

VIRGINIA MILITARY INSTITUTE

LEXINGTON, VIRGINIA 24450-0304

VMI Emergency Management
Phone 540-464-7119

4 September 2024

MEMORANDUM

TO: The Audit, Finance, and Planning Committee

FROM: Director of Emergency Management

SUBJECT: VMI Emergency Management Program

This multi-faceted program crosses every VMI department, VMI Alumni Agencies, the George C. Marshall Foundation and the local, regional, and state emergency management programs.

Post-wide Emergency Management Program (OPR: DEM)

- Plans (OPR: DEM)
 - Continuity of Operations Plan (COOP) – This recovery plan works as a companion plan with the VMI Crisis and Emergency Management Plan and provides a framework to minimize potential impact and allow for rapid recovery from an incident that disrupts operations. This document was recently updated and published in August 2024. Distribution was made across VMI and to local and state agencies. This document was updated and approved by the BOV in May 2022 and the next BOV review is scheduled for 2027.
 - Crisis and Emergency Management Plan (CEMP) – This plan directs 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 integrate with the locality in which the Virginia Military Institute (VMI) Post resides to provide the best emergency response and recovery during the emergency situation by assigning responsibilities to specific entities. Distribution was made across VMI and to local and state agencies. This document was updated and approved by the BOV in May 2022, and the next BOV review is scheduled for 2026.
 - VMI Emergency Management Program Plan, AY25-25 – Annual internal plan that guides tests, drills, training, and plan submissions. This plan was finalized in August 2024. The plan is revised throughout the year to reflect changes in schedule and additions of new programs and training.
- Mass Notification System (MNS) (OPR: Information Technology (IT) / DEM) – The RAVE Alert mass notification system is a single platform system that enhances VMI's ability to communicate accurately and efficiently. The system integrates with the VMI active directory, ensuring the Corps, Faculty/Staff/employees and the VMI Alumni Agencies and GC Marshall Foundation are informed in the case of an emergency. Family members, friends, and visitors can take advantage of the "opt in" feature that

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provides emergency notifications capability, event updates and traffic/parking information. In addition, VMI uses this system to inform employees of inclement weather that impacts Post operations. RAVE MNS is tested quarterly, and the enrollment list is verified monthly.

- Corps and Faculty/Staff/Employee Education Program (OPR: DEM) – The DEM continues to develop educational programs that will be presented to the Corps, Faculty/ Staff and Employees, addressing how to respond during natural disasters. Annually, in accordance with the requirements of HB 713, the Corps, Faculty/ Staff and Employees are required to complete the active shooter training. This training will take place in the first semester of the academic year. During State of Virginia earthquake and tornado drills, the MNS is activated in conjunction with the event to provide applicable procedures for personal safety.
- Central Shenandoah Hazard Mitigation Plan (CSHMP) Steering Committee – The CSHMP identifies threats, hazards, and vulnerabilities within the region. It also communicates locally developed mitigation strategies geared to make communities more resilient. Furthermore, having a FEMA-approved and locally adopted Hazard Mitigation Plan allows participating jurisdictions to apply for hazard mitigation grant funds. This committee meets as needed to address local and regional issues. The Steering Committee members provide their professional knowledge to the plan’s development by prioritizing which threats and hazards to focus on, reviewing local mitigation strategies that address identified risks, and facilitating the adoption of the FEMA-approved CSHMP by the 21 local jurisdictions served by the CSPDC
- Institutes of Higher Education (IHE) and Local Partners Coordination – In support of the local colleges (SVU, WLU, MGCC, and VMI), this committee was formed in June 2020 as a subcommittee to the Lexington Emergency Preparedness Committee (LEPC) to coordinate re-opening plans with local and regional constituents as well as the community. This committee meets as needed to address local and regional issues.
- Cadet Flu Shot Program – The DEM leads a cross-departmental team that execute the annual Cadet flu shot program (pandemic flu shot exercise). The 2024 clinic is planned for 2 days in Sep-Oct 24 on the Cocke Hall Upper Track, from 0800 hrs. - 1600 hrs. daily.
- COOP Table-Top Exercise – The DEM with support from the VA Department of Emergency Resources develops and executes a cross-departmental functional exercise the validate the VMI COOP. This is an annual event conducted in the first quarter of the calendar year.

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- Fire and Cadet Accountability Drills – The VMI Fire Marshall, Commandant's Office, Post Physician, and DEM work together to plan and conduct at least six (6) annual fire drills in the Barracks and four (4) in the Post Infirmary per requirements of the VA State Fire Code.