paper towel dispensers, etc. with clean, bare hands. Communicate the CDC guidance on handwashing for proper precautions and hand washing techniques when using the restroom.

d) Limitations on size of gatherings and/or strict physical distancing to be in place during gatherings.

PHCC will not allow social gatherings of more than 50 individuals. Social distancing requirements apply in these group settings. Stay at least six feet (about 2 arms' length) from other people.

- e) Strategies for food/dining areas should be consistent with plans to optimize physical distancing. Implement engineering controls, including limiting the number of diners or other methods of crowd control, appropriate spacing between tables, eliminating selfserve food, and take out/delivery options.

Indoor and outdoor seating in food/dining areas must be reconfigured with at least six feet between each seat. This will mean that some tables and chairs may need to be removed or sectioned off with caution tape, or an equivalent product, to indicate which seating should not be used in order to allow for at least six feet or more between seats.

Due to the need to move tables and chairs for cleaning and sterilizing the floors, markers should be placed on the floor indicating a distance of at least six feet in all directions for seating. If the seating positions are marked, then tables can be placed in front of single chairs, offering students additional room for lunching, or taking breaks.

6. HYGIENE PRACTICES AND CLEANING/DISINFECTING PROTOCOLS.

Definitions from the CDC

- ✦ Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- ✦ Disinfecting works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

- a) Cleaning and disinfection protocols to include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage

Business Hours Cleaning and Disinfection

To maintain a clean and disinfected campus environment, during business hours the following procedures should be followed once we have transitioned any or all PHCC's operations back to campus.

While the process of deep cleaning will occur overnight and more thoroughly on Fridays, PHCC administrators, faculty, staff, and students must take on some additional cleaning duties as assigned. In cases where medical conditions prevent employees from being around cleaning products, the employees should notify their supervisors of any concerns so that reasonable accommodations can be arranged.

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PHCC Student Services Offices (including faculty offices where students visit) and computer classrooms and labs

- ✦ All offices where students meet with faculty or staff will be supplied with cleaning and disinfection supplies, in the form of spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be placed in every office. Cleaning: The spray bottle with soapy water will be used for cleaning visible dirt and grime, if necessary. Disinfecting: Next, the spray disinfectant is to be used to disinfect surfaces.
- ✦ The supervisor can create a schedule for each office to ensure that cleaning duties are assigned, and cleaning is occurring throughout each day.
- ✦ Each morning, someone from the office should be designated to make sure supplies are available. Contact Housekeeping to secure additional supplies. Due to supply-chain demands, supplies are subject to availability.
- ✦ Approximately every hour, a PHCC employee from that office should put on disposable gloves. PHCC also recommends putting on a mask or a cloth face covering, and the employee should inspect the student side of any barriers in place. If surfaces are visibly dirty, the hard (non-porous) surfaces should be cleaned using the soap and water solution prior to disinfection.
- ✦ Next, all hard (non-porous) surfaces in the area where students may have touched should be disinfected by using disinfectant spray and paper towels, or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, countertops, handles, desks, faucets, sinks, etc.
- ✦ For electronics, such as tablets, touch screens, keyboards, and remote controls follow manufacturer's instruction for cleaning and disinfecting. If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol and dry thoroughly.
- ✦ Be sure to wash your hands immediately after removing gloves.

Vehicle Sanitizing and Disinfecting

To maintain a clean and disinfected vehicle interior, cleaning, and disinfection supplies in the form of spray bottles of disinfectant, aerosols and paper towels or disinfectant wipes will be supplied to the PHCC Police Department.

Upon return of a PHCC vehicle, a PHCC employee from Police/Security should put on disposable gloves, PHCC also recommends putting on a mask or a cloth face covering, and the employee will inspect the vehicle and:

- ✦ Spray disinfectant on the cloth seat coverings.
- ✦ Sanitize the steering wheel, signals control, windshield wiper control, and gear shifter.
- ✦ Sanitize door handles and pulls

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- ✦ Sanitize the dashboard, screens, and controls using alcohol-based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol and dry thoroughly.

b) Provisions for hand sanitizer/handwashing stations

Install hand sanitizer stations at major traffic intersection points and classrooms/laboratories where possible.

- c) Minimize shared objects and ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc.).

PHCC discourages the use of others' supplies, material, and equipment. Use of lab equipment, computers, dedicated student supplies, etc. will be minimized with sanitizing and disinfecting taking place between uses.

7. Housing:

Not applicable to PHCC

8. Consideration of vulnerable individuals

- a) Policy options to support those at higher risk for severe illness to mitigate their exposure risk (e.g. telework, modified job duties, virtual learning opportunities).

Health Precautions for the Vulnerable individuals at PHCC

According to the CDC, those at high-risk for severe illness from COVID-19 include people who are sixty-five years or older and people of all ages with underlying medical conditions.

PHCC employees who are sixty-five or older or who have an underlying documented medical condition and are immune compromised should be given flexible options for alternative scheduling or teleworking, when possible. Therefore, employees of PHCC who consider themselves at high-risk for severe illness from COVID-19 should alert their supervisor and contact the Human Resources Department for appropriate procedures.

PHCC students who are sixty-five or older or who have an underlying documented medical condition and are immune compromised must consult with Student Services to develop an individualized education plan for continuing distance education.

- b) Implement flexible sick leave policies and practices that enable faculty, staff, and students to stay home or self-isolate when they are sick or have been exposed.

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Each department administrator/manager must determine how to safely provide on-site service while observing social distancing rules and facial covering requirements.

- ✦ Base staffing requirements for each area will be determined (the number of staff that must be on site given business requirements and space). Staffing may be staggered by continuing telework and rotational scheduling.
- ✦ Appointments are encouraged versus walk-in interactions. For urgent situations, the department must have an on-call contact.
- ✦ Department meetings and other cross-discipline meetings will continue to be held via ZOOM or other technology whenever practical.
- ✦ Individuals who require accommodation (such as telework) must provide supporting healthcare documentation. Accommodation requirements for faculty and staff will be handled by the Human Resources Department.
- ✦ Individuals who require accommodation for a family member or dependent must provide supporting healthcare documentation. When possible, telework may be an option. If telework or alternative work arrangements are not feasible, the employee may be eligible for leave under the Family Medical Leave Act (FMLA). This will be handled by the Human Resources Department.
- ✦ Social distancing is a requirement. Facial coverings in common areas are requirements. If an employee or faculty member does not observe those requirements, the manager/dean must address the issue immediately. If the employee or faculty member continues not to observe the requirements, the manager/dean will contact the Human Resources Department to address.

c) Develop policies for return to class/work after COVID-19 illness.

If an employee is diagnosed with COVID 19 he/she will not come to work. If he/she recently attended work, he/she will advise their supervisor immediately of the diagnosis. The employee will stay in touch with his/her supervisor as he/she is able. The employee will not return to work until (1) a doctor/health professional verifies that he/she has fully recovered OR the employee is 14-days post-diagnosis and symptom-free and (2) contacts the Human Resources Department prior to returning.

If a student is diagnosed with COVID 19 he/she will not come to class. If he/she recently attended class, he/she will advise his/her instructor immediately of the diagnosis. The student will stay in touch with his/her instructor as he/she is able. The student will not return to class until (1) a doctor/health professional verifies that he/she has fully recovered OR the student is 14-days post-diagnosis and symptom-free and (2) contacts the Dean of Student Services prior to returning.

9. International student considerations

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International students must self-quarantine for fourteen days after entering the United States before coming on campus.

10. Partnership and communication/information sharing with the local community, health systems and other stakeholders.

In the event of a suspected or confirmed case of COVID-19, PHCC will immediately contact the Henry County/Martinsville public health official Sharon Ortiz-Garcia, 276-638-2311 ext. 129. Garcia will assist PHCC administrators to determine a course of action.

11. Face coverings.

- a) Plans submitted by each institution should include information on how it intends to teach/reinforce use of face coverings among students, faculty, and staff.

All communications to staff and students will include reminders on the requirements for face coverings. Signage about the importance of face coverings will be posted throughout the campus and posted on the PHCC website. All persons who are allowed on PHCC's campus will maintain social distancing practices and stay at least six feet (about 2 arms' length) from other people. According to the Governor's Executive Order 63, all patrons aged ten and over shall, when entering, exiting, traveling through, and spending time inside PHCC's buildings, cover their mouth and nose with a face covering, as described and recommended by the CDC. Students are required to wear face covering in classes to reduce the spread of COVID-19, therefore creating a lower risk environment. If needed, masks may be obtained from the campus police department and Switchboard. If an individual refuses to wear a mask under these circumstances without claiming a medical exemption, campus police should be contacted at 276-656-0221.

- b) For faculty cloth face coverings should be worn in times when at least six feet physical distancing cannot be maintained.

Face coverings are mandatory to be worn by all people when around others on PHCC's campus when social distancing may not be possible. For Faculty cloth face coverings should be worn in times when at least six feet physical distancing cannot be maintained. For example, an instructor standing in a classroom seven feet from students could teach without a face covering. During meetings or gatherings or in narrow hallways or other settings where physical distancing may not be easy to maintain, a face covering would be prudent to wear.

PHCC will require facial coverings when in hallways, classrooms, and common areas where social distancing may be difficult.

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- ✦ Signage will include reminders that all students, faculty, and staff must cover nose and mouth.
Pictures/diagrams will be used to show the proper way to wear a facial covering.
- ✦ If a student, faculty, or staff member does not have a facial covering, one will be provided.
- ✦ A box of facial coverings and hand sanitizer will be available at the Police Dept. and Switchboard.
- ✦ If facial coverings are not in stock, the person must not enter the facility until she/he retrieves a facial covering.

c) Students are required to wear cloth face coverings in times when at least six feet of physical distance cannot be maintained.

Face coverings are mandatory to be worn by all people when around others on PHCC's campus when social distancing may not be possible.

PHCC will require facial coverings when in hallways, classrooms, and common areas where social distancing may be difficult.

- ✦ Students are required to wear face covering in classes to reduce the spread of COVID-19, therefore creating a lower risk environment.
- ✦ Signage will include reminders that all students, faculty, and staff must cover nose and mouth.
Pictures/diagrams will be used to show the proper way to wear a facial covering.
- ✦ If a student, faculty, or staff member does not have a facial covering, one will be provided.
- ✦ A box of facial coverings and hand sanitizer will be available at the Police Dept. and Switchboard.
- ✦ If facial coverings are not in stock, the person must not enter the facility until she/he retrieves a facial covering.

D) Institutions should consider adopting relevant business-sector guidance for staff regarding the use of face coverings (e.g. fitness center, dining, student services, etc.). Face coverings should be worn in public facing areas and in office spaces where six feet of physical distance cannot be maintained.

PHCC heeds the CDC advice for people to use simple cloth face coverings in the absence of manufactured face masks. Masks and face coverings, as with all Personal Protective Equipment (PPE), reduces the risk of spreading COVID-19 but does not guarantee that a person will not spread or become sick with COVID-19. No guarantees of safety are implied in this plan. All measures taken by PHCC represent an attempt to prevent the spread of COVID19 during this public health

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crisis. Every person on PHCC's campus should cooperate with the guidance, protocols, and procedures established in this plan.

Cloth face coverings should:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

12. Student Health Services (SHS):

The below sections a) through f) are not applicable to PHCC. The college does not provide health services.

- a) Assurance of provision of medical-grade PPE for health services staff
- b) Maintenance of typical (non-COVID-19) health services
- c) Mental health services
- d) SHS facility considerations such as waiting areas, signage, environmental management/cleaning, IT considerations, etc.
- e) SHS administrative/staff considerations such as PPE, employee health program protocols, education/training of staff, billing/charges, staff scheduling, etc.
- f) SHS patient care considerations such as online appointments, strategies to limit shared objects (e.g. pens, keypads), triage protocols, screening forms, patient screening procedures (e.g. for symptoms/temperature checks before entering the clinic).

13. Large events, including athletic events, and others such as ceremonies or performances

PHCC will not allow social gatherings of more than 50 individuals. All ceremonies will either be delayed or conducted virtually. The PHCC Athletics COVID-19 Action Team will encourage athletes to follow the social distancing guidelines, campus policies, and NJCAA guidelines. The protocols for the athletics department are attached hereto as Exhibit A

14. Communications strategy

PHCC will communicate via website, email, emergency alert, social media, and/or text to students, faculty, and staff the following:

- ✦ Conditions of campus and access to facilities.

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- ✦ Instructional delivery changes if an illness develops.
- ✦ Health education messages and messages to reduce the spread of disease.
- ✦ Widely communicate prevention and control messages, including information about outbreaks, disease prevention and control recommendations, steps to take if illness develops, etc.
- ✦ Promote flu vaccination when available and COVID-19 vaccination (if it becomes available)

15. Orientation and education/training, including anti-stigma training

The college is promoting facts that come from reputable sources such as the CDC, WHO and APA. Examples include <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/reducing-stigma.html> <https://www.who.int/docs/default-source/coronaviruse/covid19-stigma-guide.pdf> <https://www.apa.org/news/press/statements/combating-covid-19-bias.pdf>

PHCC police and security guards, faculty, and staff are encouraged to remind students in a friendly manner of the six-foot requirement when they notice students gathering and ignoring social distancing. This is required inside, at outside common areas, and in all parking lot areas.

Additional information on education/training can be found on PHCC's home page: <https://www.patrickhenry.edu/>

III. B. MONITORING HEALTH CONDITIONS TO DETECT INFECTION

1. Daily health screening questions and/or other health monitoring approaches that can be used to monitor health of the campus population.

All students will be required to complete the Student Health Safety Agreement upon starting classes for the fall semester to assure they understand their obligations in maintaining a safe environment when on campus. This form includes the obligation to complete a daily self-check via an instrument provided by the CDC prior to coming to campus. Faculty will be responsible for obtaining these signed agreements and forwarding them to the Dean of Student Services. Persons who know or who have reason to believe that they are infected with a contagious disease of public health significance/threat have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others and must follow these guidelines:

Persons who are infected with a contagious disease must seek expert medical advice and are encouraged to advise local health authorities of a possible public health threat. They must follow the directions of local health authorities to prevent the spread of infection and to protect their own health.

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- ✦ Persons who know they are infected with a contagious disease are urged to immediately share that information with an appropriate college administrator.
- ✦ Students should contact the Dean of Student Services.
- ✦ Employees should contact the Director of Human Resources so that the College may respond appropriately to their needs and assess the health risks to the college community.
- Medical information relating to contagious diseases of persons within the college community will only be disclosed to responsible college officials and local health officials on a need-to-know basis.
- Persons testing positive for COVID-19, or who suspect they might have COVID-19 based on fever, cough, or other symptoms as listed below are required to isolate themselves from the college community until the danger of infection is no longer present, as determined by expert medical professionals.
- Any person who becomes sick on campus with symptoms consistent with COVID-19 should separate themselves from others immediately, return to their place of residence, and seek medical attention.
- Any person who arrives on campus showing symptoms of COVID-19 without having been tested for COVID-19 should separate themselves from others immediately, return to their place of residence, and seek medical attention.
- Students, staff, and faculty should not attend class or work when sick, whether COVID-19 is suspected or not.
- PHCC will practice as much flexibility as reasonably possible for any member of the PHCC community during this time of pandemic.

2. Campus level syndromic (disease) surveillance using electronic health record data or other disease surveillance methods as feasible.

PHCC does not provide health services to its students or employees. PHCC will use all information available to monitor COVID-19 on campus and follow all CDC guidance pertaining to outbreaks. Should any student or staff member contract COVID-19 the college will inform the local VDH office for contact tracing support.

3. Establishment of a testing strategy. Testing strategies should consider testing for all students, faculty or staff with symptoms and access to testing for close contacts of cases as recommended by public health. Institutions may consult with their local health department, local health systems and other relevant partners.

PHCC does not provide health services to its students or employees. Should any student or staff member contract COVID-19 the college will inform the local VDH office for testing support.

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IV. C. CONTAINMENT TO PREVENT SPREAD OF THE DISEASE WHEN DETECTED

1. Partnership with VDH for contact tracing

PHCC will work cooperatively with Henry County/Martinsville public health official Sharon Ortiz-Garcia, 276-6382311 ext. 129 to assist with tracing of individuals who may have come into contact with people who have tested positive for COVID-19. The local health department and VDH will be notified immediately upon being informed of any positive COVID-19 test result by someone on campus.

In the case of a worker or visitor testing positive, the local health department will be notified of all workers and visitors who entered the site dating back to 48 hours before the worker began experiencing COVID-19 symptoms or tested positive, whichever is earlier. The daily symptom screening logs will be shared with the local health department to meet this requirement.

Links for additional information on contact tracing are:

<https://www.vdh.virginia.gov/coronavirus/prevention-tips/contact-tracing/>

https://www.vdh.virginia.gov/content/uploads/sites/182/2020/06/VDH-IHE-and-ContactTracing_061720_final.pdf

2. Quarantining and isolating

Space has been identified for temporary use in case an employee or student becomes ill and is either unable or does not have immediate transportation.

3. Campus outbreak management

In the event a confirmed case has been on PHCC's campus the College will implement a short-term building closure if a COVID-19 infected person has been on campus, regardless of the level of community spread. According to CDC recommendations, if an infected person has been on campus:

Roberta Wright has been designated as the college official that will coordinate with the Henry County/Martinsville Health Department officials. Once learning of a COVID-19 case in someone who has been on campus, the official will immediately contact the Henry County/Martinsville Health Department and other local appropriate authorities. The Henry County/Martinsville Health Department will assist PHCC administrators to determine a course of action to take, including:

- Determine who the individual may have had contact with and the locations in which the individual traveled on campus.
- Determine if a short-term closure (for 2-5 days) of all campus buildings and facilities is necessary.

- In some cases, PHCC administrators, working with the public health officials, may choose to only close buildings and facilities that had been entered by the individual(s) with COVID-19.

According to the CDC, this initial short-term class suspension allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting PHCC. This allows the local health officials to help PHCC determine appropriate next steps, including whether an extended duration is needed to stop or slow further spread of COVID-19.

Local health officials' recommendations for the duration and extent of class suspensions, building and facility closures, will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

PHCC's administrators will communicate with students, staff, and faculty in coordination with local health officials. This coordinated effort will lead to the communication of possible COVID-19 exposure. However, all PHCC employees must follow all PHCC policies regarding the dissemination of private information, in addition to all requirements related to the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

4. Partnership with local health systems to assure care for symptomatic individuals as needed. (e.g. a local health system representative could serve on the COVID-19 team)

PHCC will partner with the VDH for contact tracing. PHCC will refer individuals to local health care providers and local health departments as needed.

V. D. SHUTDOWN CONSIDERATIONS IF NECESSITATED BY SEVERE CONDITIONS AND/OR PUBLIC HEALTH GUIDANCE

1. Plans regarding the criteria and process for campus dismissals or shutdowns. Decisions regarding dismissals and shutdowns should be made in consultation with local and state public health officials.

If a person is suspected or confirmed to have COVID-19, Patrick Henry Community College will close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

If it has been 7 days or more since the sick person used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and

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disinfecting all high-touch surfaces in the facility according to the CDC recommendations.

Roberta Wright has been designated as the college official that will coordinate with the Henry County/Martinsville Health Department officials. Once learning of a COVID-19 outbreak on campus, she will immediately contact the Henry/Martinsville public health officials. These officials will assist PHCC administrators to determine a course of action to take, including:

- Determining if a short-term closure (for 2-5 days) of all campus buildings and facilities is needed.
- In some cases, PHCC administrators, working with the Henry County/Martinsville public health officials, may choose to only close buildings and facilities that had been entered by the individual(s) with COVID-19.

According to the CDC, this initial short-term class suspension allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting PHCC. This allows the local health officials to help PHCC determine appropriate next steps, including whether an extended duration is needed to stop or slow further spread of COVID-19.

Local health officials will contact the Virginia Department of Health with any positive cases locally. In turn, the VDH may engage contact investigators and contact tracers to provide guidance, education, resources, and tracking. Patrick Henry Community College faculty will take attendance during each course or lab per normal attendance guidelines. The attendance logs will be used to assist the Virginia Department of Health contact investigators or tracers should the need arise. Area supervisors will keep daily attendance of employees on campus, so that PHCC can assist the Virginia Department of Health contact investigators and tracers in the event of a COVID-19 infected person on campus.

Local health officials' recommendations for the duration and extent of class suspensions, building and facility closures, will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

2. Nature of reduced campus activity in the event of severe conditions/public health direction or guidance.

If local health officials report that there are multiple cases in the college community, the college may need to implement additional strategies in response to prevent spread in the community, but the college should continue using the strategies implemented when there was no community transmission. These additional strategies include:

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- Coordinate with local public health officials. This should be a first step in making decisions about responses to the presence of COVID-19 in the community. Health officials can help the college determine which set of strategies might be most appropriate for their specific community's situation.
- Implement multiple social distancing strategies. Select strategies based on feasibility given the unique space and needs on college campuses. College administrators are encouraged to think creatively about all opportunities to increase the physical space between students and limit interactions in large group settings.
- Cancel large gatherings. Cancel activities and events such as athletic events or practices, or special performances for groups of 50 people or more. Cancel events for groups of 20 people or more if attendees are at increased risk for severe illness from COVID-19
- Cancel or modify courses where students are likely to be in very close contact, such as lecture courses with close seating, or music or physical activity classes where students are likely to be in proximity.
- Increase space between desks. Where possible, rearrange desks to maximize the space between students. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Consider ways to accommodate the needs of students and staff at higher risk of severe illness with COVID-19. Consider if and how to honor requests of students or staff who may have concerns about being on campus due to underlying medical conditions or those of others in their home.
- Consider extended in-person class suspension. In collaboration with local public health officials, implement extended class suspension and event/activity cancellations (e.g., suspension/cancellations for longer than two weeks). This longer-term, and likely broader-reaching, strategy is intended to slow transmission rates of COVID-19 in the community. During extended class suspensions, also cancel extracurricular group activities and large events.

3. Considerations regarding student health and safety on campus versus returning home.

PHCC does not provide student housing. PHCC will promote stay at home if ill; send home if symptoms present.

4. Communications plan for dismissals/shutdowns.

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Should transmission rates increase, the COVID-19 coordinator/campus team will monitor the situation by communicating with local and state health officials and review media sources in order to provide appropriate information to the college community. College officials may temporarily close the college if such closure serves the best interest of the college community.

Patrick Henry Community College will inform the college community of plans to provide continuity of operations that will minimize disruption to campus operations. Such continuity measures may include requiring and/or permitting employees to transition to temporary telework through a telework agreement; modifying or shifting responsibilities and duties based on College needs and access to the campus; or modifying or altering normal working hours and schedules.

Other measures may include implementing new safety and sanitary measures at the workplace based on current and applicable recommendations by the VDH, CDC or any other state or federal agency, and in compliance with any Executive Orders issued that would require such measures. Students and employees will be notified of specific measures and may be asked to acknowledge receipt and understanding of those measures as well as agreement to abide by them.

The President, college spokesperson and if possible, in collaboration with the COVID-19 coordinator/campus team will inform the college community of plans to provide continuity of operations/instruction that will minimize educational and social disruption.

The COVID-19 coordinator/campus team may require infected persons to isolate themselves from the college community until the danger of infection is no longer present.

The COVID-19 coordinator/campus team will consult with local and state health officials to provide any specific instructions for individuals returning to the college following an outbreak

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VI. E. APPENDIX

1. Health Screening Questions

Patrick Henry Community College

Campus Access COVID-19

Campus Building:

Date: _____

THIS IS A TEST

In order to access campus, we are asking that you attest to the following statements:

I have not been exposed or had close contact to any individuals who have been ill with respiratory illness within the last 14 days, who are under investigation for COVID-19, or who have tested positive for COVID-19

A close contact is defined as a person who:

- provided care for the individual, including healthcare workers, family members or other caregivers, or who had other similar close physical contact **without consistent and appropriate use** of personal protective equipment **OR**
- who lived with or otherwise had close prolonged contact (within 6 feet) with the person while they were infectious **OR** had direct contact with infectious bodily fluids of the person (e.g. was coughed or sneezed on) while not wearing recommended personal protective equipment?

I have not traveled to or been in close contact with individuals who recently returned from a country where the CDC has issued a Level 3 travel health notice

**I have not experienced any of the following new symptoms in the last 48 hours:
Fever, Cough or Shortness of Breath**

By signing below, you are attesting that the statements above reflect your current health condition and that you believe your entry to this facility will not create any

COVID-19 health risks to others. In the event there is a report of a positive COVID-19 contact on the day of your visit to the campus you will be notified.

Printed Name: _____

Date: _____

Signature: _____

Telephone Number: _____

2. Student Health Safety Agreement

COVID 19 RETURN TO IN-PERSON CLASS



vii.

Student Health Safety Agreement

The health and well-being of our students, instructors and staff is a top priority. With the current and uncertain future of the COVID 19 Pandemic outbreak, it imperative we follow very specific guidelines until such time as the Pandemic ends.

This document provides guidelines for keeping students, instructors, and college staff safe during the current COVID 19 pandemic for all in-person classes. As a condition for your return to class, you will be expected to practice and follow these guidelines consistently for the safety of not only yourself, but for others you will encounter at the college.

For my safety, the **College will do the following:**

- Maintain a commitment to keeping educational interruptions to a minimum and helping students stay on track to complete their programs of study;
- Initiate steps to mitigate the risk and of transmission including thorough cleaning and disinfecting of classroom/lab areas at the conclusion of classes;
- Provide hand sanitizers on campus;
- Provide regular cleaning/disinfecting of common areas such as water fountains and restrooms;
- Quickly respond to student concerns and/or questions as they may arise, and;
- Adapt, adjust, or change procedures or polices to adhere to CDC, state, or federal policy/guidelines.

Student Expectations:

As a student, I agree to the following conditions to return to class:

1. **I will not come to class sick or stay if I feel sick**, regardless of symptoms. I will contact my instructor so that he/she is aware and can make instructional accommodations if necessary. I will stay in touch regularly with my instructor until I return to class. If he/she has not provided me with contact information, I will ask or contact the Dean of Students office;
2. **I will not come to class if I have been exposed to someone with COVID 19** or traveled to an area with a high incidence COVID 19. I will quarantine per CDC guidelines. I will not come back to class until I have quarantined for a minimum of 14 days. I will contact my instructor so that he/she is aware and may make instructional accommodations if appropriate, until I return to class;
3. **If after attending a class, I find out that I was exposed to someone with COVID 19 outside of class, I will contact my instructor immediately** and quarantine per CDC guidelines. I will not come back to class until I have quarantined for at least 14 days. My instructor may make instructional accommodations if appropriate. I will stay in touch with my instructor until I return to class;

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4. If I am diagnosed with COVID 19 I will not come to class. If I recently attended class, I will advise my instructor immediately of my diagnosis. I will stay in touch with my instructor as I am able. I will not return to class until (1) a doctor/health professional verifies I have fully recovered OR I am 14-days post-diagnosis and symptom-free and (2) contact the Dean of Students office prior to returning.
5. I will practice Social/Physical Distancing and will not congregate before, during, and after class, as well as during breaks. I will not loiter or socialize on campus and will leave the campus when not engaged in active course-related activity;
6. I will wear a protective face covering (mask) to all in-person classes. This will be required for class admission until such time as I am directed to discontinue. Other Personal Protective Equipment (PPE) may be required by the college or by my instructor. Failure to wear a face covering and required PPE while on campus may result in being asked to leave as well as possible dismissal from class;
7. I will be prepared if this in-person class is moved online. In the event of a new outbreak or change in state guidelines, I understand it is possible my class may be moved online, fully or partially. I understand that if my class is moved online, I will need access to technology and internet with as little as 24 hours' notice; and,
8. RECOMMENDATION: I should sign up for the PHCC Alert so that I will receive school-wide bulletins and update TEXTS/EMAILS not only about closing, but other emergency information I should know. For the latest emergency closing information, please sign up for PHCC Alert by visiting <http://alert.patrickhenry.edu/>

Signature

By signing below, I agree to the above Student Expectations as a condition of returning to campus for in-person classes. If, at any time, I fail to follow any of these conditions, I understand I may be dismissed from my class without a refund. This agreement will become part of the class record.

PRINTED NAME

SIGNATURE

DATE

6/18/20 8:00 AM

3. Employee Health Safety Agreement



Employee Health Safety Agreement

The health and well-being of our students, instructors, and staff are a top priority. With the current and uncertain future of the COVID-19 Pandemic outbreak, it imperative we follow very specific guidelines until such time as the pandemic ends.

This document provides guidelines for keeping students, instructors, and college staff safe during the current COVID-19 pandemic as we re-open campus and transition to in-person labs and classes. You will be expected to practice and follow these guidelines consistently for the safety of not only yourself, but for others you will encounter at the college.

For my safety, the College will do the following:

1. Maintain a commitment to keeping educational interruptions to a minimum and helping students stay on track to complete their programs of study
2. Initiate steps to mitigate the risks and transmission of COVID-19, including thorough cleaning and disinfecting of classroom/lab areas at the conclusion of classes
3. Provide hand sanitizers on campus
4. Provide regular cleaning/disinfecting of common areas such as water fountains and restrooms
5. Quickly respond to student and employee concerns and/or questions as they may arise
6. Adapt, adjust, or change procedures or policies to adhere to CDC, state, or federal policy/guidelines.

Employee Expectations:

As an employee, I agree to the following:

1. **I will not come to work sick or stay if I feel sick**, regardless of symptoms. I will contact my supervisor so that he/she is aware and can make accommodations if necessary. I will stay in touch regularly with my supervisor until I return to work. If he/she has not provided me with contact information, I will ask or contact the Human Resources office
2. **I will not come to work if I have been exposed to someone with COVID-19** without consistent and appropriate use of personal protective equipment. I will [quarantine](#) per CDC guidelines. I will not come back to work until I have quarantined for a minimum of 14 days. I will contact my supervisor so that he/she is aware and may make accommodations if appropriate, until I return to work
3. **If after attending work, I find out that I was exposed to someone with COVID-19 without consistent and appropriate use of personal protective equipment outside of work, I will contact my supervisor immediately** and quarantine per [CDC guidelines](#). I will not come back to work until I have quarantined for at least 14 days. My supervisor may make accommodations if appropriate. I will stay in touch with my supervisor until I return to work
4. **If I am diagnosed with COVID-19 I will not come to work. If I recently attended work, I will advise my supervisor immediately of my diagnosis.** I will stay in touch with my supervisor as I am able. I will not return to work until (1) a doctor/health professional verifies I have fully recovered OR I am 14-days post-diagnosis and symptom-free and (2) contact the [Human Resources Office](#) prior to returning
5. **I will practice Social/Physical Distancing and will not congregate on campus** before, during, and after work, as well as during breaks. I will not loiter or socialize on campus and will leave the campus when not engaged in active work-related activity
6. **I will wear a protective face covering (mask) to all in-person functions.** This will be required for work admission until such time as I am directed to discontinue. Other Personal Protective Equipment (PPE) may be required by the college or by my supervisor. Failure to wear a face covering and required PPE while on campus may result in being asked to leave
7. **If I am faculty, I will instruct my students to wipe down their work space after each class.**
8. **I will be prepared if the campus closes.** In the event of a new outbreak or change in state guidelines, I understand it is possible my work may be moved online, fully or partially. I understand that if my work is moved online, I will need access to technology and Internet with as little as 24 hours' notice
9. **RECOMMENDATION: I should sign up for the PHCC Alert** so that I will receive school-wide bulletins and updated TEXTS/EMAILS not only about closing, but other emergency information I should know. For the latest emergency closing information, please sign up for PHCC Alert by visiting <http://alert.patrickhenry.edu/>.

Signature

By signing below, I agree to the above Employee Health Safety Agreement. If, at any time, I fail to follow any of these conditions, I understand I may be sent home from work. This agreement will become part of my employee record.

PRINTED NAME

SIGNATURE

DATE

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4. Athletics COVID-19 Safety Protocol

PHCC ATHLETICS COVID-19 ATHLETIC SAFETY PROTOCOL

FALL 2020

In March, the 2019-20 academic and athletic year changed abruptly for everyone. As the COVID-19 pandemic spread across the country and world, several of PHCC's athletic sports teams saw their seasons end, while those spring sport student-athletes and coaches saw their championship hopes cut short. The closure of campus required students and faculty to transition to remote learning. Athletics department staff quickly responded to help support the Patriots make the transition while simultaneously initiating preparations for their highly anticipated return.

Through it all, PHCC Athletics has remained closely engaged with College leadership. The PHCC Athletics Roadmap For Fall 2020 is the result of collaborative information collection, planning and strategic decision making. It relies upon information from the Center for Disease Control and Prevention and the Occupational Safety and Health Administration, as well as the guidance provided by campus leaders and experts, state and local public health officials, and peer institutions. The aim is to help all student-athletes and department employees safely and confidently return to campus to pursue the opportunities for which we have such great passion.

The issues surrounding the pandemic continue to evolve, and this Roadmap is an initial plan that will continue to be updated. PHCC Athletics will closely monitor local, state and national developments and update our standards and safety protocols, as needed. The safety of all Patriot student-athletes, coaches and staff will always be the top priority.

PHCC Athletics will face this challenge head on and aim to defeat it together. We are stronger together; We Are PHAMILY!

Returning to the Workplace and to Athletic Activities

Beginning July 13, the department's facilities will be cleaned and prepared for coaches, studentathletes and athletics personnel to return to campus in a coordinated and phased process to better manage facility preparation, density, and distribution of important supplies. The needs and timelines for its student-athletes and staff vary across competition seasons. Therefore, each sport has a return plan

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for staff members, while head coaches have collaborated with the Athletic Director to plan and coordinate the return of coaching staffs and student-athletes.

Current Schedule Team / Personnel	Date	Action
Facilities	July 13, 2020	Clean, disinfect and prepare all department facilities. Community protective equipment (CPE) and cleaning supplies will be allocated to ensure proper distribution and availability.
Athletic Training: JR Smith	July 15, 2020	Prepare for student-athlete arrival
Volleyball, M/W Soccer, M/W Cross Country, Golf	July 18, 2020	Can Return for to use Stone Hall Facilities for Scheduled Trainings. Trainings for Baseball, M/W Basketball, Softball, Track and Field, Wrestling will be delayed as Fall Sports priority. Evaluation of student-athlete must be documented.
Practice begins for Fall Sports	August 1 , 2020	Prepare for return of remaining teams and the 2020-21 academic year. Athletic Director will meet with each team individually.
PHCC Athletics Student-Athlete Orientation	August 3, 2020	Mandatory attendance of all student-athletes. Documents and pertinent COVID information will be handed out and discussed. Proper Social Distancing requirements will be met. Physical fitness test for student-athlete must be collected. Each team will have a certain time to meet.
PHCC Fall Semester Begins	August 24, 2020	Online/ Few In -Person Classes
Practice begins for Fall Nonchampionship sports	August 31, 2020	Baseball and Softball, Track and Field, Wrestling
Competition begins for Fall Nonchampionship sports	September 9, 2020	Baseball and Softball
Practice begins	September 14, 2020	M/W Basketball
Practice begins	October 1, 2020	M/W Indoor Track and Field
Competition Begins	October 16, 2020	M/W Basketball
Competition ends for Fall Nonchampionship sports	October 31, 2020	Baseball and Softball
Regular season practice begins	January 1, 2021	Wrestling

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Regular season competition begins January 20, 2020 Wrestling
*Spring sports schedule currently remains the same.

Student-athletes should self-quarantine or wear a mask in public and social distance for at least a week prior to returning to PHCC.

Testing

PHCC Athletics will not give COVID-19 tests. However, staff will check and monitor for symptoms. If a student-athlete, coach, or staff has any symptoms, they will be referred to the proper location for testing.

All athletics personnel and student-athletes must self-monitor for symptoms of COVID-19 daily before they arrive on campus or at a practice site. Student-athletes will enter athletics facilities or begin participation in athletics activities, whichever occurs first, at a designated location. Prior to entering these facilities, they will be scanned for temperature readings. If temperature is 100.3 or above, they will not be allowed entrance.

JR Smith, Head Athletic Trainer, will continue to evaluate testing and safety protocols for the for all student-athletes.

Community Standards for Health and Safety

The unique nature of intercollegiate athletics instruction, participation and support requires we take additional measures and modify protocols to protect the health and safety of all involved. All department staff and student-athletes are expected to fully comply with these standards.

Monitor Symptoms

Stay home if you are not feeling well. All employees and student-athletes must conduct a daily review of COVID-19 symptoms before arriving on campus or at a practice site. Anyone experiencing any of the following COVID-19 symptoms must not come to campus:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Repeated shaking with chills
- Muscle pain
- Sore throat

- - New gastrointestinal symptoms
 - Sudden loss of taste or smell

Employees experiencing symptoms should notify their health care provider and supervisor.

Student-athletes should notify their athletic trainer or their head coach, and Athletic Director. Any individual who has tested positive for COVID-19, who has been referred for testing or who is awaiting test results may not come to campus for any reason until approved to do so by a medical professional.

Face Coverings or Masks

Staff and student-athletes are encouraged to bring their own face coverings or masks but will be provided one by the department if needed.

All employees and student-athletes must wear a face covering or mask when inside a campus facility and in settings where physical distancing measures are difficult to maintain. (e.g., meeting rooms, hallways, and training areas). Face coverings or masks may not be required when a student-athlete is participating in a physical or team activity supervised or conducted by a coach and athletics trainer, but in such cases alternative and appropriate precautions will be taken.

Disposable Gloves

According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Frequent hand-washing is considered the best practice for common everyday tasks. Disposable gloves will be provided to facilities staff members and others who frequently exchange objects or materials with the public.

Physical Distancing

All staff and student-athletes should make every effort to maintain appropriate physical distancing – a minimum of 6 feet distance (or 200 square feet per person, or about two arms lengths away) – from others at all times. Avoid assembling or convening in groups of greater than 10 people indoors. For gatherings and meetings that cannot meet these requirements, Zoom or another form of teleconferencing should be used. The only exception to this standard is when student-athletes participate in a physical or team activity supervised or conducted by a coach and athletics trainer and in such cases, alternative and appropriate precautions will be taken.

Facility Use

Department staff will coordinate with PHCC Facilities to ensure all athletic department facilities are thoroughly cleaned and disinfected before student-athletes and employees return. Plans for each facility address occupancy limits for offices,

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shared spaces, elevators and restrooms. Temporary signage and other visual cues communicate important safety information and facilitate proper physical distancing. In some areas, furniture and amenities have been arranged or removed.

Visitors are currently not permitted inside department facilities until further notice. Employees are not permitted to use indoor training facilities for their personal use and attendance at all team activities is limited to essential student-athletes and employees.

Practices

1. Pre-Screen
 1. Daily temperature scan with PHCC equipment.
2. Temperature – before practice
 1. 100.3 or over results in removal from building
3. Athlete becomes sick during practice
 1. Send home immediately – coach will touch base and will alert Athletic Director.
4. Hydration
 1. All athletes bring their own water bottle. Water bottles must not be shared.
 2. Water coolers will not be made available
5. Masks
 1. Available for teams and officials
6. Sanitizers/Wipes
 1. Available always
7. Athletic Equipment
 1. Cleaned before, during, and after
8. Workouts
 1. Groups must stay together
 2. Core group: 4-6 people in each
 3. Coaches must schedule according to pre-season, in-season, and post-season

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9. Roommates

1. List of roommates for all athletes
2. If your roommate has a positive test, roommate quarantined as well
3. Personal hygiene, laundry, dishes, etc. covered during meetings and orientation

Games/Matches

1. Handshakes

1. No handshakes before and after match or game

2. Facilities Cleaning

1. Before and after event
 - i. Locker rooms, Bleachers, Restrooms, Doors, Scorer's Table, Chairs

3. Travel

1. In some cases, driving themselves may be permitted via Athletic Director
2. Masks must be worn on the bus.
3. Temperature before they leave and coming back home