



Richard Bland College
of WILLIAM & MARY

Emergency Operation Plan

September 26, 2024

RBC EOP

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Privacy Statement

Public disclosure of this document would have a reasonable likelihood of threatening public safety by exposing vulnerabilities. It contains sensitive and confidential information that is not subject to FOIA under Virginia Code §2.2-3705.2. Accordingly, Richard Bland College is withholding this plan from full public disclosure. Refer any request for a copy of this document to Richard Bland College’s legal counsel or Special Counsel for Richard Bland College.

Promulgation of the Richard Bland College Emergency Operations Plan

By virtue of the authority vested in me as President of Richard Bland College and as the administrator ultimately responsible for emergency management on campus, I hereby promulgate and issue the Richard Bland College Emergency Operations Plan (“the Plan”) dated September 26, 2024. The Plan provides for Richard Bland College’s 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 The Code of Virginia Chapter 1, Titles 23 and 44 and is consistent with the National Incident Management System as implemented in the National Response Framework adopted January 2008.

The Richard Bland College Coordinator and Deputy Coordinator of Emergency Management, on behalf of the President, is hereby authorized to activate the Richard Bland College Emergency Operations Center (“EOC”) to direct and control Richard Bland College emergency operations. Augmentation of the EOC shall constitute implementation of the Plan.

Furthermore, Richard Bland College Coordinator of Emergency Management 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 the Richard Bland College.

In accordance with the duties and responsibilities assigned in the Plan, the head of each designated Richard Bland College department or program shall appoint a lead and at least one alternate Emergency Coordination Officer for the department or program. The Emergency Coordination Officer is assigned the following responsibilities:

1. Coordinate with the Coordinator of Emergency Management on emergency preparedness, response, and recovery issues.
2. Prepare and maintain designated parts of the Plan for which the department or program is responsible.
3. Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the Plan.
4. Maintain a roster of department or program 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.
5. Coordinate appropriate training for department personnel assigned to disaster operations.
6. 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 operations under all circumstances.
7. Assure the Coordinator of Emergency Management that preparedness plans for its department facilities are coordinated with the applicable local emergency management agency.

This Promulgation rescinds the Emergency Operations Plan issued March 12, 2012 by Dr. James McNeer, President.

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 Richard Bland College, this 26th day of September 2024.



Dr. Debbie Sydow, President
Richard Bland College of W&M

Attest:

Witness



Executive Assistant to the President

Board of Visitors

DRAFT

Resolution TBA

September 26, 2024

Page 1 of 1

RICHARD BLAND COLLEGE ADOPTION OF THE
EMERGENCY OPERATIONS PLAN

WHEREAS, the Board of Visitors of The College of William and Mary in Virginia 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, Titles 23 and 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 Board of Visitors 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 Richard Bland College staff in coordination with the Virginia Department of Emergency Management, Richard Bland College departments and the Counties of Dinwiddie and Prince George Emergency Management;

NOW THEREFORE BE IT RESOLVED, that upon recommendation of the President, the Board of Visitors of The College of William and Mary in Virginia does hereby officially adopt this Richard Bland College 2024 Emergency Operations Plan, to include plans and procedures for both peace time and war-caused disasters.

Record of Changes

| Change Number | Date of Change | Page or Section Changed | Summary of Changes | Name of Person Authorizing Change |
|----------------------|-----------------------|--------------------------------|---|--|
| 1 | 2024 | Whole Plan | The entire Emergency Operations Plan (EOP) underwent a thorough review, received updates, and was revised as necessary. | Chief Thomas Travis |
| 2 | | | | |
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Purpose

A crisis or emergency can happen at any time and could impact one individual, a single building, or the entire college campus. This document is referred to as the Richard Bland College Emergency Operation Plan (EOP). Emergencies cause confusion and stress for all involved. To minimize these effects, initial activation and implementation of the emergency plan should always be managed in a calm, consistent manner. Efficient implementation of the plan will provide 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. To minimize the impact of an emergency, annual evaluation, review, and updates must take place.

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. This plan establishes an emergency organization to direct and control operations during an emergency by assigning responsibilities to specific entities. All essential entities are to utilize all available resources when mitigating against, preparing for, responding to, and recovering from a natural or human-caused 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 Richard Bland College's 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 detail the specific responsibilities, tasks, and operational actions to complete a specific emergency operation function, while the incident annexes focus on any additional special planning or response needs beyond the basic response plan for particular event scenarios.

Scope

This plan and all its contents apply to all the Richard Bland College students, faculty, staff, and visitors. Major emergencies may impact the surrounding community(s) in addition to the campus. If this occurs, Richard Bland College will make every effort to coordinate and cooperate with local, state, and federal officials in their delivery of emergency services. Personnel or partners who have a role will have access and be knowledgeable of the EOP.

Situational Overview

Richard Bland College of William and Mary is located in the Counties of Dinwiddie and Prince George, Virginia, immediately south of the City of Petersburg by two miles. The College was founded in 1960. It is the Junior College of the Commonwealth of Virginia. The College offers a traditional curriculum in liberal arts and sciences leading to the associate degree, and other programs appropriate to a junior college. The curriculum is intended to allow students to acquire junior status after transferring to a four-year college, or to pursue expanded career opportunities.

Established by the General Assembly of Virginia as a branch college of The College of William and Mary, the College was named for the Virginia political leader, statesman and champion of public rights, Richard Bland. Son and grandson of successful planters, Richard Bland was educated at The College of William and Mary. From 1742 until his death in 1776, he was a representative in the House of Burgesses, and later, with the adoption of a state constitution, in the House of Delegates. He also served as a delegate from Virginia in the First and Second

Continental Congresses. Because of his careful study of the ancient records of the colony, he was respected not only as a political leader, but also as the leading authority on Virginia's history.

The campus of Richard Bland College encompasses over 700 acres east of Halifax Road along the north and south ends of Carson Drive, (Dinwiddie County) crossing Johnson Road into Prince George County. Richard Bland College is situated in a rural setting surrounded by undeveloped woodland, the Country Club of Petersburg, and two small residential subdivisions.

The total enrollment for Richard Bland College for the fall 2021 semester was 2639, which includes commuter, residential and dual enrollment students. Richard Bland College has 111 full-time and 66 part-time faculty/staff. In the fiscal year 2021, the College could provide housing for 403 students.

The physical and mailing address of the College is 8311 Halifax Road, Petersburg, VA 23805 (Dinwiddie)

The following situations impact Richard Bland College's emergency planning efforts:

- The College is situated on approximately 700 wooded acres, 200 of which are developed.
- The College is located in both Prince George and Dinwiddie Counties and serves in-state, out-of-state and international students. Predominant enrollment is from the counties of Chesterfield, Dinwiddie, and Prince George, and the cities of Colonial Heights, Hopewell, and Petersburg.
- The College is two miles from the City of Petersburg, which has a population of approximately 33,000.
- The College's administrative facilities accommodate multiple departments including enrollment, business and finance, procurement, information technology, human resource management, facilities and grounds operations, auxiliary operations, College advancement, residential and student life and campus safety. There are approximately 175 full and part-time personnel working on campus with ten to fifty College visitors and contractors on campus on a daily basis.
- There are 1,430 commuter and residential students occupying classrooms, labs, library, athletic center, and student commons on a daily basis.
- The number of employees, visitors and students on-site is greatly reduced in the evenings and weekends.
- The College is located just east of Collier Yard, a large and busy railroad yard owned and operated by CSX, including two heavily traveled tracks that provide north and south rail traffic to the entire east coast. Many train cars parked in the yard and travel through the area carry hazardous materials.
- The College is located south of a large industrial park and steel plant.
- At present, no MEFs are being performed at off-site locations.
- Long-term power outages have been experienced due to the rural location of the College.

Hazard, Threat, and Vulnerability Analysis

The following chart is based on history, hazard identification and those risk assessments.

The “Significance Rating” is None, Limited, Moderate, or Significant. The hazards that were determined as most likely to impact Richard Bland College are:

| Hazard | Significance Ranking |
|------------------------------|----------------------|
| Natural | |
| Hurricane | Limited |
| Tornado | Limited |
| Severe Weather | Moderate |
| Wildfire | Limited |
| Conflagration | Limited |
| Resource Shortage | Limited |
| Earthquake | Limited |
| Flood | Limited |
| Human-Caused | |
| Terrorism | Limited |
| Criminal Activity | Limited |
| Internal Threat Assessment | Limited |
| Pandemic | Moderate |
| Mass Casualty | Limited |
| Civil Unrest | Limited |
| Chemical Incident (Internal) | Limited |
| Chemical Incident (External) | Moderate |
| Radiological Incident | Limited |
| Biological Incident | Limited |
| Explosive Incident | Limited |
| Nuclear Incident | Limited |
| Communication Failure | Moderate |
| Infrastructure Failure | Limited |

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 Coordinator of Emergency Management or designee will mobilize resources and personnel as required by the situation.

Richard Bland College initially manages incidents.

Richard Bland College uses the “Preparedness Organization” concept described in the National Incident Management System, (NIMS) for preparedness and maintenance of the EOP.

Disasters may affect residents in the geographical location of the College; therefore, City, County and Federal emergency services may not be immediately available. A delay in off-campus emergency services may be expected.

Richard Bland College maintains mutual aid agreements with neighboring jurisdictions and other colleges and universities.

Law Enforcement – Local, Regional, and State-wide.

Fire – Regional and State-wide between the stations serving Richard Bland College.

EMS – Regional and State-wide between the EMS agencies serving Richard Bland College.

Richard Bland College will use the National Incident Management System (NIMS) and the Incident Command Structure (ICS).

Resources and assistance will be available from within the local community (e.g., law enforcement, fire protection, emergency medical services, and other life agencies.)

A college administrator within the decision-making chain will be able to implement the necessary requirements needed within the emergency plan.

The succession of events in an emergency is not predictable; hence, published support and operational plans will serve as standard guidelines and may require field modification to meet the requirements of the emergency.

Full cooperation between faculty, staff, and students will be present.

A major emergency may be declared if information/intelligence indicates that such a condition is developing or is likely to occur.

Concept of Operations

This Plan is designed to provide an organized management system for Richard Bland College to follow during times of emergencies. The system is flexible where parts of or the entire plan may be activated as appropriate to the situation. It is based on a worst-case scenario and is a management tool for providing critical functions and roles during an emergency. Emergency response leadership at Richard Bland College will be provided by the Emergency Management Team.

The primary goal of Richard Bland College is to provide a safe environment for the students, faculty, staff, and visitors. The President or his/her designee will be responsible for implementation of the emergency plan.

The emergency plan will only be employed when there is an actual or imminent threat to the college. When an emergency or crisis strikes, Richard Bland College will take all actions necessary to handle the initial impact of the disaster until further assistance can be received. The number of casualties and the amount of destruction suffered during an emergency may be significantly reduced if the emergency plan is followed and order is maintained.

In the event an incident exceeds the college emergency response capabilities, outside assistance will be requested, either through mutual support agreements with nearby jurisdictions or volunteer emergency organizations.

Emergency Management Team (EMT)

The College President appoints appropriate College staff to the Emergency Management Team (EMT) annually. The EMT is chaired by the Director of Campus Safety and Chief of Police. The members include the Chief Operating Officer, Financial Operations, the Communications Office, Information Technologies, Chief Enrollment Management Officer, and a faculty representative.

In the event of an emergency, the College's Director of Campus Safety and Chief of Police may activate the Emergency Operations Center (EOC), located at the Campus Safety & Police Department, and notify the Emergency Management Team via the College's E2Campus notification system. The EMT would engage in a conference call and the Chair would provide a summary of the incident. The EMT would begin to develop strategies to manage the incident and support needed efforts.

Direction and Control

Succession of Authority

Continuity of emergency operations is critical to the successful execution of emergency operations. Therefore, the following lines of succession are specified in anticipation of any contingency that might result in the unavailability of the ranking member of the administrative hierarchy. The decision-making authority for each organization or service function is listed below by position in decreasing order.

| <u>Organization/Service Function</u> | <u>Authority in Line of Succession</u> |
|--|--|
| Direction and Control | 1. President 2. Vice President 3. Chief Academic Officer |
| Emergency Public Information | 1. President 2. Chief of Police/Emergency Management Coordinator 3. Chief Communications & Marketing Officer |
| Richard Bland College Department of Campus Safety & Police | 1. Director of Campus Safety & Chief of Police 2. Deputy Chief of Police 3. On-duty Police Officer |
| Fire & EMS (Prince George) | 1. Director of Fire & Rescue 2. Station Chief 3. Station Assistant Chief |
| Fire & EMS (Dinwiddie) | 1. Chief of Fire & Rescue 2. Station Chief 3. Station Assistant Chief |
| Facilities Management | 1. Chief Operating Officer 2. Property Management Maintenance Supervisor 3. On-duty Supervisor |
| Information Technology | 1. Chief Operating Officer 2. IT Technical Staff |

Preparedness

1. Public information and educational materials will be provided to the students, faculty and staff via newsletters, brochures, e-mail, websites, and other media.
2. Develop, review, exercise and update emergency operations plan and standard operating procedures.
3. Develop training curricula and implement drills to enhance readiness of emergency response.
4. Test and maintain emergency resources and equipment.
5. Test and maintain the Richard Bland College Emergency Notification System, "RBC Alert."
6. Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts.
7. Assure that all relevant continuity of operations plans (COOP) is current.

Pre-Incident

1. Brief the governing body of the impending situation.
2. Establish communications links with the local EOC.
3. Access hazard-specific experts to determine potential impacts.
4. Determine any protective action measures that may need to be implemented in preparation for the situation.
5. Alert emergency response personnel and develop a staffing pattern.
6. Set up and activate the college EOC.
7. Prepare the financial tracking structure for potential costs related to the event.
8. Notify students, faculty, and staff, when determined appropriate, of the situation and any protective actions measures they should take, including staffing patterns. Utilize all appropriate sources of alert notification.

Response

1. Daily functions of Richard Bland College that do not contribute directly to the emergency operation may be suspended for the duration of the emergency response.
2. Efforts and resources may be redirected to accomplish an emergency task.
3. If not already completed, set up and staff the EOC.

4. If not already completed, establish communication with the local EOC.
5. Implement delegations of authority for emergency response activities.
6. Monitor the situation and adjust response actions as needed.
7. Implement evacuation orders as needed.
8. Maintain security of the college.
9. Close routes of ingress and egress as deemed necessary for the situation.
10. Open and staff college emergency shelter as needed.
11. Assure public information is accurate, appropriate, and timely to all populations including media. Set up a briefing location for the media if necessary. Designate a Public Information Officer (PIO).
12. Assure all available resources are applied directly and effectively to disaster response.
13. Monitor resource needs and request additional resources through appropriate means as required.
14. Implement debris clearance if needed to assist with the response and eventual recovery.
15. If the crisis is a criminal act, the Richard Bland College Director of Campus Safety & Chief of Police or his designee will notify the local Point of Contact, (POC) so that appropriate notifications can be made to the Virginia Department of Criminal Justice Services (VDCJS) and the Virginia Criminal Injury Compensation (VCICF) Fund on behalf of Richard Bland College.
16. Protect and restore all critical infrastructures of Richard Bland College.
17. Accurately track financial costs utilizing prepared event cost-tracking system.
18. If state resources are needed by the institution during an emergency, the request may be made by the local government on the institution's behalf.

Recovery

Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations, and if applicable, hazard mitigation.

1. Provide traffic and crowd control to assure site security.
2. Assure continued public information that is accurate, appropriate, and timely to all populations including any media. Set up a briefing location for the media if necessary.
3. Within 72 hours of impact, have the locality complete an Initial Damage Assessment and submit to the VEOC or locality as determined by normal structure.

4. Assess the mental and behavioral health impacts to students, faculty, staff, and responders and request appropriate resources to address issues as needed. Set up a Family or Victim's Assistance Center if needed.
5. Assist with local, state, or federal investigations as necessary.
6. Assist with identification of injured or deceased individuals as needed.
7. Assess infrastructure and determine viability for re-entry.
8. Begin immediate repairs to electric, water, sewer lines, and associated facilities.
9. Re-establishment of habitats and prevention of subsequent damage to natural resources.
10. Protection of cultural or archeological resources during other recovery operations.
11. Complete disaster-related expense records. Begin request for reimbursement through the state or federal public assistance program if eligible.

Mitigation

1. Review the Disaster Resistant University or local All-Hazard Mitigation Plan and update as necessary any mitigation actions that could be of value in preventing similar impacts for a future disaster.
2. Work with the Virginia Department of Emergency Management Mitigation Program to develop mitigation grant projects to address the most at-risk areas.
3. Implement mitigation measures in the rebuilding of infrastructure damaged in the event.
4. Pursue grant programs for loss reduction measures.
5. Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs.
6. Provide community education and outreach necessary to foster loss reduction.

Activation of the RBC Emergency Operations Center (EOC)

The President of Richard Bland College or designee may activate the EOC if this becomes necessary. However, the Director of Campus Safety & Chief of Police or Coordinator of Emergency Management may activate the EOC 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 Richard Bland College's emergency operations plan is implemented to control the major emergency or disaster event.

Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities held by the next higher position).

Communication, alerts, and warnings will be provided to students, staff, and faculty by the Richard Bland College Emergency Notification System, on-foot and vehicle alerts, and NOAA Radio. The public will be notified by the Emergency Alert System (EAS) and NOAA Radio.

Organization

The plan identifies the Richard Bland College personnel that will participate in the emergency response. Detailed descriptions of their roles are provided in the ESF annexes. Richard Bland College will use the Incident Command System (ICS) and National Incident Management System (NIMS).

The following structures are included:

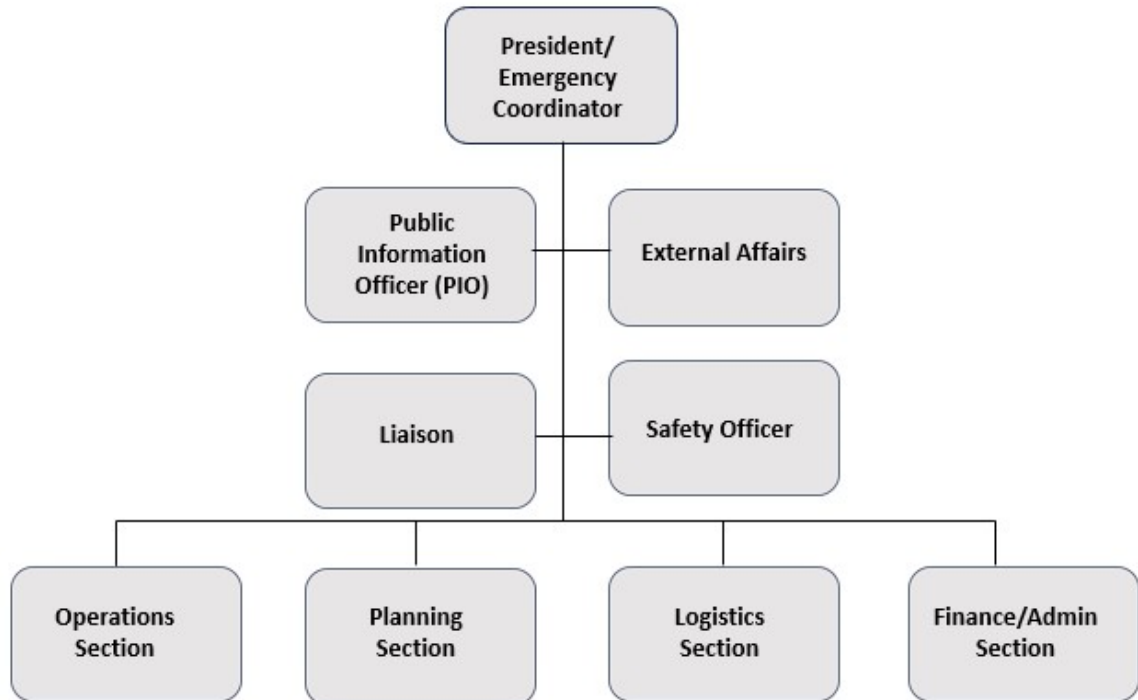
- Incident Commander.
- Incident Command Posts, on-scene using the Incident Command System (ICS).
- Area Command (if needed).
- Emergency Operations Center(s).
- Joint Field Office (which is responsible for coordinating Federal assistance and supporting incident management activities locally).
- Local Emergency Management.
- Senior Administrative Officer (President or designee); and
- Coordinator of Emergency Management / Deputy Coordinator.

It is realized that not all components of the ICS may be needed. Therefore, only ESFs, Command, and Operational components necessary to manage the operation shall be activated.

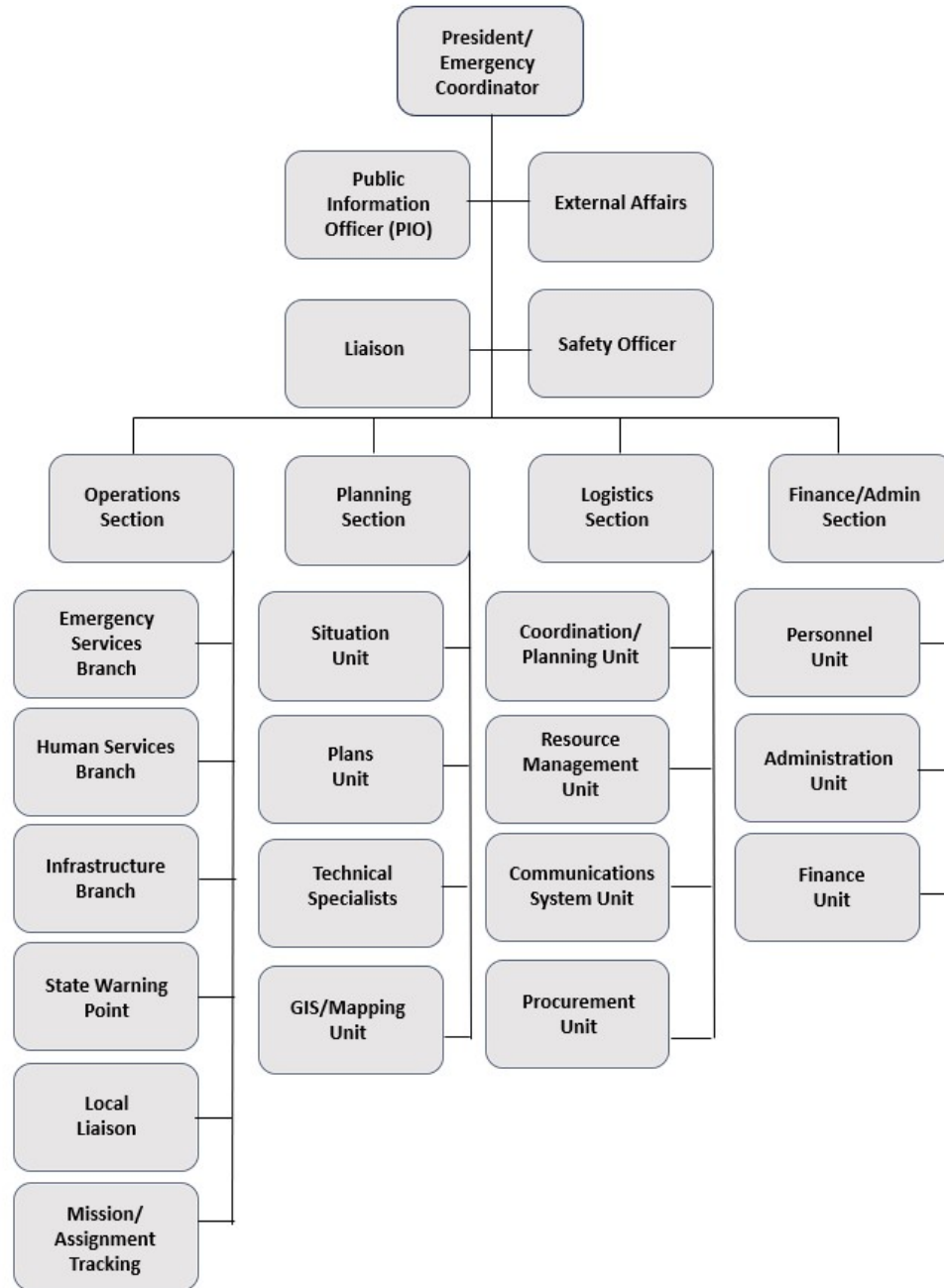
When the Richard Bland College emergency operations center (EOC) is activated, there should be coordination between the EOC manager and the incident commander to ensure a consistent response. In some cases, the EOC manager and incident commander may be the same person.

Activities and assignments in the EOC will follow ICS structure. Emergency Support Functions (ESF's) should be aligned with ICS staff.

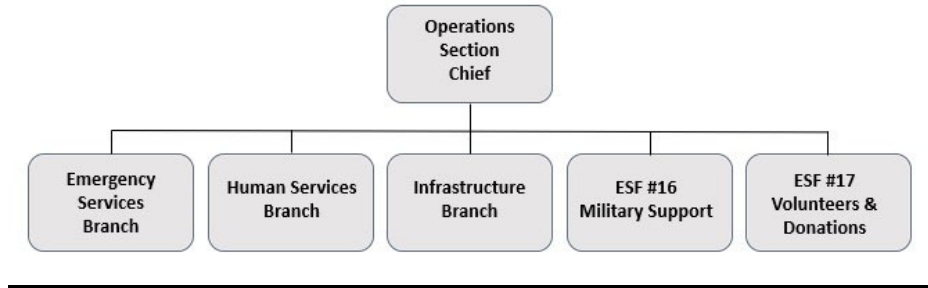
Basic EOC Structure



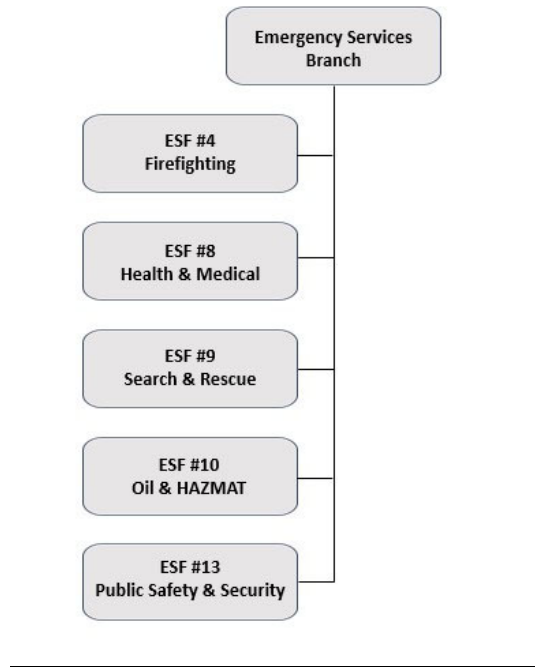
Complex EOC Structure



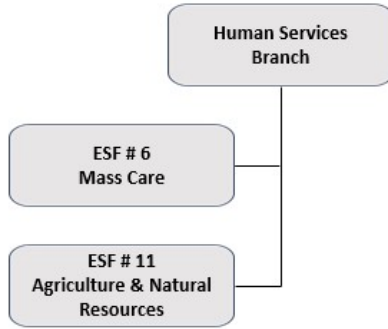
Operations Section



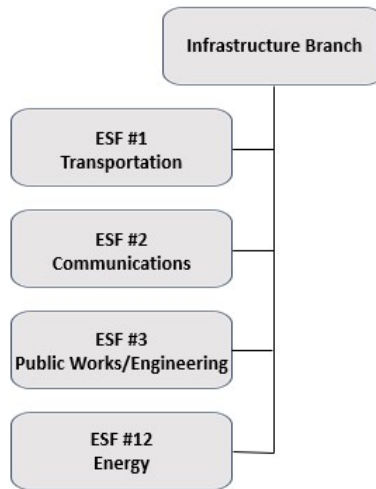
Emergency Service ESFs



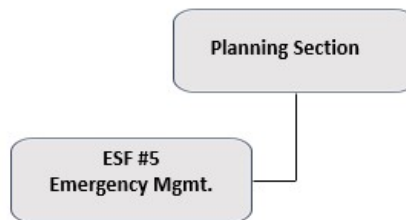
Human Services ESFs



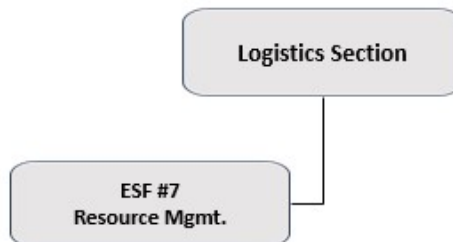
Infrastructure Support ESFs

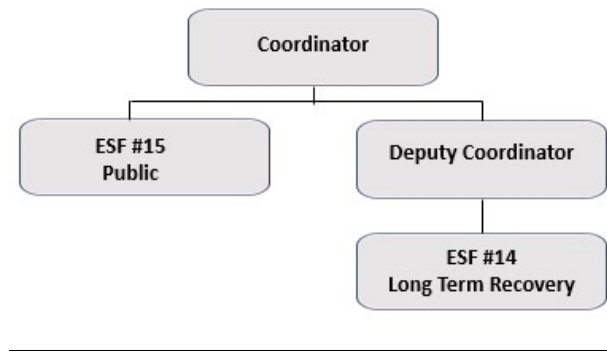


Planning Section ESFs



Logistic Section ESFs





Roles and Responsibilities

A successful emergency management program involves certain designated personnel to organize the emergency response plan. A successful emergency management program also involves all parties to include college officials, students, faculty and staff, private sector, and non-profit organizations. The following contributors provided planning, expertise, and direction in the development of the plan and have an important role in emergency management.

Board of Visitors

- Protect the lives of students, faculty and staff and the property and assets of Richard Bland College.
- Provide authority to establish Richard Bland College’s emergency management program.
- Designate the administrator ultimately responsible for emergency management (President); and
- Adopt and promulgate the College Emergency Operations Plan (EOP).

President

- Work with Richard Bland College law enforcement, the College Coordinator of Emergency Management, Emergency Planner, Local Emergency Management Officials, and other emergency responders 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.
- Support the Coordinator of Emergency Management and Emergency Planner; and
- Hold overall responsibility for the maintaining, exercising, and updating the plan.

Emergency Planner

- 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 and Chief of RBC Police.
- 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 two years.

Emergency Coordination Officer (ECO)

The ECO serves as the communication liaison between the Office of Commonwealth Preparedness, VDEM and each agency. Pursuant to Executive Order 65 (2004), the ECO is assigned the following responsibilities which may have been delegated to others within the organization. This position is filled when the plan is activated. The day-to-day functions are the responsibility of the Emergency Planner:

- 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.

Emergency Management Team

- Provide technical input in the development of the EOP.
- Review of the EOP.
- Assist with planning and implementation of the EOP.
- Participation and evaluation of exercises.

Local Emergency Manager (County Administrator, Dinwiddie, and Prince George respectively)

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.

Local Emergency Coordinator

Maintain 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.

Emergency Support Functions (ESFs)

An ESF is a grouping of Richard Bland College departments, local, State and Federal capabilities, and certain private-sector resources into an organizational structure to provide support, resources, program implementation, and

emergency services that are most likely to be needed during incidents. Operating departments and programs participate in the Emergency Support Functions (ESF) structure as coordinators, primary response agencies, and/or support agencies and/or as required to support incident management activities.

Administration

All assets (human resources, facilities, and equipment resources) of Richard Bland College will become the purview of the President or his designee to direct in any way to respond to an emergency on campus. Additional details are contained in ESF 7 (Resource Support).

Reassignment of Staff and Faculty

Richard Bland College essential personnel may be required to respond to work upon notification if needed and may be temporarily reassigned to other departments as determined by the President or his/her designee during a declared or non-declared emergency event.

The following departments and their personnel are considered Essential Personnel:

| | | |
|-------------------------|------------------------|---------------------------------|
| Police Department | Business Office | Grounds Department |
| Housekeeping Department | Human Resources | Residence Life |
| Information Technology | Maintenance Facilities | Student Success |
| President's Office | Procurement Department | Dining/Food Services Department |

Volunteers and Liability

In the event the College must solicit the assistance of volunteers and volunteer organizations during any phase of the emergency, it may be conducted in coordination with the local governing EOC and made through the Virginia Emergency Operations Center.

Richard Bland College, its employees, emergency response team members, volunteers, and volunteer organizations who come to the assistance of Richard Bland College shall be protected during a declared emergency as outlined under 44-146.23. (Immunity from liability). Additional details are contained in ESF 17 (Donations and Volunteer Management).

Mutual Aid

Law Enforcement

Richard Bland College Department of Campus Safety & Police are engaged in a direct mutual aid agreement with the Dinwiddie County Sheriff's Office, and the Prince George County Police Department. In addition, the Dinwiddie County Sheriff's Office and Prince George County Police Department are engaged in a regional mutual aid agreement between the Cities of Colonial Heights, Hopewell, and Petersburg, and the counties of Sussex and Surry. Additional details are contained in ESF 13 (Public Safety and Security)

Fire Suppression and Emergency Medical Services

Fire Protection for Richard Bland College is provided primarily by Dinwiddie County Fire & EMS and Prince George County Fire & Rescue. The counties of Dinwiddie and Prince George are engaged in direct mutual aid agreements with the cities of Colonial Heights, Hopewell, and Petersburg, and the counties of Chesterfield, Sussex, and Surry. In addition, all of the responding agencies are included in the Virginia Statewide Mutual Aid Agreement. Additional details are contained in ESF 4 (Firefighting) and ESF 8 (Public Health and Medical Services).

Temporary Educational Support

Richard Bland College has entered into an agreement with The Heights Baptist Church, in Colonial Heights, to provide for temporary educational space in the event one or more of its classrooms on its campus located in Dinwiddie and Prince George counties become unusable due to a catastrophic event. Additional details are contained in ESF 7 (Resource Support).

Commonwealth of Virginia State Managed Shelter Program

Richard Bland College has established a Memorandum of Understanding with the Virginia Department of Social Services to provide limited resources and infrastructure for use as an emergency shelter. Additional details are contained in ESF 6 (Mass Care, Housing, and Human Resources)

Finance and Purchasing

Richard Bland College will establish a Finance Unit under the Business Office section during emergency operations. That unit will be responsible for the continuity of the day-to-day financial obligations and functions as well as tracking expenditures associated with the event.

Coordination and management of that unit will be provided by the Richard Bland College procurement coordinator.

Richard Bland College Finance Unit will adhere to the guidelines set forth by the Commonwealth of Virginia Emergency Operations Plan (Chapter 9) regarding “Emergency Procurement.”

Additional details are contained in ESF 5 (Emergency Management).

Plan Development and Maintenance

The Code of Virginia Title 23 and Title 44, as amended, require public institutions of higher education to develop, adopt, and keep current a written crisis and emergency management plan.

Every two years, the Emergency Planner in concert with the Emergency Management Team shall conduct a comprehensive review and revision of its emergency management plan to ensure the plan remains current.

The revised plan shall be adopted formally by the Board of Visitors.

Such a review shall also be certified in writing to the Department of Emergency Management.

Drafting an emergency plan is a community effort and relies heavily on Richard Bland College's administrators and experts to provide comprehensive guidance to the President on hazard analysis, exercise design, evacuation planning, emergency management, mitigation, recovery, emergency preparedness, and educational awareness.

Plan Participants

- President of Richard Bland College
- Coordinator of Emergency Management
- Richard Bland College Department of Campus Safety & Police
- Representatives from internal groups included in the Emergency Management Committee:
 - Chief Operating Officer/Facility Management
 - Chief Business Officer/Business Department
 - Chief Academic Officer/Faculty
 - Chief Development Officer
 - Chief Information Officer/IT Services
 - Director of Campus Safety & Police/Emergency Management
 - Chief Communications & Marketing Officer
- Representatives from external groups may include:
 - Dinwiddie County Emergency Management
 - Dinwiddie County LEPC
 - Prince George County Emergency Management

- Prince George County LEPC
- Dinwiddie County Fire & Emergency Medical Services
- Prince George County Fire & Rescue
- Dinwiddie County Sheriff's Department
- Prince George County Police Department
- Southside Regional Medical Center
- Crater Area Chapter of Red Cross
- Crater Health District
- Virginia Department of Social Services
- Virginia Department of Emergency Management

Emergency Planner/Coordinator of Emergency Management

The Emergency Planner will update the Emergency Operations Plan annually. The coordinator will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability.

It is the responsibility of the Coordinator of Emergency Management to assure that the plan is tested and exercised on a scheduled basis.

The coordinator will maintain the schedule and assure that the appropriate resources are available to complete these activities.

After each drill, exercise or actual event, a hot wash and after-action review will take place. Any findings from these post-event reviews will be incorporated into an update of the plan.

Authorities and References

Authorities

Succession of Authority

Continuity of emergency operations is critical to the successful execution of emergency operations. Therefore, the following lines of succession are specified in anticipation of any contingency that might result in the unavailability of the ranking member of the administrative hierarchy. The decision-making authority for each organization or service function is listed below by position in decreasing order.

| <u>Organization/Service</u> | <u>Function Authority in Line of Succession</u> |
|--|--|
| Direction and Control | 1. President 2. Vice President 3. Chief Academic Officer |
| Emergency Public Information | 1. President 2. Chief of Police/Emergency Management Coordinator 3. Chief Communications & Marketing Officer |
| Richard Bland College Department Campus Safety & Police | 1. Chief of Police 2. Deputy Chief of Police 3. On-duty Police Officer |
| Fire & EMS (Prince George) | 1. Director of Fire & Rescue 2. Station Chief 3. Station Assistant Chief |
| Fire & EMS (Dinwiddie) | 1. Chief of Fire & Rescue 2. Station Chief 3. Station Assistant Chief |
| Facilities Management | 1. Chief Operating Officer 2. Property Management Maintenance Supervisor |

3. On-duty Supervisor

Information Technology

1. Chief Operating Officer
2. IT Technical Staff

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 2000, as amended.
2. The Code of Virginia, Title 1 Chapter 23 and Chapter 44.
3. The Commonwealth of Virginia Emergency Operations Plan, September 2007
4. Executive Order 44

Richard Bland College

1. Promulgation of the Richard Bland College Emergency Operations Plan
2. Resolution and Adoption of the Richard Bland Emergency Operations Plan

References

Local

1. Dinwiddie County Hazard Mitigation Plan
2. Dinwiddie County Emergency Operations Plan
3. Prince George County Hazard Mitigation Plan
4. Prince George Emergency Operations Plan

Regional

1. Crater Regional Hazard Mitigation Plan

Richard Bland College

1. Richard Bland College Continuity of Operations Plan (by Executive Order 44)
2. Richard Bland College Emergency Operation Plans
3. SEC 2001 and SEC501 Security Audit Review and Checklist
4. VITA Risk Management

5. Information Technology Contingency Planning
6. Information Technology Systems Security
7. Facilities Security
8. Personnel Security
9. Threat Management
10. Information Technology Asset Management
11. Agency Risk Management and Internal Control Standards (ARMICS)
12. CFATS: Critical Facility Anti-Terrorism Standards
13. Terrorism and Security Awareness Orientation

Emergency Support Function #1 – Transportation

Purpose

Maintain access to and from the college; and coordinate available transportation resources to respond to an emergency at Richard Bland College.

- Richard Bland College will identify the need for resources for Emergency debris removal and emergency evacuation.
- The College will protect and maintain ingress and egress.
- Richard Bland College will coordinate emergency transportation and request resources if needed through Dinwiddie and/or Prince George County to assist with emergency debris removal and transportation associated with evacuation of the College.

Scope

The full scope of ESF 1 is based on the institution's resources and capabilities.

Evacuation – The majority of students commute to RBC via personal vehicles. If evacuation becomes necessary, students will be instructed to evacuate the College area by specific routes using their private transportation. For those students on campus and may not be able to leave by their own means, transportation will be identified to a safe location or identified shelter.

Maintain ingress/egress – The College will protect and maintain ingress and egress by providing traffic control and direction. Debris impeding routes will be cleared by the Grounds Department and/or the Virginia Department of Transportation.

Traffic Control – Traffic control will be provided by law enforcement from the RBC Police Department and/or local and State law enforcement agencies. In extreme cases, personnel from the Facilities Department may also be used for this function.

Mass Evacuation – If mass evacuation becomes necessary and not feasible by private vehicles, Richard Bland College will request bus transportation through Dinwiddie, Prince George County, and/or Petersburg to assist with emergency transportation.

Primary Agency

Richard Bland College Department of Campus Safety & Police

Secondary/Support Agencies

Virginia Department of Transportation
Dinwiddie County School Transportation
Prince George County School Transportation
Petersburg Area Transit

Policies

Richard Bland College transportation policies shall be reviewed and revised if necessary to provide an emergency response.

- Richard Bland Police will provide traffic control on the campus and coordinate with local government to control the movement of relief personnel, equipment, and supplies.
- Richard Bland Emergency Management will facilitate the prompt deployment of resources through an interagency process led by the institution.
- Richard Bland College will request additional resources if it is unable to provide services contained in this Emergency Support Function.

Concept of Operations

General:

- The Richard Bland College EOP provides guidance for managing the use of transportation services and requests for relief and recovery resources.
- Access routes should remain clear to permit a sustained flow of emergency relief.
- All requests for transportation support will be submitted to the Institutions Emergency
- Operations Center for coordination, validation, and/or action in accordance with this
- Emergency Support Function.
- Richard Bland College's EOC will coordinate requests through the local EOC.
(Dinwiddie/Prince George)

Organization:

Richard Bland College is responsible for any transportation infrastructure on the campus.

The respected locality (Dinwiddie/Prince George) is responsible for coordinating resources needed to restore and maintain transportation routes to the institution if necessary to protect lives and property during an emergency or disaster.

Actions/Responsibilities

- Richard Bland College will develop, maintain, and update plans and procedures for use during an emergency.
- Richard Bland College personnel will stay up to date with education and training that is required for a safe and efficient response to an incident.
- Alert the institution, and local primary agency representative of a possible incident, and begin preparations for mobilization of resources.
- Keep a record of all expenses through the duration of the emergency.
- Follow emergency policies and procedures for evacuation.
- Identify viable transportation routes to, from and within the emergency or disaster area.
- Coordinate all external ESF # 1 activities with the respective local EOC.

Emergency Support Function # 2 – Communications

Purpose

To use available communication resources to respond to and manage all incidents; Alert and warn the campus community of a threatened or actual emergency and to provide continued communications and protective actions to the students, faculty, staff, and visitors.

Scope

- Inform the campus community of a threatened or actual emergency.
- Ensure that all RBC alerting media has the ability to notify the campus community of a disaster or emergency.
- Support the institution with the restoration and reconstruction of telecommunications equipment, networks, computers, and other technical resources.
- Maintain and support all forms of communications including transmission, emission, or reception of signs, signals writing, images, and sounds or intelligence of any natures by wire, radio, optical, or other electromagnetic systems.

Primary Agency(s)

Richard Bland College Emergency Management
Richard Bland College Administration
Richard Bland College Information Technology Department
Richard Bland College Department of Campus Safety & Police

Secondary/Support Agencies

Dinwiddie County ECC Prince George County ECC
Richard Bland College Facility Management
RACES Media

Policies

- Richard Bland College Emergency Communications Center (ECC) operates routinely M-F from 0800 to 1600 hours and 24 hours during declared emergencies.
- Richard Bland College ECC has limited VCIN capabilities (M-F, 0800-1700).
- Richard Bland College ECC is accessible to authorized personnel only.
- Primary E-911 responsibility (PSAP) is both Dinwiddie and Prince George County depending on the origin of the call.
- Both Dinwiddie and Prince George County PSAP's are a 24-hour a day, 365-day operation.
- Both Dinwiddie and Prince George County PSAPs are accessible to authorized personnel only.
- Richard Bland College Department of Campus Safety & Police have integrated communications with both Dinwiddie and Prince George County ECC's.
- Richard Bland College Department of Campus Safety & Police/ECC Headquarters serves as the Primary EOC for college emergency operations.
- Richard Bland College EOC staff includes the President or his designee, Coordinator of Emergency Management, and key department heads or their designated representatives.
- To call in support personnel to assist with communications, logistics, and administration.
- Richard Bland College ECC will initiate notification and warning of appropriate personnel.
- The Dinwiddie and/or Prince George EOC are the primary EOC for emergency operations that extend beyond the boundaries of Richard Bland College and/or exceed the College EOC capabilities.
- Richard Bland College will have a representative in the local EOC when the local EOC is active.

Concept of Operations

General:

- Richard Bland College ECC is the point of contact for receipt of all warnings and notification of actual or impending emergencies or disaster.
- The communications officer on duty will notify other key personnel, chiefs and department heads as required determined by the type of incident and standard operating procedures (SOP).
- E-911 calls specific to Richard Bland College that are received by the local PSAP will be directed to the Richard Bland College ECC during emergency operations.
- All Richard Bland College personnel will use "Plain English" during emergency operations.
- Any information that must be broadcast using the Emergency Alert System will be relayed to the Dinwiddie or Prince George ECC for transmission.
- Richard Bland College primary alert system is identified as RBC Alert and is an electronic mass notification system with audible siren and social media interface.
- Richard Bland College secondary alert system is via mobile PA from police vehicles.
- Richard Bland College Facility Management will coordinate with the local telephone company for services.
- RACES and ARES operators in the Tri-Cities will be notified during expected interruptions in communications.

Information that may be disseminated:

- Evacuation notices and related information.
- Potential secondary hazards
- Protective actions
- Other information is determined by the event and factors.

Organization:

Richard Bland College Department of Campus Safety & Police will maintain and update all communication General Orders, GO's.

Richard Bland College Department of Campus Safety & Police will maintain a current notification roster.

The Public Information Officer will be the President or his/her designee during emergency operations and will be at the EOC. The incident commander will maintain communications with the EOC.

Public Information Officer

- Establishes liaison with the news media for dissemination of information.
- Arranges for photographic and audio-visual services.
- Obtains news concerning the extent of the disaster affecting the campus and disseminates information as appropriate.
- Prepare news releases for dissemination to media.

Actions/ Responsibilities

- Richard Bland College maintains an agreement with Dinwiddie County and Prince George County which interfaces the College EOC with the local EOC during emergency operations.
- Richard Bland College will disseminate information through the PIO which will be the President or his designee to the local news media and in concert with the locality PIO.
- The ECC will initiate notification and warning of appropriate personnel.
- The Coordinator of Emergency Management or his/her designee must authorize the use of the Emergency Alert System, EAS.
- Develop and maintain an emergency communications program and plan.
- Develop and maintain a list of bilingual college personnel.
- Ensure that the campus is alerted of any emergency warnings it receives from federal, state, or local authorities that may impact the institution.

Tab 1 to Emergency Support Function # 2

Emergency Notification Procedures

Until the EOC is activated, Richard Bland Emergency Communications Center will notify the following officials upon receipt of a severe weather flash flood or tornado watch or warning, or when directed by an on-scene incident commander:

- President @ 804-862-6221 (or confidential cell number)
- Vice President @ 804-863-1606 (or confidential cell number)
- Chief of Police @ 804-862-4085 (or confidential cell number)
- Deputy Chief of Police @ 804-862-4085 (or confidential cell number)
- Chief Operating Officer @ 804-862-6186 (or confidential cell number)
- Local Government Officials
 - Dinwiddie County Sheriff's Office @ 804-469-4550
 - Prince George Police Department @ 804-733-2773

Tab 2 to

| Agency | Phone | Fax/email/website |
|-------------------------|--------------|--|
| WRIC News 8 | 804-330-8888 | 804-330-8881 news@wric.com |
| WTVR News 6 | 804-254-3684 | newstips@wtvr.com |
| WWBT News 12 | 804-230-1212 | 12onyourside.com |
| WRVA – 1140 AM | 804-474-0000 | |
| WRVQ – Q94 FM | 804-474-0000 | |
| Progress Index | 804-490-0055 | newsroom@progress-index.com |
| Richmond Times Dispatch | 804-649-6990 | news@timesdispatch.com |

Emergency Support Function # 2

Media Contacts

Emergency Support Function # 3 – Public Works

Purpose

Officially ESF 3 is Public Works. At Richard Bland College ESF # 3 functions are performed by Richard Bland College Facility Management and Grounds Department. Public utilities that are located on college property are the responsibility of the local public works department.

- Maintain facility utilities.
- Assess the overall damage to the campus after a disaster.
- Assist with recovery efforts.

Scope

The full scope of Richard Bland College’s ESF 3 is based on the institution’s resources and capabilities on campus.

- Repair and Maintenance - Provide maintenance of the buildings and grounds and engineering-related support.
- Damage Assessment – Perform overall damage assessment and provide specific damage details to Richard Bland College Emergency Management.
- Debris Removal – Provide assistance to the Grounds Department for debris removal.
- Local Public Works – Provide maintenance to local utilities that are owned by the county, and to provide support to Richard Bland College Facility Management.

Primary Agency

Richard Bland College Facility Management

Secondary/Support Agencies

Richard Bland College Department of Campus Safety & Police
Richard Bland College Grounds Department
Dinwiddie County Utilities Department

Policies

- Personnel will stay up to date with procedures through training and education.
- Richard Bland College Facility Management will develop work priorities in conjunction with other agencies when necessary.
- Richard Bland College and local authorities may obtain required waivers and clearances related to ESF #3 support.
- Richard Bland College Facility Management will acquire outside assistance with repairs to the facility that are beyond the capability of the institution.
- Ensure that Richard Bland College's plan is coordinated with the local government EOP.

Concept of Operations

General

- Determine if buildings are safe or need to be closed.
- Coordinate with other ESF's if there is damage to Richard Bland College and/or local utilities, water, or plumbing system.
- Clear debris.
- Coordinate with campus law enforcement to secure damaged buildings adjacent areas that may be unsafe.
- Coordinate with insurance companies.

Organization

The Emergency Manager or the ESF 3 Branch Director will determine what tasks are to be completed and designate responsible individuals by title that is responsible for the following:

- Assessing damaged facilities.
- Inspect for structural, electrical, gas, plumbing and mechanical damage.
- Determine what type of assistance will be needed.
- Facilitation of the building-permit process.
- Debris removal.
- Manage contracts with private firms.

Actions/Responsibilities

- Alert personnel to report to the EOC.
- Review plans.
- Begin keeping a record of expenses and continue for the duration of the emergency.
- Prepare to make an initial damage assessment (IDA).
- Activate the necessary equipment and resources to address the emergency.
- Assist in assessing the degree of damage to Richard Bland College facilities.

- Assist in coordinating response and recovery.
- Prioritize debris removal.
- Inspect buildings for structural damage.
- Post appropriate signage to close buildings.

Emergency Support Function # 4 – Firefighting

Purpose

Directs and controls operations regarding fire prevention, fire detection, fire suppression, rescue, and hazardous materials incidents; as well as to assist with warning and alerting, communications, evacuation, and other operations as required during an emergency.

Scope

ESF 4 manages and coordinates firefighting activities including the detection and suppression of fires, and provides personnel, equipment, and supplies to support the agencies involved in the firefighting and rescue operations.

Primary Agency(s)

Dinwiddie Fire County & EMS and/or Prince George County Fire & Rescue

Secondary/Support Agencies

Richard Bland College Department of Campus Safety & Police
Richard Bland College Facility Management
Richard Bland College Grounds Department
Virginia Department of Forestry
Assisting Mutual Aid Fire Departments

Policies

- Firefighting priorities are Life Safety, Incident Stabilization and Property Conservation.
In that order.
- Richard Bland College Personnel will stay up to date with procedures through education and training.

Fire extinguishers will be checked monthly by Richard Bland College staff. Fire alarm and suppression systems are inspected quarterly and annually by a licensed fire suppression system contractor.

- Fire suppression contractors are managed by Richard Bland College Facility Management.

Concept of Operations

General:

Richard Bland College and/or the Alarm Monitoring Company contacts the Dinwiddie County and/or Prince George County Fire Departments to request firefighting resources. The first arriving Fire Department will assume primary operational control using ICS principals in fire prevention strategies, fire suppression, rescue, and hazardous material incidents. Fire department personnel who are not otherwise engaged in emergency response operations may assist the institution in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation. When ESF 4 is activated, all requests for firefighting support will be submitted to the local PSAP or EOC for coordination, validation, and/or action.

The Richard Bland College Chief of Police or designee will determine the need to evacuate and issue orders for evacuation and/or other protective action as needed. The incident commander may order an immediate evacuation prior to requesting or obtaining approval, if in his/her judgment this action is necessary in order to safeguard lives and property. Warning and instructions will be communicated through the appropriate means. The institution will utilize the Richard Bland College Department of Campus Safety & Police to aid in the evacuation.

The Operations Section Chief or Emergency Services Branch Director will ask for assistance from local and state law enforcement to aid in the evacuation.

Law Enforcement will use mobile loudspeakers, RBC Emergency Alert System, or go door to door to ensure that all affected residents have received the warning.

Organization:

A fire representative will be assigned to the EOC in order to coordinate the fire service response. The fire representative will be a part of the EOC staff and will assist with the overall direction and control of emergency operations.

Responding Fire and EMS will implement evacuations and if necessary, will be assisted by the RBC Department of Campus Safety & Police. RBC Police will provide security for the evacuated area. In the event of a hazardous materials incident, the Incident Commander will implement immediate protective actions to include evacuation as appropriate.

Actions / Responsibilities

- Richard Bland College will develop and maintain plans and procedures to provide fire and rescue services in time of an emergency.
- Document expenses and continue documentation processes for the duration of the emergency.
- Check fire suppression systems and communications equipment.
- A fire service representative will report to the Local Emergency Operations Center to assist with operations.
- Fire department personnel may need to assist with warning and alerting, evacuating, communications, and emergency medical transport.
- Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services.
- Request mutual aid from neighboring jurisdictions if needed.

- Fire prevention and suppression.
- Emergency medical treatment
- Hazardous materials incident response and training
- Technical rescue incident response
- Radiological monitoring and decontamination
- Assist with evacuation.
- Search and rescue.
- Temporarily shelter evacuees.
- Assist in initial warning and alerting.
- If requested, provide qualified representative to assist in the State EOC
- Requests assistance from supporting agencies when needed.
- Arranges liaison with fire chiefs from Dinwiddie County and Prince George County
- Implements mutual aid.

Tab 1 to Emergency Support Function # 4

Local Fire & Emergency Medical Resources - Prince George County (In Response Order)

- Prince George County - Carson Station 3
- Prince George County - Prince George Station 1
- Prince George County - Disputanta Station 2

Local Fire & Emergency Medical Resources - Dinwiddie County (In Response Order)

- Dinwiddie County - Carson Station 6
- Dinwiddie County - Namozine Station 4
- Dinwiddie County - Dinwiddie Station 1
- Dinwiddie County - Old Hickory Station 5
- Dinwiddie County - McKenny Station 3
- Dinwiddie County - Ford Station 2

Local Fire & Emergency Medical Resources – City of Petersburg (In Response Order)

- Petersburg - Station 5
- Petersburg - Station 4
- Petersburg - Station 3
- Petersburg - Station 2

Emergency Support Function # 5 – Emergency Management

Purpose

Directs, controls and coordinates emergency operations from the Richard Bland College Emergency Operation Center (EOC).

Scope

ESF #5 coordinates the response of all Richard Bland College departments and the use of institution resources to provide emergency response.

This document is applicable to all agencies that have assigned roles and responsibilities in the EOP in support of emergency management in ESF #5. The Emergency Management activities outlined in this annex will be accomplished through the Coordinator of Emergency Management and ESF #5 at the Emergency Operations Center (EOC). Prior to the activation of the EOC, ESF #5 activities will be accomplished through the Emergency Management Team and RBC Department of Campus Safety & Police.

ESF #5 addresses direction and control responsibilities of emergency management during emergencies and disasters affecting the College. ESF #5 is also focused on the coordination, collection, and analysis of information and the facilitation of operational planning. ESF #5 is responsible for the staffing and operation of the EOC, financial management, and other support functions required for response to major disasters and emergencies.

ESF #5 Identifies actions to be taken in the pre-incident prevention phase; Coordinate with agencies, organizations, and outside institutions when capabilities are exceeded; and identifies post-incident response phase activities.

Functions that support and facilitate Richard Bland College planning and coordination:

- Alert and notification.
- Deployment and staffing of emergency response strike teams and taskforces.
- Incident action planning
- Coordination of operations with Dinwiddie and Prince George Counties for logistical support and material
- Direction and control
- Information management
- Facilitation of requests for assistance
- Resource acquisition and management (to include allocation and tracking)
- Worker safety and health
- Facilities management
- Financial management
- Other support as required.

Primary Agency

Richard Bland College Department of Campus Safety & Police

Secondary/Support Agencies

Richard Bland College Facilities Management
Dinwiddie County Emergency Management
Prince George County Emergency Management
Criminal Injury Compensation Fund and Va. Department of Criminal Justices Services
Virginia Volunteer Organizations Active in Disaster, VVOAD

Policies

- The local government will make contact with VDCJS and VCICF on behalf of Richard Bland College if in the event there are crime victims as defined by Code of Virginia §19.2-11.01. The request will be made by Dinwiddie County Sheriff's Office or Prince George County Police Department through the Virginia Department of Emergency Management.
- Manage operations at Richard Bland College.
- The Incident Command System shall be used in any size or type of disaster to control response personnel, facilities, and equipment.
- The Incident Command System principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, and manageable span of control, pre-designated facilities, and comprehensive resource management.
- Emergency Management staff support the implementation of mutual aid agreements to ensure seamless resource response.
- Provides representative to the local EOC if activated.
- All Richard Bland College Departments participate in the incident action planning process which is coordinated by Emergency Management.

Concept of Operations

General:

The institutions Coordinator of Emergency Management:

- Assures development and maintenance of SOPs on the part of each major emergency support function.
- Each support function shall maintain current notification rosters.
- Designate staff to the Emergency Operations Center.
- Establish procedures for reporting appropriate emergency information.
- Coordinate emergency response planning with local government.
- Develop and maintain mutual aid agreements with the local government.
- Designate a representative to the local EOC if the local plan is implemented and a representative is needed.
- Develop threats and monitor levels.

The Coordinator of Emergency Management will ensure that all actions are completed as scheduled. Procedures for these support operations should be established and maintained.

Planning Section:

- Prepare situation reports, which will be distributed to the EOC staff, on-scene incident command staff, locality and VEOC.
- Support short term and long-term planning activities.
- Develop short/concise plans.
- Record the planned activities.
- Track progress. The response priorities for the next operational period will be addressed in the Incident Action Plan (IAP).

Organization:

- Emergency operations will most often be directed and controlled by the institutions.
- Emergency Operations Center (EOC).
- Identify the responsibilities of the Emergency Manager.
- Identify the role of the institution's EOC if local plan is implemented.
- Identify EOC staff.
- Identify the departments that have a role in the institution's emergency management organization.
- Identify succession of authority within all departments of the College.
- Develop and scale the Incident Command System to the incident.
- Exercise the plan annually pursuant to The Code of Virginia.

When the local EOP is implemented to assist the institution, the incident commander may be subordinate to the local incident commander.

The Coordinator of Emergency Management will ensure the development and maintenance of established procedures on the part of each major emergency support function.

The President or his/her designee may close facilities, programs, and activities in order that employees who are not designated “Essential Personnel” are not unnecessarily placed in harm’s way.

The Coordinator of Emergency Management will coordinate training for this emergency support function and conduct exercises involving the EOC.

Actions/Responsibilities

- Maintain current contact information for the Criminal Injury Compensation Fund and the
- Virginia Department of Criminal Justice Information Services, pursuant to Code of Virginia,
- §23-9.2:9.
- Maintain a notification roster of EOC personnel and their alternates.
- Establish a system and procedure for notifying EOC personnel.
- Coordinate Emergency Management mutual aid agreements with adjoining jurisdictions and applicable relief organizations.
- Maintain plans and procedures for providing timely information and guidance to the public in time of emergency through ESF #2.
 - A. Identify and maintain a list of essential services and facilities, which must continue to operate and may need to be protected.
 - B. Test and exercise plans and procedures.
 - C. Conduct outreach/mitigation programs for the institution’s community.

- Ensure compatibility between this plan and the emergency plans and procedures of key facilities and private organizations within the institution.
- Develop accounting and record keeping procedures for expenses incurred during an emergency.
- Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.
- Prepare to provide emergency information to the campus community in coordination with ESF #2.
- Provide logistical support to on-scene emergency response personnel.
- Maintain essential emergency communications.
- Provide reports and requests for assistance to the local and Virginia EOC.
- Update the Richard Bland College Crisis and Emergency Operations Plan, and coordinate with local Emergency Management pursuant to Code of Virginia 3.2 §44-146.

The EOC is organized in accordance with the NIMS/ICS and consists of a command staff and four sections: Operations, Logistics, Planning, and Finance and Administration.

The EOC will establish operational periods as a basis for the incident action planning process at the EOC. Typically, the operational periods are 0700 to 1900 and 1900 to 0700 during 24-hour operations. The planning process is designed around identifying tasks and/or goals to accomplish over the next operational period. An Incident Action Plan (IAP) will be produced for each operational period to communicate overall EOC objectives.

The EOC will schedule and conduct an operational period (or shift change) briefing at the beginning of each operational period to ensure EOC staff are briefed on the operational elements of the IAP and are aware of the objectives that are expected to be accomplished.

Operations within the EOC will be organized and conducted with established operational procedures, checklists, and job aids.

Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed. ESF #5 will develop a demobilization plan for closing down EOC operations and transferring open actions and issues to the day-to-day County organization.

Within 30 days of the closure of the EOC, the Coordinator of Emergency Management will facilitate an after-action review to identify issues for corrective action.

Tab 1 to Emergency Support Function # 5

Emergency Management Organization and Telephone Listing

| Position | Work Phone | Home Phone |
|-----------------------------------|-------------------|--------------------------|
| Campus | | |
| Chief of Police | 804-863-4085 | Confidential List in EOC |
| Deputy Chief of Police | 804-863-4085 | Confidential List in EOC |
| Chief Operating Officer | 804-862-6186 | Confidential List in EOC |
| Dinwiddie County | | |
| Dinwiddie County EOC | 804-469-5388 | |
| Dinwiddie County E-911 Center | 804-469-3755 | |
| Dinwiddie Sheriff's Office | 804-469-4550 | |
| Dinwiddie Fire & Rescue | 804-469-3755 | |
| Prince George County | | |
| Prince George County EOC | 804-862-4931 | |
| Prince George County E-911 Center | 804-733-2770 | |
| Prince George Police Department | 804-733-2773 | |
| Prince George Fire & EMS | 804-733-2770 | |
| Campus Facilities | | |
| Chief Operating Officer | 804-862-6186 | Confidential List in EOC |
| Property Management Supervisor | 804-862-6278 | Confidential List in EOC |
| Grounds Supervisor | 804-862-6277 | Confidential List in EOC |
| Information and Technology | 804-862-6208 | Confidential List in EOC |
| Residence Life & Housing | 804-862-6161 | Confidential List in EOC |
| Director of Student Success | 804-862-9041 | Confidential List in EOC |

Tab 2 to Emergency Support Function # 5

EOC Staffing

Skeletal Staffing:

Director of Campus Safety & Police

Chief Operating Officer

Full Staffing:

Director of Campus Safety & Police

Chief Operating Officer

Chief Academic Officer

Chief Development Officer

Chief Business Officer

Chief Communications & Marketing Officer

Information and Technology

Emergency Support Function # 6 – Mass Care, Housing and Human Services

Purpose

Richard Bland College President or his/her designee shall have overall responsibility for ESF 6 activities.

It is the policy of Richard Bland College to provide shelter to student residents of the College. Sheltering “in place” is the first choice. Resident students that cannot be sheltered in place can be relocated to other facilities on or off the campus. If an evacuation becomes necessary for the entire campus, students will be directed to relocate to their home residence. If students are from out of state, they will be sheltered at another college facility or at a locally established emergency management shelter.

Scope

ESF# 6 is intended to address non-medical mass care, housing and human service needs for individuals and family members of Richard Bland College, which are affected by a disaster on the campus or one that impacts the larger community or region in which Richard Bland College is situated.

The services and programs may include the following:

- Sheltering
- Food service
- Counseling
- Family Assistance Center (FAC)
- Reunification services: Collecting information regarding individuals in the campus community and making the information available to immediate family members outside the campus or the larger affected area.
- Virginia Criminal Injuries Compensation Fund

Primary Agency(s)

Richard Bland College Residence Life
Richard Bland College Department of Campus Safety & Police
Dinwiddie County and/or Prince George County Social Services

Secondary/Support Agencies

Richard Bland College Student Counseling Services
Dinwiddie County Sheriff’s Office
Prince George County Police Department
Richard Bland College - Campus Dining
Red Cross

Policies

- Richard Bland College may provide shelter based on its resources, facilities, and capabilities of staff. If the College does not have the resources for sheltering, the local emergency coordinator will be contacted.
- Richard Bland College will maintain information about persons identified on shelter lists, casualty lists, hospital admission, etc., and will be made available to family members to the extent allowable under confidentiality regulations.
- All sheltering activities will be coordinated initially through Richard Bland College EOC.
- Richard Bland College will ensure that students with special needs and/or service animals will be accommodated to the best of available capabilities.

Concept of Operations

General

Richard Bland College will provide shelter if the need is short-term and within its capabilities.

If sheltering is provided on campus, Richard Bland College Emergency Management will coordinate for the following services:

Food Service

- Issue emergency purchase order with existing food service contractor.
- Continue food service at institution's facilities if possible.

Counseling

- Richard Bland College Counseling Services will coordinate counseling services for the institution based on the scale of the emergency and the capabilities of the counseling services.
- Richard Bland College will request outside assistance if Counseling Services are not appropriate to the scale of the emergency, or if service providers are personally impacted by the incident. All efforts will be made to ensure that victims do not serve victims, and that victim's rights are protected in accordance with the Code of Virginia.
- Events in which there are mass casualties and injuries may not be manageable by the institution's counseling service. Richard Bland College Emergency Management will make requests for such counseling services to the local EOC as needed.
- Outside counseling from the Department of Criminal Justice's Victims' Services Section, the Department of Mental Health, Mental Retardation, and Substance Abuse Services, Emergency Mental Health Section, and Virginia Emergency Medical Services will be requested through the local EOC.

Security

- Richard Bland College Department of Campus Safety & Police will have the primary responsibility of providing security during an emergency event or disaster.
- All evacuated areas will be secured by Richard Bland College Department of Campus Safety & Police.

- Richard Bland College Department of Campus Safety & Police will provide and/or coordinate security to the shelter if on campus sheltering is required. EXCEPTION – When RBC is being used as a State Managed Shelter, SMS.
- Richard Bland College Emergency Management will coordinate and make requests through the local EOC for assistance from Social Services and non-profit organizations in the event that the campus is not able to provide shelter on campus.

Transportation

- Richard Bland College Department of Campus Safety & Police will be responsible for coordinating transportation during an emergency event or disaster.
- Richard Bland College Emergency Management will ensure that students are transported safely and sheltered safely off campus if necessary.

Media

- If the campus is sheltering victims, survivors, or family members of an incident, all media representatives will be staged in a separate area to ensure privacy of those individuals.

Family Assistance Center (FAC)

The purpose of the FAC is to provide the seamless delivery of services and the dissemination of information to victims and families following a large-scale incident or one in which there are mass casualties, as stated in the Commonwealth of Virginia Emergency Operations Plan, ESF 6 (COVEOP).

The scope of services that the FAC may provide include: reunification, behavioral health care, medical records collection communication services, benefits application entry points, and personal care.

The FAC plan will be coordinated with the local government’s emergency management program and based on the Commonwealth of Virginia FAC.

All requests for resources on behalf of the Richard Bland College FAC will be made through the local EOC. This is consistent with state policy that directs an institution to make resource requests through the local government EOC, in the emergency management jurisdiction in which it is located.

If the services of the Virginia Criminal Injuries Compensation Fund (CICF) are required by the FAC, the State Program should be contacted, who will deploy the appropriate personnel to the FAC. These services will be necessary in cases where there are victims of crime in need of financial or advocacy assistance. VDEM and CICF recommend that the institution adopt the policy of contacting the program directly through the local government.

The current contact information for the program is: CICF

P.O. Box 26927
Richmond, Virginia 23261
PHONE: (804) 367-1018 Toll Free: (800) 552-4007
<https://virginiavictimsfund.org/contact>

Tab 1 to Emergency Support Function # 6

Dinwiddie County Shelter Locations and Addresses

| Facility Information | Address | Pet Friendly | Back Up Power |
|------------------------------|---|---------------------|----------------------|
| Dinwiddie Elementary School | 13811 Boydton Plank Road Dinwiddie, VA | Y | Y |
| Sutherland Elementary School | 6500 R.B. Pamplin Drive Sutherland, VA | N | Limited |
| Dinwiddie Senior High School | 11501 Boisseau Road Dinwiddie, VA | N | Limited |
| Sunnyside Elementary School | 10203 Sunnyside Road McKenney, VA | N | N |
| Eastside Community Center | 7301 Boydton Plank Road Petersburg, VA | Y | N |

Prince George County Shelter Locations and Addresses

| Facility Information | Address | Pet Friendly | Back Up Power |
|------------------------------|--|---------------------|----------------------|
| J. E. J. Moore middle School | 11455 Prince George Drive, Disputanta, VA | N | Y |
| N. B. Clements Middle School | 7800 Prince George Drive, Prince George, VA | N | Y |

Emergency Support Function # 7 – Resource Support

Purpose

Emergency Support Function (ESF) #7—Resource Support conducts logistical support services to identify, procure, and distribute critical resources for Richard Bland College in coordination with other local and State governments, the Federal government, the private industry, and volunteer organizations.

Scope

Richard Bland College will determine what resources are available and identify potential sites for receiving resources if outside assistance is needed.

Resource support may continue until the disposition of excess and surplus property is completed.

If demand for resources exceeds the capabilities of Richard Bland College, then outside requests will be made based on MOUs, Mutual Aid agreements and state policy through the local EOC, if activated, and through the State EOC, if the local EOC is not activated.

Primary Agencies

Richard Bland College Emergency Management
Richard Bland College Purchasing & Department

Secondary/Support Agencies

Virginia Department of Emergency Management
Red Cross
Virginia Volunteer Organizations Active in Disaster, VVOAD

Policies

- Richard Bland College will use its own resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation.
- Individuals involved in distributing and/or obtaining resources will be aware of emergency procurement policies and have the authority to do so in an emergency situation.
- Each department with an emergency management role will be responsible for identifying its resources that could be used in an emergency.
- Richard Bland College EOP conforms to state policy regarding requesting resources.

Concept of Operations

General

Potential sites for distribution centers will be identified. Additional centers will be identified, if necessary, and their location coordinated with the local EOC to facilitate recovery efforts.

Priorities will be set regarding the allocation and use of available resources.

Organization

ESF #7 will identify sites and facilities that may be used to receive and distribute relief commodities that may be needed in the event of a disaster or emergency.

Resource lists will be developed and maintained by each department that detail the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical.

The President or his/her designee may authorize necessary emergency procurements to support emergency operations and delegate contracting authority to ESF #7.

Requests for resource and logistical support from on-scene incident commanders and/or other ESF representatives will be assigned to ESF #7 through the college Emergency Management. ESF #7 will manage all assigned requests for resources and logistical support and coordinate directly with the requester as necessary.

When requesting resources, RBC departments will use the SALTT format recommended by VDEM as follows:

- S** = Size (of resource needed)
- A** = Amount (How many)
- L** = Location (Where is it needed)
- T** = Type (What type of resource needed)
- T** = Time (When and how long needed)

ESF #7 will coordinate with the primary and secondary agencies listed in ESF#1 (Transportation) as needed for transportation support for delivering and distributing resources.

ESF #7 will coordinate with the RBC Department of Campus Safety and Police as the primary agency for ESF #13 (Public Safety and Security), to provide traffic management and security at logistical support facilities established by ESF #7.

The primary agency will task support agencies as needed to provide assets in order to meet operational requirements. If necessary, private sector resources will be acquired to augment the College resources.

ESF #5 (Emergency Management) will provide technical assistance in identifying resources that may be available through statewide and national mutual aid agreements.

The following are sources or potential sources for resources that may be available to the College in responding to disasters and emergencies:

- Resources available from neighboring jurisdictions through local mutual aid agreements.
- Resources available from the private sector through acquisition/purchasing.
- Resources of the Commonwealth of Virginia including the National Guard.
- Mutual aid resources from other states through the Emergency Management Assistance Compact (EMAC).
- Mutual aid is available through the Statewide Mutual Aid Program.
- Resources available from the Federal government under the National Response Framework (NRF).

Priorities will be set by the Coordinator of Emergency Management regarding the allocation and use of available resources.

Actions/Responsibilities

- Designate local department(s) within Richard Bland College responsible for resource management.
- Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources.
- Prepare mutual aid agreements with local governments and surrounding jurisdictions to aid the College.
- Develop SOPs to manage the processing, use, inspection, and return of resources coming to the institution.
- Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated).
- Develop training/exercises to test plan, and to ensure maximum use of available resources and understanding of policies to obtain resources from outside resources.
- Ensure Richard Bland College community is aware of available resources.

Emergency Support Function # 8 – Public Health and Medical

Purpose

To provide coordinated medical, mental health, and emergency medical services to save lives in the time of an emergency. These health and medical needs are to include veterinary and/or animal health issues when appropriate.

Richard Bland College has limited resources available to support this ESF. The College maintains Counseling Services, which is staffed predominantly M-F, 8a-4p. The College must rely on local resources to support this service in an emergency situation. The college does not support veterinary and/or animal health issues, which would solely be supported by local resources.

Primary Agency

Richard Bland College Counseling Services
Richard Bland College Department of Campus Safety and Police
Dinwiddie County Fire & EMS
Prince George County Fire and Rescue

Secondary/Support Agencies

Health Department (Crater Health District) Virginia Department of Health
Local Area Hospitals

Scope

The scope is an all-hazards approach based on Richard Bland College ability to provide medical resources.

When an incident exceeds the institution’s capabilities, outside assistance will be requested through MOUs, mutual aid agreements and through the coordination with the local government’s EOP.

Policies

- Richard Bland College Counseling Services has established treatment guidelines consistent with standard and accepted medical practice.
- Richard Bland College Counseling Services has privacy policies in place and operates within the boundaries established by the Health Insurance Portability and Accountability Act, (HIPAA).
- Richard Bland College Counseling Services has established a “Disaster Counseling Policy.” See Tab 1 – Disaster Counseling Policy
- When Richard Bland College Counseling Services capabilities are exceeded, outside assistance will be requested.

Concept of Operations

General

- Richard Bland College Counseling Services will respond with available resources as designated in the plan.
- Support and assistance from the local government will be requested based on mutual aid agreements and coordination with local government plans.
- If Richard Bland College EOC is activated during the response, a representative from Counseling Services may be assigned to the EOC.

Responsibilities/Actions

- Richard Bland College will provide available personnel, equipment, supplies and other resources necessary to coordinate plans and programs for a medical response during an incident.
- Designate an individual Department of Campus Safety & Police to coordinate medical, health, and rescue services.
- Develop and maintain procedures for providing a coordinated response with Richard Bland College resources and then with local government and private organizations.
- Maintain a roster of key officials in each medical support area.
- Review emergency plans with local governments.
- Implement mutual aid agreements as necessary.

Tab 1 to Emergency Support Function # 8

Air Medical

In the event Air Medical is needed, Richard Bland College will coordinate that response with the responding EMS agency. Requests for Air Medical will be made through the Virginia Emergency Operations Center. (See highlighted)

If Air Medical from the ODEMSA region is unavailable a request can be made to the next closest Air Medical service.

| Air Medical/Helicopter | Alert | Non-Emergency |
|------------------------------------|----------------|------------------------|
| ARIES – (Fairfax County Police) | (703) 877-3840 | |
| EAGLE – 182 – (U.S. Park PD, D.C.) | (202) 690-0738 | (202) 690-0808 |
| LIFEGUARD 10 (Carillion) | (703) 344-4357 | (703) 342-7503 |
| MED STAR (D.C.) | (800) 824-6814 | (202) 877-7234 |
| MED-FLIGHT – 1 (VSP Chesterfield) | (800) 468-8892 | (804) 674-2400 (VAEOC) |
| MED-FLIGHT – 2 (VSP Abingdon) | (800) 433-1028 | |
| PHI Air Medical (NOVA-Fairfax) | (800) 258-8181 | (703) 776-2930 |
| NIGHTINGALE (Sentara) | (800) 572-4354 | (757) 388-2500 |
| PEGASUS (UVA Charlottesville) | (800) 522-1826 | (434) 978-4426 |
| VCU LifeEvac (Dinwiddie Airport) | (877) 902-7779 | |

Tab 2 to Emergency Support Function # 8

Richard Bland College Disaster Counseling Policy

In the event of a campus wide disaster, Counseling support services will be provided by calling on the providers that currently serve the students as well as working with the Office of Student Life.

Counselors to be contacted will include:

Dr. Evanda S. Watts-Martinez
(804) 862-6263

District-19 Mental Health Services
Crisis Line 804-862-8000

Tab 3 to Emergency Support Function # 8

Mortuary Disaster Plan Organization - Virginia Funeral Directors Association, Inc.

A. Mission:

1. To develop an efficient and effective management response system in mass fatality disaster situations to facilitate the preparation, processing, and release of deceased human remains to the next of kin or family representative.

B. Concept of Operations:

1. In the event of a mass fatality disaster situation, the State EOC will contact the Office of the Chief Medical Examiner (OCME), who will notify the Virginia Funeral Directors Association (VFDA). Once contacted by the OCME, the VFDA will activate the Mortuary Response Plan and response teams. The VFDA Response Teams will operate under the direction of the District Medical Examiner of the district in which the incident occurred.
2. In order to ensure a prompt and professional response, the Virginia Funeral Directors Association maintains a resource manual of needed supplies, equipment, and vehicles. If additional resources are necessary to effectively respond to a disaster, the VFDA Executive Director has emergency purchasing authority up to a specified limit. The VFDA also has a specially equipped disaster trailer to assist the State Medical Examiner's Office and other funeral directors in the state with disaster field response.

C. Organization:

1. The Virginia Funeral Directors Association (VFDA) is responsible for the statewide coordination of mortuary activities in the state. Each district has a response team comprised of members who have completed training in the VFDA-approved program that qualifies them as certified disaster coordinators. The VFDA response teams will provide support in recovery, evacuation, and identification of the remains.
2. The OCME is by law responsible for the deceased. Virginia is divided into four medical examiner districts that include the Northern Virginia District based in Fairfax, the Western District based in Roanoke, the Central District based in Richmond, and the Tidewater District based in Norfolk. Prince George County is located in the Central District.

Emergency Support Function # 9 – Search and Rescue

Purpose

Provide for coordination and effective use of search and rescue activities and resources to assist people in potential or actual distress.

Scope

Richard Bland College is susceptible to natural and technical hazards that may result in the damage or collapse of structures within the campus. Search and Rescue must be prepared to respond to emergencies and provide specialized assistance. Operational activities can include locating, extricating, and providing on site medical treatment to victims trapped in collapsed structures. Additionally, people may be lost, missing, disoriented, traumatized, or injured in which case the agency must be prepared to respond to these incidents and implement appropriate tactics to assist those in distress or imminent danger. Predominately, these search operations occur in “open field” situations, such as parks, neighborhoods, or other open terrain.

Primary Agency(s)

Richard Bland College Emergency Management
Richard Bland College Department of Campus Safety and Police

Secondary/Support Agencies

Dinwiddie County Fire & EMS and/or Prince George County Fire & Rescue
Dinwiddie County Sheriff’s Office and/or Prince George County Police Department
Virginia Department of Emergency Management
Richard Bland College Grounds Department Richard Bland College Facility Management
Virginia State Police

Policies

- The EOP provides guidance for managing the acquisition of Search and Rescue resources.
- All requests for Search and Rescue will be submitted to Richard Bland College EOC, or local EOC, for coordination, validation, and/or action.
- Communications will be established and maintained with ESF #5 – Emergency Management and VEOC to report and receive assessments and status information.
- Richard Bland College will coordinate with local, state, and federal agencies.
- Richard Bland College emergency management personnel will stay up to date with procedures through training and education.
- Search and rescue task forces are considered federal assets under the Robert T. Stafford Act only when requested for a search and rescue for a collapsed structure.
- All emergency response and recovery operations conducted under ESF #9 will be in accordance with the National Incident Management System (NIMS).

Concept of Operations

General

During a search and rescue operation, Richard Bland College will call upon the local fire and law enforcement departments to assist in the operation. Emergency Medical Services (EMS) providers will also assist with other functions of search and rescue as set forth in the Virginia Association of Volunteer Rescue Squad's Operation Plan.

Organization

The Fire Department will, typically, be the primary agency in any SAR operation. EMS, law enforcement, public works and environmental services will assist when required for structural evaluation of buildings and structures. Local Law Enforcement will be the primary agency in any ground searches. Prince George and/or Dinwiddie County GIS will assist with maps and staff. In a secondary role local law enforcement will assist with perimeter security, communications, and assistance as required. The Fire Department and EMS as a secondary role will provide medical resources, equipment, and expertise.

Actions/Responsibilities

- Richard Bland College has developed and maintains plans and procedures to implement search and rescue operations in time of emergency.
- Provide warning, evacuation, and relocation of students during a disaster.
- A representative from Richard Bland College emergency management will report to the local EOC when requested.
- Richard Bland College will follow established procedures when requesting urban search and rescue resources.
- Richard Bland College emergency management will record disaster related expenses.
- Richard Bland College emergency management will provide status reports on search and rescue operations throughout the affected area.

Emergency Support Function # 10 – Oil and Hazardous Materials

Purpose

Emergency Support Function (ESF) #10 –Oil and Hazardous Materials provides response to hazardous materials incident and assists the Local Emergency Planning Committee (LEPC) in meeting its requirements under the Emergency Planning and Community Right to Know Act – SARA Title III.

Dinwiddie County Fire & EMS and/or Prince George County Fire & Rescue will be contacted immediately in the event of a hazardous materials spill or release. The Fire Chief or Officer-in-Charge will likely assume primary operational control of all hazardous materials incidents upon their arrival.

Richard Bland College Police and Facility Management personnel will provide support to the fire department, depending on their capabilities.

The Crater Regional Hazardous Materials Team may be requested by the first arriving fire chief or officer-in-charge. In addition, Richard Bland College Department of Campus Safety & Police may request the Crater Regional Hazardous Materials Team upon their arrival and initial assessment.

Scope

- The initial response will be managed by the local fire department, Richard Bland College Police, and Facilities Management personnel.
- Other regional and state agencies may be called upon depending on the nature of the incident.
- Richard Bland College in concert with the local fire department, will determine which departments have the capability to support a hazard material response.

Primary Agency(s)

Prince George County Fire and Rescue and/or Dinwiddie County Fire & EMS

Support Agencies

Crater Regional Hazardous Materials Team
Richard Bland College Emergency Management
Richard Bland College Department of Campus Safety & Police
Dinwiddie County Sheriff’s Office and/or Prince George County Police Department
Virginia State Police
Virginia Department of Emergency Management

Policies

The institution’s resources as well as its policies and procedures regarding hazardous material incidents shall be reviewed every two years and revised if necessary.

- There are no fixed facilities at Richard Bland College that require reporting under SARA Title III.

- Richard Bland College will notify the campus community of the need to evacuate or shelter in place if an event takes place on Richard Bland College property.
- Mutual aid agreements will be implemented if assistance is required.
- Establish communications with ESF # 5 and ESF #15.

Concept of Operations

General

- The local fire chief or designee will assume primary operational control of all hazardous materials incidents.
- Mutual aid agreements between the institution and the local government will be implemented if necessary.
- The local fire chief may request Virginia Department of Emergency Management’s (VDEM) Regional Hazardous Materials Officer and the Crater Regional Hazardous Materials Response Team.
- In conjunction with Richard Bland College Emergency Management, the fire chief will determine the need to evacuate or shelter in place.
- Campus law enforcement will coordinate the evacuation of the area.
- Richard Bland College through ESF# 2 and ESF# 15 will coordinate the dissemination of public information.

Actions/Responsibilities

- Richard Bland College Emergency Management will review procedures for a hazard material incident.
- Richard Bland College Emergency Management has developed procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property.
- Richard Bland College will work in concert with the Dinwiddie and Prince George Local Emergency Planning Committee (LEPC) and assure compliance with the “Community’s Right to Know Act.”
- Richard Bland College personnel that will be engaged in “first response” will be trained in hazardous materials response and mitigation.
- All Richard Bland College personnel will follow established procedures in responding to hazardous materials incidents.
- Keep a record of all expenses through the duration of the emergency.

Tab 1 to Emergency Support Function # 10

Local and Regional Hazardous Materials Teams

Assistance from the local and/or regional hazardous materials team will generally be requested by the incident commander. During declared emergencies, Richard Bland College will make requests for regional responses through the local EOC.

In any of the above situations, the Regional Hazardous Materials Coordinator will always be contacted through the Virginia EOC.

The Regional Team must be requested through the Virginia Emergency Operations Center.

Virginia Emergency Operations Center 804-674-2400

The Crater Hazardous Materials Team will be activated by contacting the Colonial Heights Emergency Communications Center.

Colonial Heights Emergency Communications Center 804-520-9300

Emergency Support Function # 11 – Agriculture and Natural Resources

Purpose

ESF# 11 is Agriculture and Natural Resources; however, for Richard Bland College the focus of this emergency support function is to identify key agencies that would assist in performing similar tasks and functions.

Agriculture and Natural Resources works to address the provision of nutrition assistance; control and eradication of an outbreak of a highly contagious or economically devastating animal disease, highly infective plant disease, or economically devastating plant pest infestation; assurance of food safety and security; and protection of cultural resources and historic property resources during an incident.

Primary Agency

Richard Bland College Emergency Management

Support Agencies

Richard Bland College Residence Life
Richard Bland College Facility Management
Virginia Department of Agriculture and Consumer Services
Virginia Department of Social Services
Virginia Department of Health
Red Cross
Local/Regional Food Banks
Virginia Voluntary Organizations Active in Disaster (VVOAD) Federation of Virginia Food Banks

Scope

Determined based on the institutions capabilities and may include:

- Richard Bland College will identify food assistance needs.
- Obtain appropriate food supplies.
- Arrange for transportation of food supplies to the designated area.
- Inspect and verify food safety in distribution and retail sites.
- Conduct food borne disease surveillance.
- Coordinate appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic properties resources.

Policies

- Each supporting agency is responsible for managing its assets and resources after receiving direction from the Department of Social Services and/or Virginia Department of Health.
- Actions will be coordinated with agencies responsible for mass feeding.
- This ESF will encourage the use of mass feeding as the primary outlet for disaster food supplies.

- Schools and institutions may be able to feed affected population for several days depending on food inventories.
- Transportation and distribution may be arranged by volunteer organizations.
- Priority is given to moving supplies into areas of critical need and then to areas of moderate need.
- Animal depopulation activities and disposal will be conducted as humanely as possible.
- Richard Bland College will ensure food safety.

Concept of Operations

General

- Provide an integrated response to an outbreak of highly contagious or economically devastating animal/zoonotic disease, exotic plant disease, or economically devastating plant or pest infestation.
- Ensure the safety and security of the commercial supply of food (meat, poultry, and egg products) following an incident.
- Identifies, secures, and arranges for the transportation of food to disaster areas.
- Protect cultural resources and historic property resources during an incident.

Organization

The Emergency Manager or head official will determine what tasks are to be completed and designate the appropriate agency and individuals by title what they are responsible for:

- Assess damage to facilities and infrastructure.
- Assess current food supply on campus and determine if safe for human consumption.
- Assess sensitive areas on campus, such as plant and animal laboratories, to ensure security.
- Conduct inventory of sensitive items, regarding agriculture and horticulture.

Actions/Responsibilities

These items should be based on the institution's capabilities and the type and magnitude of the emergency event.

- Assist in determining the critical needs of the affected population.
- Catalog available resources and locate these resources.
- Ensure food is fit for consumption.
- Assist and coordinate shipment of food to staging areas.
- Work to obtain critical food supplies that are unavailable from existing inventories.
- Identify animal and plant disease outbreaks.
- Assist in providing inspection, fumigation, disinfection, sanitation, pest termination and destruction of animals or articles found to be contaminated or infected.
- Proper containment and disposal of contaminated food, animals, and/or plants.
- Establish need for replacement food products.

Emergency Support Function # 12 – Energy

Purpose

Emergency Support Function (ESF) #12— Energy is responsible for collecting, evaluating, and sharing information on energy system damages and impacts on the affected areas of the College; monitoring restoration; and aiding with expedite restoration of services.

Scope

Resources and services under ESF #12 will collect, evaluate, and share information on energy system damage. It will also estimate the impact of energy system outages on the campus. According to the National Response Plan, the term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems. Additionally, ESF #12 will provide information concerning the energy restoration process such as projected schedules, percent completion of restoration, and other information as appropriate.

Richard Bland College will ensure that adequate fuel and equipment to sustain itself through an emergency is on hand.

Richard Bland College President or designee, with the evaluation from the College Emergency Management Team, will make decisions about closings based on:

- Duration of the outage
- Portions of the College or the entire College
- Ability to be operational.
- Current weather conditions

Richard Bland College Emergency Management will prioritize facilities and infrastructure so that power may be restored, or other energy supplies may be provided in such a way to enable campus life to be restored to full capacity as soon as possible.

Provide information to College Emergency Management Team concerning the energy restoration process such as:

- Projected schedules
- Percent completion of restoration
- Determine schedule for reopening facilities.

The incident may impact the institution only or it may be part of a larger incident that impacts the locality or the region. In cases where the locality or region is affected, a Richard Bland College emergency management representative may be deployed to the local EOC.

Richard Bland College will follow its plans, policies, and procedures, and ensure that they are also following local and regional plans.

Primary Agency

Richard Bland College Facility Management

Support Agencies

Richard Bland College Emergency Management
Richard Bland College Grounds Department
Richard Bland College Department of Campus Safety and Police

Policies

- Richard Bland College will work to provide fuel, power, and other essential resources.
- Richard Bland College Emergency Management will contact the locality and utility providers.
- The College will work with utility providers to set priorities for allocating commodities.
- Personnel will stay up to date with procedures through education and training.
- Restoration of normal operations at critical facilities will be a priority.
- Richard Bland College will maintain a list of critical facilities and continuously monitor those to identify vulnerabilities.
- Richard Bland College President or designee will make decisions on closing the College.
- Richard Bland College will manage independently until it needs additional resources.

Concept of Operations

General

The supply of electric power to customers may be cut off due to either generation capacity shortages and/or transmission/distribution limitations.

Generation capacity shortfalls are a result of:

- Extreme weather conditions; disruptions to generation facilities.

Other energy shortages (such as natural gas or other petroleum products) may result from:

- Extreme weather
- Strikes
- International embargoes
- Disruption of pipeline system
- Terrorism

Other Impacts:

- Sever key energy lifelines.
- Constrain supply in impacted areas, or in areas with supply links to impacted areas.
- Affect transportation, communications, and other lifelines needed for public health and safety.

There may be widespread and prolonged electric power failures beyond the College. Without electric power, communications could become interrupted.

Long term impacts could affect the length of time that Richard Bland College cannot provide services.

Organization

Richard Bland College may activate its EOC under these conditions.

The College will establish its own emergency plans and procedures and implement them through their own proprietary systems.

In addition, Richard Bland College will;

- Provide for the health and safety of students and faculty affected by the event.
- Comply with local and state actions to conserve fuel, if needed.
- Coordinate with local government and utility providers to provide energy.
- Provide emergency information, education, and conservation guidance to the students and faculty.
- Coordinate information with local, state, and federal officials and energy suppliers about available energy supply recovery assistance.
- Richard Bland College emergency management will send requests to the local or State EOC for fuel and power assistance.
- Richard Bland College emergency management will coordinate with local government if power outage affects an area beyond the College.

The State Corporation Commission (SCC) is the designated commodity manager for natural gas and electric power. The Virginia Department of Mines, Minerals and Energy (DMME) are the commodity managers for petroleum products and for solid fuels.

Following a catastrophic disaster, the Virginia Emergency Operations Center (VEOC), with staff support from SCC and DMME, will coordinate the provision of emergency power and fuel to affected jurisdictions to support immediate response operations. They will work closely with federal energy officials (ESF 12), other Commonwealth support agencies, and energy suppliers and distributors. The institution will identify the providers for each of their energy resources.

Actions

- Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of Richard Bland College critical facilities.
- Monitor the status of all essential resources to anticipate shortages.
- Maintain liaison with fuel distributors and local utility representatives.
- Implement conservation measures.

- Keep the community of Richard Bland College informed.
- Allocate available resources to ensure maintenance of essential services.
- Consider declaring a local emergency through the local EOC.

- Document expenses.

Responsibilities

- Review plans and procedures. Review procedures for providing lodging and care for displaced persons (see ESF #6).
- Enforce state and local government conservation programs.
- Identify resources needed to restore energy systems.

Emergency Support Function # 13 – Public Safety and Security

Propose

Richard Bland College Department of Campus Safety & Police will provide safety and security to Richard Bland College, to include students, faculty, visitors, and facilities.

Several factors may require outside assistance to respond to emergency events:

- Local and state law enforcement will be requested if the event exceeds the capabilities of Richard Bland College Department of Campus Safety & Police.
- Law or regulation may require involvement of state or federal agencies due to circumstances of the event (E. G. a terrorist event)
- If the campus is impacted by a larger event that affects the local or regional area.

Primary Agency

Richard Bland College Department of Campus Safety and Police

Secondary/Support Agencies

Dinwiddie County Sheriff's Office and/or Prince George County Police Department
Virginia State Police
Richard Bland College Emergency Management

Scope

ESF #13 will respond to an emergency on the Richard Bland College Campus according to existing operational guidelines and procedures. In addition, the following are also the primary responsibility of ESF #13.

- Maintain law and order.
- Coordinate and provide mandated warning to Richard Band College community.
- Provide security of campus facilities
- Provide traffic control under normal conditions.
- Provide traffic control for special events or disruptive incidents.
- Provide security of unsafe areas or potential crime scenes
- Richard Bland College Department of Campus Safety & Police will be the lead agency for any criminal investigations conducted on college property.
- Assist with evacuation of buildings or the entire campus.
- Provide security if the institution opens a shelter for the College. **This does not pertain during State Managed Shelter operations.** (See Richard Bland SMS Plan)

Policies

- Richard Bland College ESF #13 will be coordinated with the local government's plan pursuant to the Code of Virginia.
- Campus law enforcement will coordinate the response with other ESF's on campus based on the details of the events.
- Richard Bland College maintains appropriate MOUs and Mutual Aid agreements. (See Appendix D – Memorandums of Understanding/Agreement and Mutual Aid Agreements)
- The plan and the incident command staff may become subordinate if Federal law enforcement is called upon or has jurisdiction.

Concept of Operations

General

Existing operational guidelines, procedures and department directives will provide the basis for a law enforcement response in times of emergency.

The Richard Bland College Communications Center is the point of contact for the receipt of all warnings and notification of actual or impending emergencies or disasters.

Organization

- Local Law Enforcement will utilize their normal communications networks during disasters.
- Designate areas that need to be evacuated.
- Provide traffic control and security.
- Coordinate with local and State law enforcement if the event exceeds the local capability.

Actions/Responsibilities

- Maintain police intelligence capability to alert government agencies and the public to potential threats.
- Develop strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage taking, active shooters, weapons of mass destruction, terrorist situations, bomb threats and detonations.
- Test primary communications systems and arrange for alternate systems, if necessary.
- Implementation of the evacuation procedures for the threatened areas, if necessary.
- Provide traffic and crowd control as required to maintain order.
- Implement existing mutual aid agreements with other jurisdictions, if necessary.
- Document expenses.
- Coordinates backup support from other agencies.
- Initial warning and alerting
- Security of emergency sites, evacuated areas, shelter areas, vital facilities, and supplies.
- Assist the Health Department with identification of the dead.

Tab 1 to Emergency Support Function # 13

Emergency support Departments

- Richard Bland College Department of Campus Safety & Police (804-863-4085)
- Prince George Police Department (804-733-2773)
- Dinwiddie County Sheriff's Office (804-469-4550)
- Petersburg Police Department (804-732-4222)
- Virginia State Police (Division 1 - 804-733-8219)

Tab 2 to Emergency Support Function # 13

Entry Permit to Enter Restricted Areas

Reason for entry (if scientific research, specify objectives, location, length of time needed for study, methodology, qualifications, sponsoring party, NSF grant number and date on separate page). If contractor/agent--include name of contractual resident party, attach evidence of right of interest in destination. Resident: Purpose.

Name, address, and telephone number of applicant, organization, university, sponsor, or media group. Also contact the person if questions should arise.

Travel (fill out applicable sections if variable call information to dispatcher for each entry)

Method of Travel (vehicle, aircraft) _____

Description of Vehicle/Aircraft Registration _____

Route of Travel if by Vehicle _____

Destination by legal location or landmark/E911 address _____

Alternate escape route if different from above _____

Type of 2-way radio system to be used and your base station telephone number we can contact in emergency (a CB radio or radio telephone will not be accepted). Resident: cellular or home number.

Entry granted into hazard area.

Authorizing Signature _____ Date _____

The conditions for entry are attached to and made a part of this permit. Any violation of the attached conditions for entry can result in revocation of this permit.

The Waiver of Liability is made a part of and attached to this permit. All persons entering the closed area under this permit must sign the Waiver of Liability before entry.

Tab 3 to Emergency Support Function # 13

Waiver of Liability

(To be signed and returned with application form)

I, the undersigned, hereby understand and agree to the requirements stated in the application form and in the safety regulations and do further understand that I am entering a (high) hazard area with full knowledge that I do so at my own risk and I do hereby release and discharge the federal government, the Commonwealth of Virginia and all its political subdivisions, their officers, agents and employees from all liability for any damages or losses incurred while within the Closed Area.

I understand that the entry permit is conditioned upon this waiver. I understand that no public agency shall have any duty to attempt any search and rescue efforts on my behalf while I am in the Closed or Restricted Area.

Signatures of applicant and members of field party
Print full name first, then sign.

Date

I have read and understand the above waiver of liability. _____

I have read and understand the above waiver of liability. _____

I have read and understand the above waiver of liability. _____

I have read and understand the above waiver of liability. _____

I have read and understand the above waiver of liability. _____

I have read and understand the above waiver of liability. _____

I have read and understand the above waiver of liability. _____

I have read and understand the above waiver of liability. _____

I have read and understand the above waiver of liability. _____

Emergency Support Function # 14 – Long Term Community Recovery

Purpose

To facilitate both short term and long-term recovery, following a disaster at Richard Bland College. The recovery process begins with an impact analysis of the incident and support for available programs and resources and to coordinate programs to assist in the comprehensive economic, social, and physical recovery and reconstruction of the campus impacted by the emergency.

Scope

The full scope of the institution's ESF# 14 will be based on the institution's resources, capabilities, and college plans.

Primary Agency

Richard Bland College Emergency Management
Richard Bland College Administration

Secondary/Support Agencies

Richard Bland College Department of Campus Safety and Police
Board of Visitors of the College of William and Mary in Virginia
Richard Bland College Facility Management
Richard Bland College Finance and Purchasing
State Council of Higher Education for Virginia
Virginia Department of Education

Policies

- ESF #14 will begin the recovery process for any disaster with the implementation of short-term disaster relief programs by non-governmental organizations and federal and state programs authorized by a gubernatorial and/or presidential declaration of major disaster.
- The initiatives of the Governor and the Economic Crisis Strike Force will be tailored for the needs of the impacted communities and will utilize new and existing programs.
- Long-term recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, when feasible.
- Federal agencies may be requested to continue to provide recovery assistance under independent authorities to the state and local governments; the private sector; and individuals, while coordinating activities and assessments of need for additional assistance.

Concept of Operations

General

Existing procedures and/or directives may provide the basis for short or long – term planning operations.

Organization

- The Governor will determine the need for high-level oversight of the process of reconstruction and redevelopment of the impacted area.
- The Governor may activate the Economic Crisis Strike Force (ECSF), led by the Secretary of Commerce and Trade, to organize and direct redevelopment activities.
- The Governor and the Secretary of Commerce and Trade will determine the mission and scope of the Economic Crisis Strike Force based on the sectors of the community that need redevelopment or reconstruction – such as infrastructure, economic structure, human services, or special accountability issues.
- The strategy for long-term recovery should encompass, but not be limited to, land use, public safety, housing, public services, transportation services, and education.
- The ECSF will establish the organization, plan the strategies, and oversee the efforts to accomplish the mission.

Actions/Responsibilities

- Partner with disaster recovery agencies to implement recovery programs.
- Coordinate the State’s participation in recovery operations with FEMA, SBA and other federal agencies co-located in the Joint Field Office or other command center.
- Develop a recovery strategy that addresses, but is not limited to, infrastructure (land-use, transportation, housing, public services), economic development, and human services (public health, medical care, behavioral health services)
- Advise on the recovery implications of response activities and coordinate the transition from response to recovery in field operations.
- Identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available.
- Avoid duplication of assistance, coordinate to the extent possible program application processes and planning requirements to streamline assistance, and identify and coordinate resolution of policy and program issues.
- Determine and identify responsibilities for recovery activities.

Tab 1 to Emergency Support Function # 14

Disaster Recovery Centers (Identified or potential sites)

Statesmen Hall at 29370 Carson Drive
 S. Prince George Va., 23805

Barn Theatre at 530 Carson Drive
 S. Prince George Va., 23805

Emergency Support Function # 15 – External Affairs

Purpose

Provide for efficient and coordinated continuous flow of timely information and instructions to the public using all available communications media prior to, during, and following an emergency or disaster.

Scope

Provide emergency public information actions before, during, and following any emergency. Potential public information response could involve personnel from Richard Bland College, all jurisdictions, organizations, agencies, and other institutions within the affected area.

Primary Agency(s)

Richard Bland College Emergency Management
Richard Bland College Administration

Secondary/Support Agencies

Richard Bland College Department of Campus Safety and Police
Richard Bland College Chief Communications Officer

Concept of Operations

General

Richard Bland College is responsible for providing the affected community with information on impending or existing emergencies, to include immediate protective actions they should take such as sheltering or evacuation.

A Joint Information Center (JIC) may be activated if the situation warrants. The JIC will likely be at an off-site location. Agencies involved will staff telephones and coordinate media activities under the supervision of the Richard Bland College Chief Communications Officer/Public Information Officer, PIO.

All agencies and organizations are responsible for providing the PIO with appropriate timely information about the incident and actions needed to save lives and protect property.

Organization

A Public Affairs Officer may be appointed by Richard Bland College Administration to serve as the primary campus ESF #15 coordinator. Other campus officials will serve within the JIC.

Additionally, the institution will establish a Community Relations (CR) plan which will include incident specific guidance and objectives at the beginning of the incident. Conducting the CR function is a joint responsibility between campus, local, state, and federal personnel. The composition of field teams should involve a variety of university personnel, such as faculty, staff, administrator, students, and local community members. These teams assist in the rapid dissemination of information, to identify unmet needs, to establish an ongoing dialogue and

information exchange, and to facilitate collaborative campus, local, state, and federal planning, and mutual disaster recovery support.

Responsibilities/Actions

- Develop standard operations procedures (SOPs) to carry out the public information function.
- Develop and conduct public information programs for Richard Bland College awareness of potential disasters, as well as personal protection measures for each hazards present.
- Prepare advance copies of emergency information packages for release through the news media during actual emergencies.
- Brief local news media personnel, college officials, local, state, and federal agencies on External Affairs policies, plans, and procedures.
- Maintain current lists of radio stations, television stations, cable companies, websites, and newspapers to be utilized for public information releases.
- Maintain support agreements and liaison arrangements with other agencies and the news media, if needed.
- Maintain arrangements to provide a briefing room for the media in the vicinity of the EOC or at the location of the disaster.
- Coordinate with VDEM PIO, Governor’s Press Secretary and the Secretary of Public Safety to prepare initial press releases.
- Assist with the preparation/transmission of EAS messages, if needed.
- Disseminate news releases and daily Situation Reports from the State EOC via the agency’s website.
- Disseminate information to elected officials through the legislative liaison function.
- Establish, with assistance from VDEM and other agencies, the Virginia Public Inquiry Center for the public to call for information.
- Monitor the media to ensure accuracy of information and correct inaccurate information as quickly as possible.
- Plan and organize news conferences with the Governor’s staff, if necessary.
- Provide information to the public about available campus disaster relief assistance and mitigation programs.
- Coordinate efforts to provide information to public officials.
- Facilitate communications between the public and other agency officials to ensure that affected people have access and knowledge about benefits for which they may be eligible.

Emergency Support Function # 16 – Military Support

Purpose

Emergency Support Function (ESF) #16 – Military Affairs is to assist and provide Military Support (Virginia National Guard) in times of a major or catastrophic disaster, and/or civil unrest.

Scope

Requests for military assistance will be coordinated by the Coordinator of Emergency Management or designee, through the local EOC.

The Coordinator of Emergency Management will stay up to date with appropriate State and Federal plans, policies, and procedures related to requesting military assistance and support.

The Coordinator of Emergency Management will request assistance through the local EOC from Fort Lee as appropriate to provide immediate assistance for lifesaving operations.

The Coordinator of Emergency Management will establish and maintain contact with VDEM in order to coordinate requests for military support.

In order for the College to request assistance through the State, a local declaration from Dinwiddie and/or Prince George must be in place and the Governor of Virginia must have issued an Executive Order that declares a “State of Emergency” exists.

The President must declare a major disaster or emergency that includes Dinwiddie and/or Prince George County in order for Federal military resources to be available.

Military forces, when made available, will support, and assist Dinwiddie and/or Prince George County resources and agencies that may provide assistance to Richard Bland College.

The primary mission of the Department of Defense (DOD) and its components is national defense. Because of this critical role, resources are committed after approval by the Secretary of Defense or at the direction of the President.

Many DOD components and agencies are authorized to respond to save lives, protect property and the environment, and mitigate human suffering under imminently serious conditions, as well as to provide support under their separate established authorities, as appropriate. The provision of defense support is evaluated by its legality, lethality, risk, cost, appropriateness, and impact on readiness. When Federal military and civilian personnel and resources are authorized to support civil authorities, command of those forces will remain with the Secretary of Defense.

In an imminent serious situation, commanders of active military installations are authorized to take prompt action to save human life, prevent extreme human suffering, and/or mitigate great destruction or damage of property.

Primary Agency

Richard Bland College Emergency Management

Secondary/Support Agencies

Richard Bland Department of Campus Safety and Police
Dinwiddie and/or Prince George County Emergency Management
Virginia Department of Military Affairs (DMA) Virginia National Guard
Virginia Department of Emergency Management (VDEM)

Concept of Operations

General

The Virginia National Guard, when directed by the Governor of the Commonwealth of Virginia, can employ Virginia National Guard personnel, equipment, and resources, through appropriate commanders, to assist civil authorities.

The Virginia National Guard will provide Military Support to Civil Authorities in accordance with the existing Virginia National Guard Operation Plan for Military Support to Civil Authorities.

Organization

The Virginia National Guard is a support agency for the other Emergency Support Functions located in the Virginia Emergency Operations Center, VEOC.

Responsibilities

- Provide Emergency Coordination Officer Representative on the State Emergency Response Team.
- Provide Military Support to civil authorities on a mission request basis, within the Virginia National Guard's capability, and within the limitations of existing State law, military regulations, and the applicable Governor's Executive Order.

Policies

In accordance with existing National Guard Bureau Regulations, it is understood that the primary responsibility for disaster relief shall be with Richard Bland College.

Emergency Support Function # 17 – Donations and Volunteer Management

Purpose

ESF # 17 – Donations and Volunteer Management describes the coordinating process used to ensure the most efficient and effective utilization of unaffiliated volunteers and unsolicited donated goods during a disaster or emergency situation.

Scope

Donations and volunteer services in this section refer to unsolicited goods and unaffiliated volunteer services.

Primary Agency

Richard Bland College Emergency Management
Richard Bland College Administration – Chief Development Officer

Secondary/Support Agencies

Red Cross Salvation Army
Department of Health
Department of Social Services
Virginia Voluntary Organizations Active in Disasters (VVOAD)
Richard Bland Residence Life
Unaffected Richard Bland College groups/organizations

Policies

Richard Bland College emergency management officials, in conjunction and coordination with VVOAD, have the primary responsibility for the management, organization, and distribution of unsolicited donated goods and unaffiliated volunteer services.

The donation management process must be organized and coordinated in such a way to ensure that the affected institution is able to take full advantage of the appropriate types and amounts of the donated materials in a manner that precludes interference with or hampering of other emergency operations.

The Coordinating officials will also:

- Coordinate with other agencies to ensure goods and resources are used effectively.
- Looks principally to those organizations with established volunteer and donation management structures.
- Encourages cash donations, as the best assistance for helping affected population.
- Encourages the use of existing nongovernmental organizational volunteer and donations resources before seeking governmental assistance.

Concept of Operations

General

Volunteer and Donations Management operations may include, but not limited to the following:

- Volunteer and/or Donations Coordinator
- Phone Bank/Contact Center
- Effective liaison with other emergency support functions, local, state, and federal officials.
- Check for existing MOA and/or MOU.
- Organization and Distribution of goods, services, and resources
- Pre-selecting and identifying locations for storage and distribution.
- Perform record keeping, to include monetary financial tracking and procurement.

Donated Goods Management Function:

- Officials, in conjunction with VVOAD, are responsible for developing donation management plans and managing the flow of donated goods during the emergency timeframe.
- Communicate what is needed in the disaster area – cash, goods, and/or services.
- Know how to transport donations to drop-off site, to storage, to distribution area.

Volunteer Management Function:

- Management of unaffiliated volunteers requires a cooperative effort between institution officials, local, and voluntary, community, and campus-based organizations.
- Campus officials, in conjunction with VVOAD, are responsible for developing plans that address the management, organization, and staffing of unaffiliated volunteers during the emergency.
- Organize and maintain a database to track volunteer's names, address, contact information, hours worked, and specialty.
- Ensure that agencies and organizations accept and manage their own staff/volunteers.
- Provide equal access for volunteers to affect community and other agencies.
- Identify individuals with specific talents, skills, or training such as doctors, nurses, communication specialists, and utilize them accordingly.

Organization

Richard Bland College Emergency Management will identify sites and facilities that will be used to receive, process, and distribute unsolicited donated goods. Necessary staff, equipment, communications, resources, and security will be provided by the institution and by other volunteer organizations as needed.

Richard Bland College Emergency Management will coordinate the disaster relief (and develop either an MOU and/or MOA with neighboring universities and colleges) actions of quasi-public and volunteer relief organizations. This is necessary to ensure maximum effectiveness of relief operations and to avoid duplication of effort and services. Residence Life in conjunction with the American Red Cross should coordinate operations for providing food, clothing, and shelter to the affect victims.

Standard operating procedures will be developed to address the screening, processing, training, and assignments of volunteers who arrive following the disaster or emergency. The service to which personnel are assigned will determine the necessary training. Individuals already possessing a specialized skill or trait should be assigned duties that allow for the maximum benefit of their skills and/or traits. Each individual volunteer will be registered, and a log will be maintained of hours worked. Accurate record keeping is an essential function that must be completed on an hourly or daily basis, depending on the degree of involvement.

Actions/Responsibilities

- Identify potential sites and facilities such as residence halls, gymnasiums, student commons, etc. to manage donated goods and services being channeled into the disaster area.
- Identify the necessary support requirements to ensure the prompt establishment and operations of facilities and sites.
- Assign the tasks of coordinating auxiliary manpower and material resources.
- Develop procedures for recruiting, registering, and utilizing manpower and materials.
- Develop a critical resource list and procedures for acquisition in time of crisis.
- Identify a list of special materials needed, such as medical supplies for special needs population, formula for infants, insulin, and so forth.
- Develop procedures for the management, organization, storage, and distribution of donated goods and items.
- Assign volunteers to tasks that utilize their skills and experience best.
- Develop and maintain a database or log to track individual volunteers and financial contributions, as well as developing and maintaining a database of received goods.
- Develop and staff a “Donations Hot-Line” if necessary for individuals with questions concerning donations and volunteering.
- Compile and submit records for all disaster-related events.

Tab 1 to Emergency Support Function # 17

Volunteer Registration Form

Name: _____

Home Address: _____

Contact Number: _____

E-mail: _____

Organization: _____

Skills or Specialized Service: _____

Estimated Length of Service: _____

Special Equipment Needed: _____

Languages Known: _____

Emergency Contact Information: _____

Assigned Location: _____

Other: _____

Appendix A – Glossary of Key Terms

American Red Cross

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

Command Post

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

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.

Comprehensive Resource Management

Maximizes the use of available resources, consolidates like resources, and reduces the communications load on the Incident Command Operation.

Coordination

The process of systematically 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.

Declaration of Emergency

Whenever, in the opinion of the Governor, the safety and welfare of the people of the State require the exercise of extreme emergency measures due to a threatened or actual disaster, he may declare a state of emergency to exist (also see “Local Emergency”).

Decontamination

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

Emergency Alert System (EAS)

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner to warn and inform the public of needed protective actions in the event of a disaster or emergency 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 is an event that usually requires resources beyond what is available locally.

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 firefighting, 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 (EOC)

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 (EOP)

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

Emergency Support Function

A function that requires 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 Booker T. Stafford Relief and Emergency Assistance Act of 1988 (PL 93-288).

Geographic Information System (GIS)

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

Hazardous Materials (HazMat)

Substances or materials that may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored, or disposed of, that may include materials that 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 of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III). It is intended to be a tool for the community's use in recognizing the risks of a hazardous materials release, in evaluating preparedness for such an event, and in planning response and recovery actions. This plan is separate from the County's Emergency Operations Plan.

Incident Commander (IC)

The individual responsible for the management of all incident operations.

Incident Command System (ICS)

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

Initial Damage Assessment Report (IDA)

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/channel assignments for certain functions.

Joint Information Center (JIC)

The center facilitates communications and coordination among local, State, and Federal government authorities to ensure an effective and timely response to regional emergencies and incidents, including coordination of decision-making regarding events such as closings, early release of employees, evacuation, transportation decisions, health response, etc.

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. 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. The "governor declared" local emergency pertains only to very specific resource-related shortages (also see "Declaration of Emergency").

Local Emergency Planning Committee (LEPC)

Appointed representatives of local government, private industry, business, environmental groups, and emergency response organizations responsible for ensuring that the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) are complied with.

Mitigation

Activities that 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.

Mobile Crisis Unit

A field response team staffed and operated by mental health professionals specially trained in crisis intervention. The Mobile Crisis Unit is available to provide on-scene crisis intervention to incident victims and to follow up work with victims and formal Critical Incident Stress Debriefings for service providers after the incident has been brought under control.

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 Response Framework (NRF)

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.

National Weather Service (NWS)

The Federal agency, which provides localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

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.

Presidential Declaration

A presidential declaration frees up various sources of assistance from the Federal government based on the nature of the request from the governor.

Primary Agency

While several County departments will be performing varied and critical tasks during a disaster, in most cases only one agency will be considered the primary agency. The primary agency shall be responsible for detailed planning, testing, and evaluation of their respective emergency support function. The Department Director of the primary agency shall serve as the principal advisor to the Director of Emergency Management during the response and recovery phase. In addition, the Department Director or the primary agency must ensure that essential operations of his/her agency will continue, unless otherwise directed by the Director of Emergency Management.

Radio Amateur Civil Emergency Service (RACES)

A public service organization of licensed amateur radio operators who have voluntarily registered their qualifications and equipment to provide emergency communications for public service events as needed. In Prince George County this group is known as Radio Amateur Civil Emergency Services (RACES).

Situation Report (SitRep)

A form that, when completed at the end of each day of local Emergency Operations Center operations, will provide the County with an official daily summary of the status of an emergency and of the local emergency response. A copy should be submitted to the State EOC via fax or submitted through the Virginia Department of Emergency Management WebEOC.

Span of Control

As defined in the Incident Command System, Span of Control is the number of subordinates one supervisor can manage effectively. Guidelines for the desirable span of control recommend three to seven people. The optimal number of subordinates is five for one supervisor.

State of Emergency

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the State is of sufficient severity and magnitude to warrant disaster assistance by the State to supplement local efforts to prevent or alleviate loss of life and property damage.

Superfund Amendments and Reauthorization Act of 1986 (SARA Title III)

Established Federal regulations for the handling of hazardous materials.

Supporting/Secondary Agencies

An entity with specific capabilities or resources that support the primary agencies in executing the mission of the ESF.

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.

Weapons of Mass Destruction (WMD)

Any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18USC 2332a as referenced in 18 USC 921).

Appendix B – List of Acronyms and Abbreviations

| | |
|------|--|
| COOP | Continuity of Operations Plan |
| DHS | Department of Homeland Security |
| EAS | Emergency Alert System |
| ECC | Emergency Communications Center |
| EMAC | Emergency Management Assistance Compact |
| EMS | Emergency Medical Services |
| EPIO | Emergency Public Information Commander |
| EOC | Emergency Operations Center |
| EOP | Emergency Operations Plan ESF Emergency Support Function |
| FBI | Federal Bureau of Investigation |
| FEMA | Federal Emergency Management Agency |
| GIS | Geographic Information System |
| HMGP | Hazard Mitigation Grant Program |
| IC | Incident Commander |
| ICP | Incident Command Post |
| ICS | Incident Command System |
| LEPC | Prince George County Local Emergency Planning Committee |
| LO | Liaison Officer |
| LWP | Local Warning Point |
| MAA | Mutual Aid Agreement |
| NIMS | National Incident Management System |
| NRF | National Response Framework |

PIO Public Information Officer

RACES Radio Amateur Civil Emergency Services

SARA Title III Superfund Amendments and Reauthorization Act of 1986

SO Safety Officer

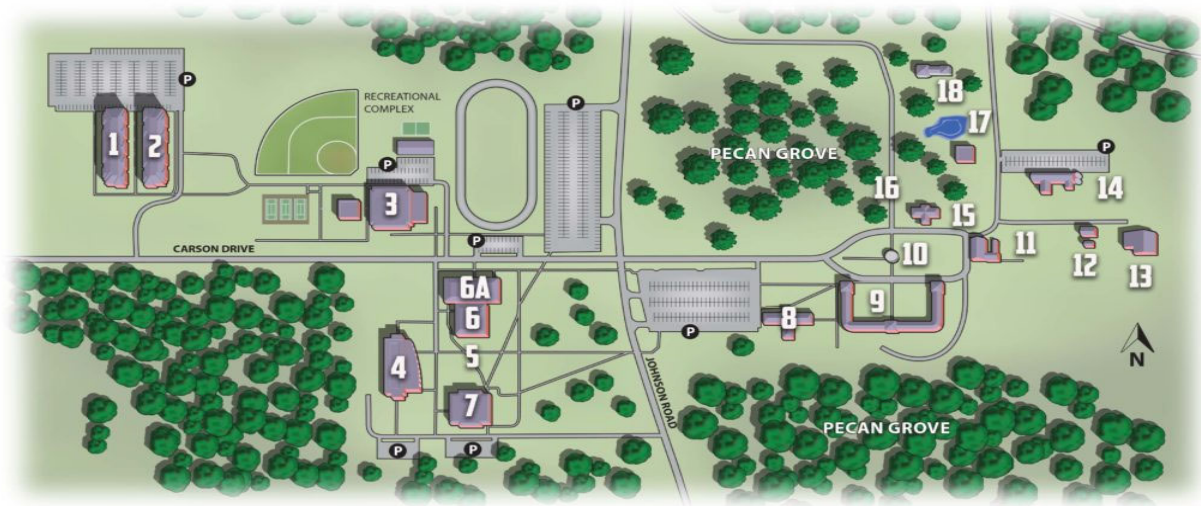
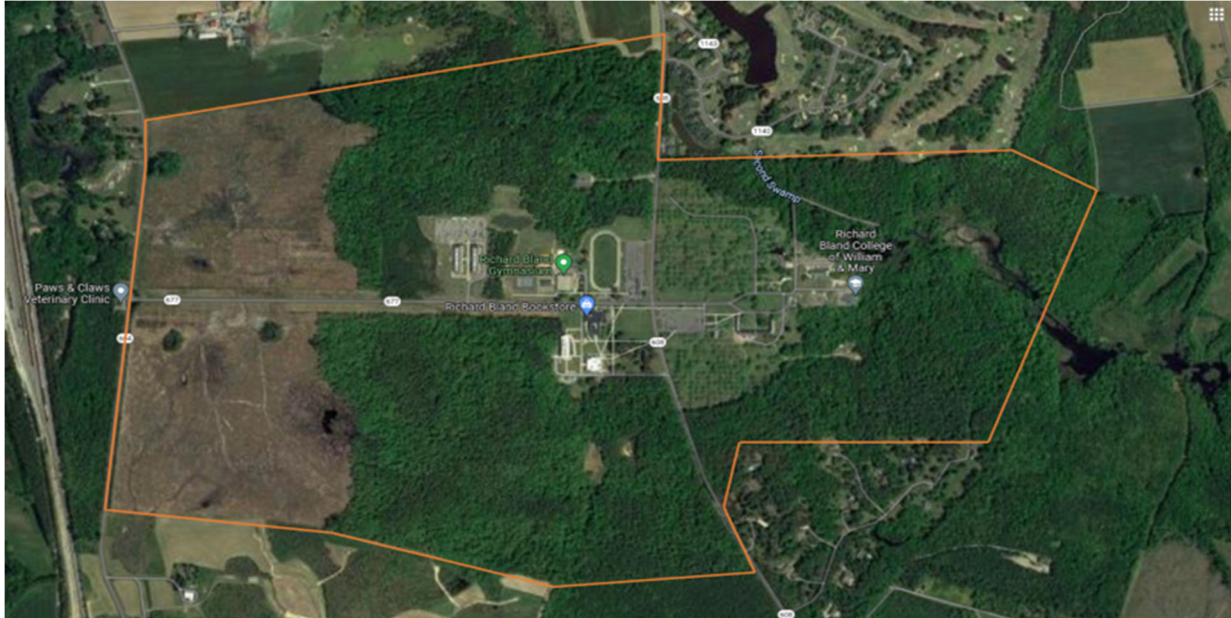
VDEM Virginia Department of Emergency Management

VDOT Virginia Department of Transportation

WMD Weapon of Mass Destruction

Appendix C- Maps and Charts

(Richard Bland College of William & Mary Main Campus (Dinwiddie & Prince George, Virginia))



Richard Bland College
 of WILLIAM & MARY

11301 JOHNSON ROAD
 SOUTH PRINCE GEORGE, VA 23805
 (804) 862-6100

- | | |
|-------------------------|--------------------------|
| 1. FREEDOM HALL | 9. COMMERCE HALL |
| 2. PATRIOT HALL | 10. GAZEBO |
| 3. STATESMEN HALL (GYM) | 11. PECAN HALL |
| 4. MCNEER HALL | 12. POLICE STATION |
| SCIENCE & TECHNOLOGY | 13. MAINTENANCE BUILDING |
| 5. ACADEMIC QUAD | 14. BARN THEATER |
| 6. LIBRARY | 15. GUEST HOUSE |
| 6A. PARSON'S CAFE | 16. GROUNDS |
| 7. ERNST HALL | 17. ASIAN WATER GARDEN |
| 8. MAZE HALL | 18. PRESIDENT'S HOUSE |

Appendix D – 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 #12 Energy | ESF #13 Public Safety | ESF #14 Long-Term Recovery | ESF #15 External Affairs | ESF #16 Military Support | ESF #17 Donations and Vol. Mgm |
|------------------------------|---------------------------|---------------------------|-------------------------|-------------------------|--------------------------------|---------------------|----------------------------|----------------------------|---------------------------|--------------------------------|--|-------------------|--------------------------|-------------------------------|-----------------------------|-----------------------------|-----------------------------------|
| Emergency Management | | P | | | P | | P | | S | S | | S | S | P | P | P | P |
| Fire & EMS | | | | P | | | | P | S | P | | | | | | | |
| Student Health Services | | | | | | S | | P | | | P | | | | | | |
| Campus Police | P | P | S | S | S | | | | P | S | | | P | | | | |
| Administration/Leadership | | P | | | S | | | | | | | | | P | P | | P |
| Residential Life | | | | | | P | | S | | | S | | | S | | | S |
| Information Technology | | S | | | | | | | | | | | | | | | |
| Campus Dining | | | | | | S | | | | | | | | | | | |
| Finance & Purchasing | | | | | | | P | | | | | | | S | | | |
| Board of Visitors | | | | | | | | | | | | | | S | | | |
| Facility Management | | S | P | S | | | | | S | | S | P | | S | | | |
| Public Affairs | | | | | | | | | | | | | | | S | | |
| VOAD | | | | | S | | S | | | | S | | | | | | S |
| Social Services | | | | | | P | | | | | S | | | | | | S |
| Student ERT | | | | S | | S | | S | S | | | | | | | | |
| Grounds | S | | S | S | | | | | S | | | S | | | | | |
| Public Schools | S | | | | | | | | | | | | | | | | |
| Private Contractors | S | | | | | | | | | | | S | | | | | |
| Local Public Works/Utilities | | | S | | | | | | | | | | | | | | |
| VDOT | S | | | | | | | | | | | | | | | | |
| RACES | | S | | | | | | | | | | | | | | | |
| DCJS Crime Compensation | | | | | S | | S | | | | | | | | | | |
| Dinwiddie Emerg. Mgmt. | | S | | | S | | S | | | | | | | | | | |
| Prince Geo. Emerg. Mgmt. | | S | | | S | | S | | | | | | | | | | |
| VA Dept. of Emerg. Mgmt. | | | | | | | | | | S | | | | | | | |
| Virginia State Police | | | | | | | | | | S | | | S | | | | |
| VA Dept. of Health | | | | | | | | | | | S | | | | | | S |
| Red Cross | | | | | | | | | | | S | | | | | | S |
| Virginia National Guard | | | | | | | | | | | | | | | | S | |

Appendix E – Memorandums of Understanding and Mutual Aid Agreements

- Dinwiddie County - Law Enforcement Mutual Aid Agreement
- Prince George County – Law Enforcement Mutual Aid Agreement
- Southside Emergency Crew – Emergency Medical Services Mutual Aid Agreement
- Colonial Heights Baptist Church – Memorandum of Understanding

Law Enforcement Mutual Aid Agreement

THIS AGREEMENT, prepared in duplicate originals, made this 1 of february, 2012, by and between RICHARD BLAND COLLEGE OF THE COLLEGE OF WILLIAM AND MARY IN VIRGINIA, an institution of higher learning having a police force appointed pursuant to § 23-233 in the Commonwealth of Virginia, hereinafter referred to as "Richard Bland College" and the SHERIFF OF THE COUNTY OF DINWIDDIE, a County of the Commonwealth of Virginia, hereinafter referred to as "Dinwiddie";

WHEREAS, Virginia law authorizes governing bodies of localities and institutions of higher learning having a police force appointed pursuant to § 23-233, as well as sheriffs, to enter into reciprocal agreements for cooperation in the furnishing of law enforcement services as defined in § 15.2-1736; and

WHEREAS, Richard Bland College and Dinwiddie have determined that the provision of law enforcement aid across jurisdictional lines will increase their ability to preserve the safety and welfare of the area; and

WHEREAS, it is deemed to be mutually beneficial to Richard Bland College and Dinwiddie to enter into an agreement concerning mutual aid with regard to law enforcement; and

WHEREAS, the parties desire that the terms and conditions of any such Law Enforcement Mutual Aid Agreement be established; NOW THEREFORE

WITNESSETH

That for and in consideration of the mutual benefits to be derived by Richard Bland College and the Sheriff of Dinwiddie hereby covenant and agree, each with the other, as follows:

1. Richard Bland College and the Sheriff of Dinwiddie will endeavor to provide law enforcement support to the entities which are parties to this Agreement within capabilities available at the time the request for such support is made and within the terms of this Agreement. The terms "law enforcement support" or "support" include, without limitation, any law enforcement activity undertaken by a responding party pursuant to the Agreement.
2. Nothing contained in this Agreement should in any manner be construed to compel any of the parties hereto to respond to a request for law enforcement support when the law enforcement personnel of the entity to whom the request is made are, in the opinion of the requested entity, needed within the boundaries of that entity, nor shall any such request compel the requested entity to continue to provide law enforcement support in another entity when its law enforcement personnel or equipment, in the opinion of the requested entity, are needed for other duties within the boundaries of its jurisdiction.

3. No party of this agreement shall be liable to any other party hereto for any loss, damage, personal injury or death to law enforcement personnel or equipment resulting from the performance of this Agreement, whether such occurs with or without the jurisdictional boundaries of the respective parties hereto.

4. There shall be no liability to any of the parties hereto for reimbursement for injuries to law enforcement, equipment, or personnel occasioned by a response or law enforcement action, or for injuries to such equipment or personnel incurred when going to or returning from another entity. Neither shall the parties be liable to each other for any other costs associated with, or arising out of, the rendering of assistance pursuant to this Agreement.

5. Any parties hereto desiring to request assistance pursuant to the terms and conditions of this Agreement shall make such request to an Officer having the rank or grade of Chief of Police, or the Sheriff, or his/her designee, or to the College President for Richard Bland College, or the Sheriff of Dinwiddie.

6. The personnel of any party rendering assistance to a jurisdiction requesting assistance under this Agreement shall render such assistance under the direction of the appropriate official designated by the requesting entity; provided, however, that the ultimate control of the personnel of any party rendering assistance shall rest with the Officers or supervisors of such personnel.

7. The services performed and expenditures made under this Agreement shall be deemed for public and governmental purposes and all immunities from liability enjoyed by the local governments and institutions of higher learning within its boundaries shall extend to its participation in rendering assistance outside its boundaries. It is understood that for the purpose of this Agreement, the responding party is rendering aid once it has initiated a response pursuant to this Agreement.

8. All pension, relief, disability, worker's compensation, life and health insurance, and other benefits enjoyed by said employees shall extend to the services they perform under this Agreement outside their respective boundaries or jurisdictions.

9. All law enforcement officers, agents, and other employees of the parties to this Agreement shall have the same powers, rights, benefits, privileges, and immunities in every entity subscribing to this Agreement, including the authority to make arrests in every such locality or institution of higher learning subscribing to this Agreement.

10. The parties of this Agreement recognize that they are each fully capable of independently providing services to adequately serve their respective political subdivisions and institution of higher learning. This cooperative Agreement is entered into in furtherance of the policies set forth in Section 15.2-1736 of the Code of Virginia, 1950, as amended.

II. This Agreement repeals and supersedes all previous written agreements or oral understandings relating to the provision of mutual law enforcement services as outlined in this document.

12. This Agreement is effective upon its signing and shall remain in full force and effect unless amended, or terminated by either party giving thirty (30) days written notice of that effect to the other party hereto.

IN WITNESS WHEREOF, Richard Bland College has caused its name to be subscribed hereunto by its President and the Sheriff of Dinwiddie has signed by agreement, they being duly authorized so to do.

Approved as to him:

Deborah A. Love
Assistant Attorney General and Special Council
Richard Bland College

by *F*
resident *fl- mf'fgrif*

Richard Bland College

Sheriff of the County of Dinwiddie



Law Enforcement Mutual Aid Agreement

THIS AGREEMENT, prepared in duplicate originals, made this 24th day of February, 2010, by and between RICHARD BLAND COLLEGE OF THE COLLEGE OF WILLIAM AND MARY IN VIRGINIA, an institution of higher learning having a police force appointed pursuant to § 23-233 in the Commonwealth of Virginia, hereinafter referred to as "Richard Bland College", and the COUNTY OF PRINCE GEORGE, a County of the Commonwealth of Virginia, hereinafter referred to as "Prince George";

WHEREAS, Virginia law authorizes governing bodies of localities and institutions of higher learning having a police force appointed pursuant to § 23-233, to enter into reciprocal agreements for cooperation in the furnishing of law enforcement services as defined in § 15.2-1736; and

WHEREAS, Richard Bland College and Prince George have determined that the provision of law enforcement aid across jurisdictional lines will increase their ability to preserve the safety and welfare of the area; and

WHEREAS, it is deemed to be mutually beneficial to Richard Bland College and Prince George to enter into an agreement concerning mutual aid with regard to law enforcement; and

WHEREAS, the parties desire that the terms and conditions of any such Law Enforcement Mutual Aid Agreement be established; NOW THEREFORE

WITNESSETH

That for and in consideration of the mutual benefits to be derived by Richard Bland College and Prince George hereby covenant and agree, each with the other, as follows:

1. Richard Bland College and Prince George will endeavor to provide law enforcement support to the entities which are parties to this Agreement within capabilities available at the time the request for such support is made and within the terms of this Agreement. The terms "law enforcement support" or "support" include, without limitation, any law enforcement activity undertaken by a responding party pursuant to the Agreement.

2. Nothing contained in this Agreement should in any manner be construed to compel any of the parties hereto to respond to a request for law enforcement support when the law enforcement personnel of the entity to whom the request is made are, in the opinion of the requested entity, needed within the boundaries of that entity, nor shall any such request compel the requested entity to continue to provide law enforcement support in another entity when its law enforcement personnel or equipment, in the opinion of the requested entity, are needed for other duties within the boundaries of its jurisdiction.

3. No party of this agreement shall be liable to any other party hereto for any loss, damage, personal injury or death to law enforcement personnel or equipment resulting from the performance of this Agreement, whether such occurs with or without the jurisdictional boundaries of the respective parties hereto.

4. There shall be no liability to any of the parties hereto for reimbursement for injuries to law enforcement, equipment, or personnel occasioned by a response or law enforcement action, or for injuries to such equipment or personnel incurred when going to or returning from another entity. Neither shall the parties be liable to each other for any other costs associated with, or arising out of, the rendering of assistance pursuant to this Agreement.

5. Any parties hereto desiring to request assistance pursuant to the terms and conditions of this Agreement shall make such request to an Officer having the rank or grade of Chief of Police, or his/her designee, or to the College President for Richard Bland College, or the County Administrator of Prince George.

6. The personnel of any party rendering assistance to a jurisdiction requesting assistance under this Agreement shall render such assistance under the direction of the appropriate official designated by the requesting entity; provided, however, that the ultimate control of the personnel of any party rendering assistance shall rest with the Officers or supervisors of such personnel.

7. The services performed and expenditures made under this Agreement shall be deemed for public and governmental purposes and all immunities from liability enjoyed by the local governments and institutions of higher learning within its boundaries shall extend to its participation in rendering assistance outside its boundaries. It is understood that for the purpose of this Agreement, the responding party is rendering aid once it has initiated a response pursuant to this Agreement.

8. All pension, relief, disability, worker's compensation, life and health insurance, and other benefits enjoyed by said employees shall extend to the services they perform under this Agreement outside their respective boundaries or jurisdictions.

9. All law enforcement officers, agents, and other employees of the parties to this Agreement shall have the same powers, rights, benefits, privileges, and immunities in every entity subscribing to this Agreement, including the authority to make arrests in every such locality or institution of higher learning subscribing to this Agreement.

10. The parties of this Agreement recognize that they are each fully capable of independently providing services to adequately serve their respective political subdivisions and institution of higher learning. This cooperative Agreement is entered into in furtherance of the policies set forth in Section 15.2-1736 of the Code of Virginia, 1950, as amended.

11. This Agreement repeals and supersedes all previous written agreements or oral understandings relating to the provision of mutual law enforcement services as outlined in this document.

12. This Agreement may be terminated at any time by any party giving thirty (30) days written notice of that effect to the other parties hereto.

TN WITNESS WHEREOF, Richard Bland College has caused its name to be subscribed hereunto by its President and Prince George has caused its name to be subscribed hereunto by its County Administrator, they being duly authorized so to do.

Richard Bland College
by: James B. McNear
President

Approved as to form:

Debra J. Lewis
Senior Assistant Attorney General
Counsel to the Board of Visitors of
The College of William and Mary in
Virginia and to Richard Bland College

John G. Kines, Jr.
John G. Kines, Jr.
County Administrator

The Commonwealth of Virginia
County of Prince George, to-wit:
Subscribed and sworn to before me this 11th day of July John G. Kines, Jr. in my
County and State aforesaid.

My commission expires: 9/20/2025

Prince L. Quarles / #7066237
Notary Republic

EMS Response to Richard Bland College: Memorandum of Understanding

1. **Purpose**

The purpose of this agreement is to provide guidelines for the most appropriate treatment and transport of sick or injured individuals, with life-threatening conditions, located on the campus of Richard Bland College.
2. **Participants**

The participating agencies for this agreement are Petersburg Fire, Rescue and Emergency Services, Southside Virginia Emergency Crew, Inc., Prince George Emergency Crew, Dinwiddie County EMS, and Richard Bland College. This agreement was formed at the request of Richard Bland College and the governing administration of each of the involved localities.
3. **General Agreement**
 - 3.1 All requests for Emergency Medical Services to Richard Bland College will be dispatched to the Prince George Emergency Crew.
 - 3.2 If the Prince George Emergency Crew is not available, then the Prince George County dispatcher will contact Dinwiddie County EMS.
 - 3.3 If Dinwiddie County EMS is not available, then the Dinwiddie County dispatcher will contact the City of Petersburg as a mutual aid EMS agency.
 - 3.4 The City of Petersburg will respond to the Richard Bland College campus upon request for EMS from the Prince George County dispatcher. (The City of Petersburg will respond according to their current life-threatening emergencies dispatch procedures.)
 - 3.5 The Prince George County dispatcher should request assistance from the City of Petersburg for any life-threatening emergency as defined in Attachment L.
 - 3.6 Requests for Emergency Medical Services for Richard Bland College provided by the City of Petersburg will be limited to those life-threatening emergencies defined in Attachment I.
4. **Implementation:**

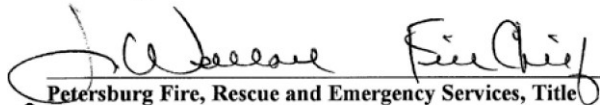
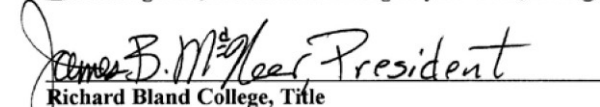
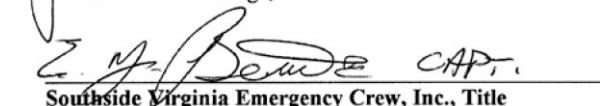
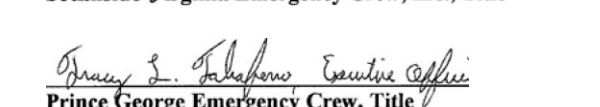
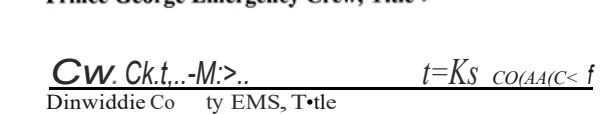
This agreement will become effective August 1, 1997 and will remain in effect until 60 days after a participating agency notifies, in writing, all parties of its wishes to terminate the agreement. The original of this agreement will be kept at Richard Bland College.

5. Definitions:

Agreement-This is a contract and as such there are no rights or remedies available for a failure to perform under this document. This agreement is only intended to implement guidelines that will improve EMS responses to the campus of Richard Bland College.

Life-threatening-Those medical situations that without rapid medical intervention are likely to result in the loss of life or limb.

6. Signatures:

| | |
|--|-----------------|
|  Petersburg Fire, Rescue and Emergency Services, Title | 7/11/97 Date |
|  Richard Bland College, Title | 8/5/97 Date |
|  Southside Virginia Emergency Crew, Inc., Title | 7-16-57 Date |
|  Prince George Emergency Crew, Title | 7/10/97 Date |
|  Dinwiddie County EMS, Title | 8-1-97 Date |

ATTACHMENT 2

LIFE-THREATENING PROBLEMS
DISPATCH PRIORITY

- ALS Status II Ambulance and Closest Engine Company
- ALS Status I Ambulance and Closest Engine Company
- BLS Status II Ambulance and Closest Engine Company
- BLS Status I Ambulance and Closest Engine Company
- Driver Only Ambulance and Closest Engine Company
- Closest Engine Company and Mutual Aid Ambulance

LICENSE AND AGREEMENT

This License and Use Agreement (the "License"), dated this 24th day of May, 2023, is made by and between THE HEIGHTS BAPTIST CHURCH, a Virginian non stock and 501(c)(3) corporation (the "Licensor" or "Church"), and Richard Bland College of William and Mary, a corporation and institution of higher education of the COMMONWEALTH OF VIRGINIA, (the "Licensee" or "College").

RECITALS

1. WHEREAS, as part of its Continuity Plan, the College desires to arrange for temporary educational space in the event one or more of its classrooms on its campus located in Dinwiddie and Prince George counties become unusable due to a catastrophic event.
2. WHEREAS, the Church wishes to assist the College by making its educational building available when doing so does not interfere with the Church's use of said building.

AGREEMENTS

NOW THEREFORE, in consideration of the College paying for use of the educational building, the Church hereby grants the College a license to use the educational building located at the intersection of 17201 Jefferson Davis Highway in Chesterfield County, Virginia (the "Premises"), for the purpose of providing classrooms for educational and support space on a temporary and as-needed basis.

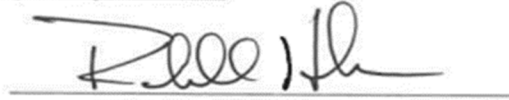
1. This agreement shall begin on 24th day of May, 2023, for a term of five (5) years. Notwithstanding the Term, either party may terminate this License with sixty (60) days written notice.
2. The College shall give 24-hour notice to the Church when it wishes to use the Premises. The Church intends to honor the College's request when doing so does not interfere with the Church use of the building or other previously scheduled events on Church property.
3. The fees for use of the classrooms are:

| | |
|----------------------------------|--------------------|
| Room Type "A" (480 square feet) | \$125.00 per month |
| Room Type "B" (580 square feet) | \$155.00 per month |
| Room Type "C" (600 square feet) | \$160.00 per month |
| Room Type "D" (9600 square feet) | \$255.00 per month |
4. The fees will be due on the last day of each month, and for periods of use less than one month will be prorated on a daily basis.
5. The College's use of the Premises shall be between 9:00 AM and 10:00 PM, Monday, Tuesday, Thursday, and Friday and 9:00 AM to 5:00 PM on Wednesday.
6. The College shall abide by local occupancy limitations in its use of the Premises.

7. The College, its students and agents shall not damage or in any way deface the Premises, including driving nails, hooks, tack, or screws into any part of the Premises. The College shall pay the costs of repairs for such damage by the College, its students or agents.
8. The College, its students and agents shall not make or allow to be made any alterations of any kind to the Premises. The College is responsible for any costs associated with returning the Premises to its original condition due to unauthorized alterations.
9. The College shall provide Custodial services for cleaning of restrooms, classrooms and hallways on the Premises used by the College.
10. The College understands that during the term of this license there will be other events taking place in other parts of the Premises. The College agrees to conduct its activities so as to not interfere with the Church's use of the Premises.
11. The Church shall make the existing parking facilities at the Church available for the vehicular traffic and parking necessitated by the College's use of the Premises.
12. The College agrees to provide its own furnishings, equipment, and setup as needed for its use of the Premises.
13. The College shall provide a minimum of one (1) police officer or security officer at all times during its use of the Premises.
14. The College will ensure that its students and agents follow all posted rules while on or in the Premises and nearby Church buildings. The College will also ensure that its students and agents observe all applicable federal, state, and local laws and ordinances while using the Premises. Failure to do so may result in the Church terminating the License with as little as two (2) weeks' notice.
15. The College may not assign or transfer any of its rights or privileges under License without the prior written consent of the Church.
16. Smoking is not permitted indoors or in immediate proximity to the Premises. Dispensing or consumption of alcoholic beverages or illegal drugs is prohibited on Church grounds.
17. In permitting the College to use the Premises as described herein, the Church does not relinquish control or custody thereof and does hereby specifically retain the right to enforce any rules and regulations applicable thereto. The Church's agent or other authorized representative may enter the Premises at all times to make an inspection to ensure compliance with License.
18. The College shall pay for added or upgraded technology (internet) to accommodate additional computers etc. that may be required by the college to operate on the Premises.

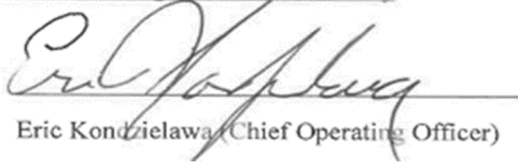
By:

The Heights Baptist Church

A handwritten signature in black ink, appearing to read "Dr. Randall Hahn", written over a horizontal line.

Dr. Randall Hahn (Senior Pastor)

Richard Bland College of William & Mary

A handwritten signature in black ink, appearing to read "Eric Konzielawa", written over a horizontal line.

Eric Konzielawa (Chief Operating Officer)

Appendix F – Distribution List

| <u>Group</u> | <u>Agency/Department</u> | <u>Title of Recipient</u> | <u>How Distributed</u> |
|-----------------------|---|---|-------------------------------|
| Richard Bland College | Administration | College President | Electronic |
| Richard Bland College | Administration | Chief Academic Officer | Electronic |
| Richard Bland College | Administration | Chief Operating Officer | Electronic |
| Richard Bland College | Administration | Vice President | Electronic |
| Richard Bland College | Administration | Chief Information Officer | Electronic |
| Richard Bland College | Administration | Chief Development Officer | Electronic |
| Richard Bland College | Administration | Chief Business Officer | Electronic |
| Richard Bland College | Administration | Chief Communications & Marketing Officer | Electronic |
| Richard Bland College | Administration | Director of Campus Safety & Chief of Police | Electronic |
| Dinwiddie County | Emergency Management | Emergency Management Coordinator | Electronic |
| Prince George County | Emergency Management | Emergency Management Coordinator | Electronic |
| State Agencies | Virginia Department of Emergency Management | All Hazards Planner, VDEM Region 1 | Electronic |

Support Annex – Tornado Plan

A tornado is a violently rotating column of air that extends from the clouds to the ground and is often, although not always, visible as a funnel cloud. Lightning and hail are common in storms that produce tornadoes. Tornadoes can happen anytime and anywhere.

Tornadoes may strike quickly, with little to no warning, causing extensive damage to structures and disrupting transportation, power, water, gas, communications, and other services in its direct path and in neighboring areas. Tornadoes may bring intense winds, over 200mph.

Preparing for a Tornado

The Virginia Department of Emergency Management recommends the following actions in order to better prepare for a tornado:

- Identify safe rooms or protected locations at home, school or work before a tornado threat arises so that you have a plan for where to go for safety when a tornado warning is issued.
- Be alert to changing weather conditions and tune into NOAA weather radio, local media, and social media for the latest information.
- Look for the following danger signs: dark, often greenish sky, large hail, large, dark, low-lying cloud formation or rotation, or a loud roar similar to a freight train.
- Have an emergency communication plan in place for your family.

Community Alert of Tornado Warning

If a tornado warning is issued for our campus, an RBC Alert notification will be transmitted to the College community. In addition, a siren will sound for approximately 60 seconds indicating this warning. The Department of Campus Safety & Police communications will announce these warnings through the RBC Alert Notification System.

Procedures

If the area is under a Tornado WARNING, seek shelter immediately!

- If you are on campus between buildings when the tornado siren sounds, move quickly to the nearest building and seek refuge in the building.
 - Locate an appropriate area capable of providing protection from the event:
 - Hardened structure
 - Interior hallway or room
 - Free of windows or other glass structures
 - At the lowest level possible in the building – use stairs, do NOT use elevators.
- Go to the center of the room, away from corners, windows, doors, and outside walls.
- If possible, get under a sturdy table. Use your arms to protect your head and neck. Protect your body from flying debris with any available furniture or sturdy equipment.
- Do NOT open windows.
- Take account of your co-workers and/or students and attempt to locate missing persons if safety permits.

Below is a list of buildings and locations within the buildings where occupants shall seek refuge in the event of a tornado or tornado drill. Once you arrive at the predetermined location, sit in a crouched position on the floor with knees touching the ground. Bend your head toward your knees while covering the top of the head with your hands and arms. All individuals shall stay in this predetermined location and be seated in this position until an all-clear is signaled by the RBC Alert Notification System.

Maze Hall:

All occupants shall move to the hallway in the basement and/or any other area in the basement away from windows.

Pecan Hall:

All occupants on the first floor shall remain in the room you are in and seek cover against the wall farthest from any windows. People on the second floor shall move to the first-floor hallway for refuge.

Barn:

All occupants shall move to the back-area rooms behind the stage (formally the Green Room/costume storage area). All overflows will move to the restrooms.

Grounds Department:

All occupants shall evacuate to the Barn, if deemed safe, and follow the Barn procedure.

Maintenance Shop:

All occupants shall move to the restrooms.

McNeer Hall:

All occupants will move to the lowest level hallway and as far away from the end windows and main staircase as possible. Restrooms on each floor should also be used for additional sheltering.

Ernst Hall:

All occupants shall move to the auditorium on the first floor. All overflows will move to the restrooms.

Library and Commons:

All occupants shall move to the restrooms located on the first floor of the library and Parsons Café areas. If the restrooms do not provide enough room for everyone, occupants will seek refuge in the Community Room along the walls and in the break room. As a last resort refuge can be taken under library tables away from windows.

Statesman Hall:

All occupants shall seek shelter in the locker rooms or in the restrooms in the middle of the building.

Patriot Hall:

Resident Advisors will direct residents to the nearest stairwell in the middle and on each side of the building. Residents will move to the lowest level in the stairwell as possible. The first-floor occupants may also use the men's and women's restrooms.

Freedom Hall:

Resident Advisors will direct residents to the nearest stairwell in the middle and on each side of the building. Residents will move to the lowest level in the stairwell as possible. The first-floor occupants may also use the men's and women's restrooms.

For more information on tornadoes and preparedness, please visit the Virginia Department of Emergency Management website at <https://www.vaemergency.gov/threats/tornadoes/>

Support Annex – Bomb Threat and Explosives Plan and Procedures

All bomb threats and reported suspicious packages should be treated seriously and are responded to as if they are real until proven otherwise. A quick and organized response to an incident can minimize the risk of injury to students, employees, and visitors. All threats received by faculty, staff, and students must be reported immediately.

The purpose of this plan is to establish guidelines to be followed if a bomb threat is communicated, a suspicious object or device is observed, and/or an explosion occurs.

Safety First

- DO NOT touch or move any unusual or suspicious items.
- DO NOT activate the fire alarm.
- If directed to evacuate, scan your immediate work area for any unusual or suspicious items as you leave the area.
- All suspicious items should be treated as a bomb until proven or deemed otherwise.
- NEVER use a radio, cellular telephone, or other transmitters during a bomb incident.
- Be aware of secondary devices and your surroundings.

Procedures for Bomb Threat

If a suspicious package is received or observed;

- Remain calm.
- All suspicious items should be treated as a bomb until proven or deemed otherwise.
- If the object or package is unopened, do NOT open, disturb, or move it.
- If the object or package is opened, do NOT further disturb, or move it. Do NOT try to clean up the substance.
- Clear all persons from the immediate vicinity.
- Close any door or section off the area to prevent others from entering.
- Move to a safe distance.
- From a safe distance and location call the Department of Campus Safety & Police (x6111 or 804-863-4085) or 911
- Be available to provide the whereabouts of the suspected object and its description to the Police.

Characteristics of suspicious packages and letters include:

- Excessive postage
- Handwritten or poorly typed addresses.
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discoloration, or odor
- No return addresses.
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive securing material, such as masking tape, string, etc.

If you receive a bomb threat by phone:

- Remain calm.
- Attempt to keep the caller on the line as long as possible. Ask him/her to repeat the message so there is no misunderstanding of the information given.
- If possible, write down every word spoken by the person.
- Ask caller questions to gather as much information as possible. Such as;
 - Where is the bomb?
 - When will it explode?
 - What does it look like?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why?
 - What is your name?
 - Are you a college employee/student?
 - Where are you calling from?
 - Write down any pertinent information such as background noises, gender of the caller, voice pitches and patterns.

If you receive a bomb threat by email:

- Remain calm.
- Print the message.
- Do not close the email message.
- Contact the Department of Campus Safety & Police immediately at (x6111 or 804-863-4085)

Law enforcement response

Once the Police Department is notified, the Department will begin its protocol in response to bomb threats, to include activating an RBC Alert Notification to the College community (excluding the outside siren and Alertus boxes). The person observing a possible device will be asked to remain at an identified safe location for police to interview and gather as much information as possible. Evacuation procedures will be instituted by the Incident Commander and all occupants of buildings affected by the possible device will be contacted by police for specific evacuation procedures. The Department of Campus Safety & Police may reach out to other local and state law enforcement agencies to assist in the evacuation process, information gathering, package/bomb identification, as well as the removal of the item.

Support Annex – Active Shooter Plan

An active shooter, as defined by the FBI, is “an individual actively engaged in killing or attempting to kill people in a populated area.” In most cases, active shooters use firearms and there is usually no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Active shooters usually will continue to move throughout a building or area killing people until stopped by law enforcement, suicide, or other intervention.

General Guidance and Response

Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and may place them in potential harm as they attempted to exit. The building will not be evacuated using this method.

1. **RUN:** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind.
 - Evacuate regardless of whether others agree to follow.
 - Leave your belongings behind
 - Help others escape, if possible
 - Warn individuals from entering an area where the active shooter may be.
 - Keep your hands visible.
 - Follow the instructions of any police officers.
 - Do not attempt to move wounded people.
 - Call the Department of Campus Safety & Police (x6111) or 911 when you are safe.

2. **HIDE:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
 - Be out of the active shooter’s view.
 - Provide protection if shots are fired in your direction (i.e., a room with a closed and locked door)
 - Not trap you or restrict your options for movement to prevent an active shooter from entering your hiding place.
 - Allow you to secure the room to prevent the shooter from entering. Some suggestions:
 - Lock the door.
 - Blockade the door with heavy furniture.
 - Cover windows and move away.
 - Turn off lights.
 - Silence cell phones and all devices
 - Remain quiet.

3. **FIGHT:** If the active shooter is nearby and as a last resort, only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
 - Acting as aggressively as possible against him/her
 - Throwing items and using improvising weapons
 - Yelling
 - Committing to your actions as your life may depend on it.

For more information and to review the “Run. Hide. Fight.” videos, please refer to the FBI web address at <https://www.fbi.gov/about/partnerships/office-of-partner-engagement/active-shooter-resources>

Reporting the Incident

When possible, call the Department of Campus Safety & Police (x6111) or 911 and provide the following information:

- Your name and location.
- Location (or last known location) of the active shooter(s).
- Direction of travel, if known.
- Number of shooters, if more than one.
- Physical description of the shooter(s).
- Number and types of weapons held by the shooter(s).
- Number of potential victims at the location.

Law Enforcement Role and Response

Once the Police Department is notified, the Department will begin its protocol in response to the threat, to include activating an RBC Alert Notification to the College community. The primary goal of law enforcement is to eliminate the threat and stop the active shooter(s) as soon as possible. Police officers will proceed directly to the area in which the last shots were heard. Responding law enforcement may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment including rifles, shotguns, handguns. Police officers may shout commands and could push individuals to the ground for their safety. Individuals leaving the area may be directed by law enforcement to assemble in a designated safe location and will likely be held until the situation is under control and all witnesses have been identified and questioned. You should not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

How to react when law enforcement arrives

- Remain calm and follow police officers' instructions.
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward police officers such as holding on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask police officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Support Annex – Influenza Plan

The administration of Richard Bland College is aware of the need to limit the spread of seasonal influenza. Our plan and strategies may change in response to any changes set forth by the Centers for Disease Control (CDC) and the Virginia Department of Health. Please keep in mind that a plan is only as good as those who institute it and follow it. We hope to fully enlist the help of faculty, staff, students, and families to make every effort to follow these guidelines and do the best possible job of preventing the spread of influenza. Our goal is to have a successful academic year with minimal interruptions while maintaining the health and safety of those who work, study, and visit our campus.

What does the flu (influenza) look like?

- fever
- cough
- sore throat
- runny or stuffy nose
- headache
- chills
- fatigue
- body aches.
- sometimes vomiting and diarrhea

Procedures

What should you do if you get sick?

1. Stay home or in your room and avoid contact with other people until you are fever-free for 24 hours, except to get medical care. Most people with flu have mild symptoms and do not need medical care or antiviral drugs.
2. If you are at high risk (young children, people 65 and older, people with asthma or other chronic breathing problems, diabetic and/or pregnant) you should talk to your healthcare provider to determine whether there is a need to be examined and receive healthcare.
3. If your symptoms progress past mild discomfort or respiratory difficulty (difficulty breathing, chest pain or abdominal pain, sudden dizziness, confusion, severe or persistent vomiting, flu-like symptoms that improve but return worse with cough) seek out medical care immediately.
4. Remember frequent hand washing and if you find it NECESSARY to be out on campus while sick remember to wear a mask or face covering.
5. If you have any questions, concerns, or are in need of medical attention please contact the Department of Campus Safety & Police (x6111 or 804-863-4085) or 911.

If necessary, we will use the RBC alert system to make the campus aware of any changes or school closing if deemed necessary. It is our goal to provide an environment where the maximum educational benefits can be provided in the safest and most effective manner.

Support Annex – Earthquake Plan

An earthquake is a sudden and rapid shaking of the ground caused by the breaking and shifting of subterranean rock as it releases strain that has accumulated over a long time. Earthquakes can happen without warning and can result in injuries and damage to property and roads. Since an earthquake cannot be forecasted, it is best to be prepared at all times. They can seriously damage buildings and their contents; disrupt gas, electric and telephone services.

The shaking of the ground or building will be the only warning you might receive. There will be no formal alerting of an earthquake.

Procedures

Drop, Cover and Hold On. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

Indoors

- DROP to the ground; take COVER by getting under a sturdy table or other pieces of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Do not use a doorway except if you know it is a strongly supported, load-bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- DO NOT use elevators.
- Be aware that the electricity may go out. The sprinkler systems or fire alarms may also activate.

Outdoors

- If you are outdoors, stay there. Move away from buildings, overhangs, streetlights, trees, and power lines to a clear area such as a large open public area or field.

Moving Vehicle

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped.
- Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

Additional information on earthquakes and how to prepare can be found at:

<https://www.ready.gov/earthquakes>

