



# Sweet Briar College **Emergency Management Plan**

Updated: October 2015



# Sweet Briar College Emergency Management Plan

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*These procedures are reviewed regularly and this document is updated annually and/or as needed. Each summer the Critical Incident Response Team reviews this plan and protocols; this process is initiated by the Dean of Student Life and Academic Support and Director of Campus Safety. This document was last updated in October 2015.*



## **I. Purpose**

The purpose of this emergency management plan is to ensure that the College manages emergencies and critical incidents in a responsible and timely manner. An emergency or critical incident may occur at Sweet Briar College at any time and for many reasons. Incidents range from chemical spills, fires and bomb threats to explosions, natural disasters, and civil disturbances such as riots or labor unrest. Unfortunately, not every emergency scenario can be predicted. However, many forms of emergencies require a similar response from the college.

The Sweet Briar College Emergency Management Plan is a procedural document, which incorporates the Incident Command System for organizing, coordinating and directing available resources toward the control of, and recovery from, an emergency or critical incident. The primary objectives of this plan are to protect life, preserve property and to restore normal campus operations as soon as possible. In order to achieve this goal, an orderly delegation of authority and responsibility, along with a clear method of communication are paramount.

This plan includes a chain of command establishing the authority and responsibility of various individuals. In emergencies, procedures sometimes must be changed at an instant's notice; therefore, responsible and knowledgeable persons who know the procedures have the authority to make necessary modifications.

It is the responsibility of all Sweet Briar College Administrators and Department Supervisors to ensure that all employees are aware of the emergency response procedures contained in this Emergency Management Plan. In addition, Administrators, Supervisors, and other designated employees who may be called upon to respond to an emergency situation should also establish appropriate internal procedures that are in accordance with these emergency response procedures.



## II. Critical Incident Response Team

### A. Critical Incident Response Team Mission

The mission of the Critical Incident Response Team is to provide leadership, supervision, and control during emergencies or critical incidents affecting the Sweet Briar community, and to provide appropriate recommendations to the President of the College, or the President's designee, for the appropriate response and follow-up actions to ensure a safe campus environment.

### B. Critical Incident Response Team Organization

The Critical Incident Response Team (CIRT) is Dean of Student Life and Academic Support and the Director of Campus Safety. The CIRT is comprised of two tiers of responders, a primary core, responsible for the initial management of the incident, and a secondary core of staff and faculty, who will provide additional expertise and resources, depending on the response needed to manage the incident. The President of the College and the Vice President for Administration will be centrally involved in each emergency response.

1. The primary core of the CIRT is comprised of individuals in the following positions:

- Vice President for Finance and Treasurer
- Dean of Student Life and Academic Support
- Vice President for Academic Affairs/Dean of the Faculty
- Vice President for Administration
- Director of Campus Safety
- Director of Physical Plant
- Director of Residence Life
- Chief Information Officer (Libraries and Technology)
- Director of Media, Marketing, and Communications
- Associate Director of Physical Plant
- Director of Human Resources
- Director of Dining
- Director of Hospitality

2. The secondary core of the CIRT is comprised of individuals in the following positions:

- Physical Plant Supervisors
- Assistant Dean of Student Engagement
- Nurse Practitioners
- Mental Health Counselor
- Chair of Faculty Executive Committee
- Chaplain/Director of Student Spiritual Life

- SGA President
- Assistant Director of Media Relations

#### C. Functions of the CIRT

The following are considered the minimum essential functions of the CIRT and may be adjusted as the situations dictate

##### 1. **Short Term Functions;**

- a. Gather facts, discuss options, recommend options, and do what is necessary for the comfort of the victim(s).
- b. Provide the community, and the media if appropriate, with as many facts as possible as quickly as possible.

##### 2. **Long Term Functions**

- a. Provide support strategy for a victim's return to normal campus life.
- b. Investigate an incident to its completion.
- c. Assess liability exposure and develop a legal strategy if needed.
- d. Evaluate the process at the conclusion of the incident to determine whether there were strengths and/or problems; recommend changes for future responses.

3. Develop follow-up educational programs for the community, as necessary.

#### D. CIRT Training

1. The CIRT will meet at least once each semester to review the responsibilities of the team as a whole, and of each individual member of the CIRT.
2. The President of the College may direct members of the CIRT to complete specific courses related to critical incident management, such as the Introduction to the Incident Command System for Higher Education (IS100.HE), and National Incident Management System (NIMS), An Introduction (IS-700.a), courses offered on-line by the Federal Emergency Management Agency.
  - a. Additional job specific training may be required for certain positions at Sweet Briar College. The requirements are listed in the job descriptions for those positions.
3. CIRT members may also be required to participate in simulated or actual training exercise conducted by the College.

#### E. Emergency Management Plan (EMP) Review

The EMP will be reviewed once/year, usually during the summer, to ensure the EMP reflects the current emergency management practices and protocols.

### III. **CRITICAL INCIDENT REPORTING PROCEDURES**

- A. Whenever any student, employee or visitor to the College becomes directly or indirectly involved in, or aware of a situation affecting members of the Sweet Briar community (students, faculty, staff), the following reporting procedures should be followed:
  1. In the case of serious accidents, injuries, or medical emergencies, call The Campus Safety

emergency number, immediately at 434.381.6111.

2. In a non-emergency incidents or medical situations, contact Campus Safety at 434.381.6111.
  3. After making an initial assessment, the officer on-site will contact the Director of Campus Safety as soon as possible. Based on the initial assessment, the Director may notify the Dean of Student Life and Academic Support and/or additional College officials to implement the Emergency Management Plan.
- B. If a critical incident occurs after working hours or on a weekend and is of sufficient importance that the media may be interested, the VP of Finance and Treasurer and Dean of Student Life and Academic Support will be informed as soon as possible by the Director of Campus Safety or his/her designee.
- C. Critical Incident Communications
1. The chart on the following page is a graphic representation of the normal flow of communications during emergencies or critical incidents on campus, or involving College properties.
    - a. Dependent on the type and severity of the incident, there may be occasions where emergency communications do not strictly follow this sequence.
  2. A Critical Incident Response Team Contact Information form, as shown on page 6 of this document, will be provided to each member of the CIRT and other designated personnel. This document is confidential and should only be utilized during critical incident responses and/or training exercises.
  3. See §V of this plan for detailed communication procedures.





**Emergency/Critical Incident Reported**

**INITIAL RESPONSE/NOTIFICATION**

**CAMPUS SAFETY**  
434-381-6144  
434-381-6111

**EMT/FIRE/SHERIFF**  
434-946-9300  
**VIRGINIA STATE POLICE**  
800-552-0962

**SBC PRESIDENT**  
Phillip Stone  
434-381-6210 (office)  
434-381-6261 (home)

**PRIMARY NOTIFICATION**

**DIRECTOR OF CAMPUS SAFETY**  
Tony Muchine  
434-381-6244 (office)  
434-229-9936 (cell)

**VP-FINANCE AND TREASURER**  
Tom Connors  
434-381-6300 (office)  
434-386-7276 (cell)  
434-381-5880 (home)

**DEAN OF STUDENT LIFE**  
Kelly Kraft-Meyer  
434-381-6424 (office)  
434-941-4108 (cell)  
434-946-0845 (home)

**ACADEMIC DEAN**  
Pam DeWeese  
434-381-6521 (office)  
434-826-9496 (home)

**VP OF ADMINISTRATION**  
Nancyellen Keane  
434-381-6506 (office)  
804-350-2640 (cell)  
804-350-2640 (home)

**SECONDARY NOTIFICATION**

**Director of Physical Plant**  
Steve Bailey  
434-381-6333 (office)  
434-941-1150 (cell)  
434-946-7197 (home)

**DEPARTMENT SUPERVISORS**

**Director of Human Resources**  
Barb Donelson  
434-381-6708 (office)  
202-360-7113 (cell)  
434-363-5066 (home)

**Director of Hospitality**  
Cathy Mays  
434-381-6448 (office)  
434-941-2806 (cell)

**Director of Residence Life**  
Kerri Bond  
434-381-6346 (office)  
210-416-7715 (cell)

**On-Call Staff**  
**Resident Director**  
434-841-7202  
**Resident Advisor**  
434-841-7060

**Director of IIS**  
John Jaffe  
434-381-6139 (office)  
434-401-2424 (cell)  
434-946-5541 (home)

**Chair of Faculty Executive Committee**  
Linda Fink  
434-381-6436 (office)  
434-277-5065 (home)

**DIRECTOR OF MMC**  
Monica Dean  
434-381-6326 (office)  
434-907-8813 (cell)  
434-946-7032 (home)

**MEDIA RELATIONS**  
Jennifer McManamay  
434-381-6330 (office)  
540-241-4002 (cell)  
540-949-6084 (home)



## Emergency Management Plan

# CRITICAL INCIDENT RESPONSE TEAM CONTACT INFORMATION - 2014-2015

Primary Responders						
Position	Name	Office Phone (434-381-)	Home Phone	Cell PH Phone	Office Location	Email
Vice President for Finance and Treasurer	Tom Connors	6300	434-381-5880	434-386-7276	3 <sup>rd</sup> floor Prothro	tconnors@sbc.edu
Dean of Student Life and Academic Affairs	Kelly Kraft-Meyer	6424	434-946-0845	434-941-4108	2 <sup>nd</sup> floor Prothro	Kraft_meyer@sbc.edu
Vice President for Academic Affairs/Dean of the Faculty	Pam DeWeese	6521	434-381-6171	434-826-9464	1 <sup>st</sup> floor Fletcher	pdeweese@sbc.edu
Vice President of Administration	Nancyellen Keane				1 <sup>st</sup> floor Fletcher	nkeane@sbc.edu
Director of Campus Safety	Tony Muchine	6244		434-229-9936	Basement Fletcher	Tmuchine@sbc.edu
Director of Physical Plant	Steven Bailey	6333	434-946-7197	434-941-1158	Physical Plant	sbailey@sbc.edu
Director of Residence Life	Kerri Bond	6346		210-416-7715	2 <sup>nd</sup> floor Prothro	kbond@sbc.edu
Chief Information Officer (Libraries and Technology)	John Jaffe	6139	434-946-5541	434-401-2424	Library	jjaffe@sbc.edu
Director of Media, Marketing, & Communications	Monica Dean	6326	434-946-7032	434-907-8813	Development building	Mdean@sbc.edu
Associate Director of Physical Plant	Richard Meyer	6290	434-946-0845		Physical Plant	rmeyer@sbc.edu
Director of Human Resources	Barb Donelson	6465	434-363-5066	202-360-7113	2 <sup>nd</sup> floor Prothro	bdonelson@sbc.edu

Secondary Responders						
Position	Name	Office Phone (434-381)	Home Phone	Cell PH Phone	Office Location	Email
Physical Plant Supervisors						
Assistant Dean of First Year Student Engagement and Programs	Tasha Gillium	6423		843-814-6051	2 <sup>nd</sup> floor Prothro	tgillium@sbc.edu
Nurse Practitioner/Director of Health Services	Rosie Lewis	6544	434-277-8518	434-826-9002	Harley Health and Wellness	rtlewis@sbc.edu
Mental Health Counselor	Pam Caldwell			434-851-3074	Harley Health and Wellness	pcardwell@sbc.edu
Chair of Faculty Executive Committee	Linda Fink	6436	434-277-5065		Guion 121	lfink@sbc.edu
Chaplain/ of Student Spiritual Life	Matt Gaventa & Kathy Chase	6103	(K) 434-946-7374	(M) 202-489-4801 (K) 434-426-7813	Lower level Dew	mgaventa@sbc.edu kbchase@sbc.edu
SGA President						
Assistant Director of Media Relations	Jennifer McManamay	6330	540-949-6084	540-241-4002	Development building	jmcmamay@sbc.edu
Director of Hospitality	Cathy Mays	6448	434-277-8461	434-941-2806	Elston Inn Conference Center	cdmays@sbc.edu

#### **IV. EMERGENCY RESPONSE PLAN ACTIVATION**

- A. The EMP will be activated whenever an event causes substantial disruption, distress, and/or fear, to be extent that it dominates normal College operations and cannot be adequately managed using routine policy and procedure. Additional activation protocols are found in Appendix A of this document.
- B. EMP activation will commence by:
  - 1. Civil authorities declaring a “State of Emergency” either locally, regionally, statewide, or at the federal level that directly affects the campus community.
  - or
  - 2. The College President, or members of the CIRT, deems it necessary to respond to, or prepare for, a critical incident or other emergency for the purpose of safeguarding the lives and property of the College community.
- C. Once the decision has been made to activate the EMP, the designated personnel will begin notifying the CIRT primary Responders to report to the designated Emergency Operations Center for a preliminary briefing.
  - 1. A Scribe, whose function is to document the briefing and all resulting actions and activities, will be designated by the Chairs of the CIRT, or by the Incident Commander.
- D. The briefing will be conducted by the individual(s) with the most immediate knowledge of the incident and its current status. The Emergency Response Protocol most closely aligned with the situation at hand, if available, will be reviewed to determine the appropriate course(s) of action. At this point, secondary responders or other additional personnel and resources may be contacted to assist.
  - 1. If no Emergency Response Protocol is available for the incident being managed, additional outside resources (i.e., law enforcement/fire services, other universities or colleges, etc.) may be contacted for assistance in determining the appropriate response protocols.
- F. Once the EMP has been activated, the priorities of the College will focus on:
  - 1. The immediate health and safety of students, college employees and visitors.
  - 2. Protection of college buildings and property.
  - 3. Returning to normal operations.

#### **V. CRITICAL INCIDENT COMMUNICATIONS**

- A. Emergency Communications Responsibilities
  - 1. Department of Campus Safety
    - a. All Campus Safety personnel are responsible for following all EMP and Emergency response Protocols as outlined in this manual and/or as directed by the Director of Campus Safety.
    - b. In addition, the on-duty Officer and/or Campus Safety Dispatcher will:
      - 1) Immediately notify the Director of Campus Safety of any critical incident occurs on campus or in the surrounding community,
      - 2) Maintain a separate log for all telephone communications and radio transmissions relating to the emergency condition (response times, notifications, clearances, etc.),

- 3) Refer all routine calls via the emergency line to another line as appropriate so as not to tie up the emergency line,
  - 4) Refer all inquiries received from relatives and/or friends of potential affected people to the designated phone number when established,
  - 5) Keep the Director of Campus Safety apprised of all communications and developments pertaining to the emergency, and
  - 6) Maintain communications with the Town of Amherst, Amherst County, and other designated officials the emergency pertains too, or as instructed by the Director of Campus Safety.
- c. Campus Safety Officer-on-duty at the scene of the incident will:
- 1) Insure that the Director of Campus Safety is notified.
  - 2) Remain to secure scene, assist responding emergency personnel, and to provide updates to the Director and Administration.
  - 3) Determine if additional support/personnel are needed at the scene.
  - 4) Insure that the security and safety needs of the remaining campus are addressed during the crisis.
  - 5) Coordinating full implementation of the EMP in the absence of the Director.
2. Dean of Student Life and Academic Support/Director of Residence Life
- The Dean of Student Life and Academic Support/Director of Residence Life is responsible for establishing a central housing area for control of all displaced persons being relocated and placed into other campus facilities. Residence Life will also establish a telephone or radio communication system with the Department of Campus Safety and the central housing area. In addition, the Dean of Student Life and Academic Support/Director of Residence Life will:
- a. Answer all inquiries concerning individuals being housed.
  - b. Maintain close communications with the CIMT, and the Director of Campus Safety to advise and inform of any change in status of the emergency.
  - c. Create an internal Crisis Intervention Team with assistance from professional services for post-emergency counseling and support.
3. Director of Campus Safety
- The Director of Campus Safety or his designee will remain close liaison with all affected county or state agencies. In addition, the Director will also be responsible for providing each agency with necessary documentation as deemed necessary and/or as requested by said agencies.
4. Critical Incident Response Team
- The CIRT will assign a representative to be responsible for inquiry calls from parents regarding the status of the crisis. The representative will be located in the Emergency Operations Center or Central Housing Area.

**B. Internal Communications Procedures**

1. The President and the Director of Media, Marketing and Communications (MMC) will determine what will be communicated to the internal audience of students, faculty, and staff.

2. It is important to keep the internal community informed and to use every appropriate means before and after the event to tell the community what is happening and what has occurred. In the event of an incident, an information site will be designated where community members can be updated periodically. This may include emergency protocols, general information and updates, announcements and community member responsibilities.
- C. The Director of MMC will meet with the CIRT upon notification of a crisis. After assessing the nature of the crisis, the director will implement the public relations plan below:
1. Initial stages of the crisis:
    - a. Decide who will be the official spokesperson.
    - b. Draft a brief initial statement for the media.
    - c. Plan news conferences as appropriate, throughout the duration of the crisis. Locate and secure a room to serve as a media briefing center.
    - d. Assign photographer(s) as needed to document the crisis for the College.
    - e. Assign personnel to accompany media through the campus, as appropriate.
    - f. Arrange appropriate internal communication to the College community.
    - g. Brief Campus Safety staff about how to respond to telephone calls from outside the College.
    - h. Call in members of the MMC staff for support, as needed.
    - i. Monitor radio, TV, and other electronic media.
  2. Follow Up Steps:
    - a. Set up a file on the crisis; save all newspaper and taped television reports.
    - b. Maintain a chronology of the events surrounding the crisis.
  3. When crisis is over, conduct follow up assessment of all activities undertaken by MMC.

## **VI. EMERGENCY RESPONSE PLAN DEACTIVATION**

- A. Once the incident at hand has been mitigated or resolved, the CIRT will review the situation and determine the next course of action to be taken to return the College to normal business operations.
- B. The College President, or their designee, will notify the Sweet Briar community that the incident had been resolved and the College has deactivated the EMP.
- C. A post-incident review of the College's response to the incident will be conducted to identify any potential policy or training needs.
  1. A written report will be prepared and submitted to the CIRT in a timely manner for review and action.



## **I. Purpose**

Situations involving an active shooter or emotionally disturbed person evolve quickly and require quick response of law enforcement and campus resources. This document provides an outline for response to such situations.

## **II. Principal Point Persons:**

- A. Director of Campus Safety
- B. Campus Safety Officers
- C. Local Law Enforcement
- D. Lead Personnel:
  - 1. Vice President for Finance and Treasurer
  - 2. Vice President for Academic Affairs/Dean of the Faculty
  - 3. Dean of Student Life and Academic Support
  - 4. Vice President for Administration
  - 5. Nurse Practitioners
  - 6. Director of Media, Marketing and Communications
  - 7. Director of Physical Plant
  - 8. President of the College

## **III. Action Plan:**

- A. Upon receiving a report of a threat to the welfare and safety of the College community, a Lock Down will be issued and an officer(s) will be dispatched immediately to respond and investigate.
- B. Local law enforcement agency (ices) will be notified and involved in the campus response. The Department of Campus Safety will coordinate emergency response with local law enforcement, fire and rescue operations in collaboration with the Director of Physical Plant.
- C. The Emergency Alert Lock Down siren will be sounded (a three minute continuous blast) and the Emergency Response Phone Tree will be activated.
- D. Simultaneously, a message will be sent to students, faculty and staff via the e2Campus emergency communication system and via other communication methods (home page on College website, email, voice mail)

### ***e2Campus Message***

Possible campus intruder. Lock doors and stay where you are until further notice.

### ***Emergency Website Message***

A potentially dangerous situation with a campus intruder has been reported on campus. Please lock your doors, turn off your cell phone, turn off the lights, remain quiet, and stay where you are until further notice. When all is clear, the siren signal will be given and a message will appear on this website. If you have any information about the intruder or injuries, dial 434-381-6111. Additional updates will be posted as more information becomes available.





## Active Shooter/Disturbed Person Procedures

### ***Emergency Information Hotline Message***

A potentially dangerous situation with a campus intruder has been reported on Sweet Briar's Campus. Everyone on campus has been advised to lock their doors, turn off their cell phones, turn off the lights, remain quiet, and remain where they are until further notice. Please visit our website at [www.sbc.edu](http://www.sbc.edu) for further updates.

### ***Campus Telephone Landline Message***

A potentially dangerous situation with a campus intruder has been reported on campus. Please lock your doors, turn off the lights, turn off your cell phone, remain quiet, and stay where you are until further notice. When all is clear, the siren signal will be given, and a message will be sent to this phone number. If you have any information about the intruder or injuries, dial 434-381-. Additional updates will be posted on the college website, [www.sbc.edu](http://www.sbc.edu), as more information becomes available.

- E. The Critical Incident Response Team (CIRT) is notified and gathers at a central location to be defined based on the situation; this is coordinated by the Director of Campus Safety. .
- F. The Nurse Practitioner/Director of Health Services, if available, will coordinate and/or assist with the treatment of any injuries and coordinate medical transport.
- G. The Mental Health Counselor and Chaplain/Director of Student Spiritual Life will coordinate counseling and assistance in consultation with the CIRT.
- H. Regular information and updates are shared with the campus community via e2Campus and other communication methods as outlined above.
- I. The Director of Media, Marketing and Communications coordinates information to internal and external constituencies.
- J. Notification of any student injuries or death is coordinated through the Student Life office in consultation with the CIRT. Information regarding faculty or staff injuries or deaths is coordinated by the Dean of the Faculty in coordination with the CIRT and the Director of Human Resources.
- K. Follow Up/Recovery
  - 1. Follow up and support to the campus community will be coordinated through the College Chaplain or Mental Health Counselor.
  - 2. Support to the families of any students, faculty or staff who were injured or killed will be coordinated by the College.
  - 3. An assessment will be made regarding these procedures and revisions/updates made as needed.







# Bomb Threat Procedures

## I. PURPOSE:

The purpose of this Emergency Response Protocol is to establish and describe the procedures for handling bomb threats. It also identifies approved procedures and resources available to minimize disruptions to the educational process, damage to property, and to prevent loss of lives. At Sweet Briar College, the faculty and staff share in the responsibility to plan and prepare for the potential threat.

- A. Every bomb threat shall be treated as actual and real until proven otherwise.
- B. Bomb threats are made for various reasons, with most designed simply to be disruptive of some university function. Some specific reasons are listed below:
  1. Hostility by former employees
  2. Hostility toward an instructor or employer
  3. Inability to attend an important class
  4. Non-preparation for a major exam
  5. Creation of an atmosphere of anxiety and panic
  6. Creation of vulnerability for the commission of other crimes
  7. Providing a legitimate warning for an explosion where property damage is intended

## II. RESPONSE PROCEDURES

- A. Regardless of the reason for the bomb threat, there must be four (4) primary objectives once it occurs:
  - 1) determine the level of the threat, 2) diminish the threat to life or property, 3) minimize the disruption and 4) deter future events.
- B. Bomb threats can be categorized into two basic categories: *General and Specific*.
  1. A *General* Bomb Threat implies a threat that is very broad in nature with minimal specific information.
  2. A *Specific* Bomb Threat will contain information which is specific to the type of target, location, time, and other particular information.
- C. While Sweet Briar College treats all bomb threats seriously, the total disruption/interruption of the educational process must be considered. If reasonable, the threatened areas of a general threat will be searched without evacuation and with as little disruption as reasonable. The more specific the threat, or as a threat's credibility increases, an accompanying public notification responsibility will increase. An evacuation decision will be based upon the threat specificity and totality of circumstances.
- D. Initial Report of Bomb Threat
  1. The following details the normal steps to be followed in the event of a bomb threat or the report of a suspicious package or device:
    - a. The receipt of a bomb threat should be reported immediately to Campus Safety by calling 434.381.6144.
    - b. If the threat is made via telephone, the caller should be quizzed for as much information as possible. (See Bomb Threat Checklist, Attachment A.) Observe the telephone display (if available) and note the number calling you or any other information on the display. Write it down immediately. If the threat is left on voice mail, do not delete it.
    - c. If the threat is by written note, handle the note as little as possible and keep it secure for subsequent police use.





## Bomb Threat Procedures

- d. If the threat is made by some other means, electronic mail, etc., the original text should be saved for police review.

### E. Campus Safety Procedures

1. Once notified of the bomb threat, the Campus Safety will proceed with the following:
  - a. Establish a command post (in or close to threatened area).
  - b. Notify Amherst County police and fire department.
  - c. Assign an officer to interview the call recipient.
  - d. Request that the university official(s) in charge of the program located in the threatened building report to the command post.
  - e. Review known facts and decide whether an evacuation is appropriate. Evacuation upon receipt of a threat is not an automatic decision, but depends upon perceived credibility of the threat.
2. When an evacuation is *not* ordered, the following will be implemented:
  - a. When appropriate, considering the generality or specificity of the threat, persons in the affected area may be notified of the threat to allow the opportunity to make their own decisions regarding evacuation. This notification can be in the form of door-to-door notification by Campus Safety.
  - b. All exits and exit ways will be searched first to insure that no danger exists in those areas. NOTE: Often it is more prudent to avoid evacuation until exits can be carefully searched.
  - c. Other probable spaces will be searched, as determined by Campus Safety.
3. When a threat is received against a residence hall, responding officers will evaluate and investigate as outlined above. However, the decision to notify residents and the method(s) employed will be determined by the Director of Residence Life or a designee in consultation with Campus Safety personnel.
4. Building evacuation decision making and evacuation processes are as follows:
5. The Director of Campus Safety, or his/her designee, will normally reserve the final decision for evacuation. However, if time and conditions permit, the decision for mandatory evacuation will generally be in the form of a mutual agreement between the college official in charge of the program located in the building at the time and the Director of Campus Safety. This decision will be based upon an evaluation of the credibility of the threat and the feasibility of reasonably notifying persons in the area of the threat.
  - a. Evacuation will be accomplished by room-to-room word-of-mouth conducted by the Campus Safety, and means of mass communications.
  - b. All evacuated persons should be moved a reasonable distance away from the evacuated area, and their name and other identification recorded; then, relocated to designated safe area pending investigation or dismissal by the Director of Campus Safety.
  - c. Staff evacuated should proceed to a pre-designated office or conference room in a nearby unaffected building and notify their department of their new location.
  - d. If practicable, Campus Safety personnel and individuals who work in the area will search the building exits for any evidence of a bomb before an evacuation decision is made. If the building is evacuated, a more extensive search will be conducted before persons are allowed to return to the building.



**Bomb Threat Procedures**

3. Should any device resembling a bomb be found, the building or the affected area of the building will be evacuated and/or remain evacuated while steps to dispose of the suspected device are taken.
- F. Suspicious Devices - Should any container be observed that is suspected to contain or concealing a bomb or explosives:
1. DO NOT TOUCH, OR ATTEMPT TO OPEN OR MOVE THE CONTAINER!
  2. Take immediate action to contact Campus Safety by dialing 434.381.6111.
  3. Take action to secure a safe space around the container, warning others from the area.
  4. Other appropriate notifications will be made from the police headquarters. Campus Safety officers will report to the location of the suspicious device and will prepare to assist in possible evacuations.
- A. Letter Bombs - Should a person receive a letter or package which is suspected to be an explosive device, no attempt to open the package should be made. Instead, the area should be evacuated within 15 feet of the parcel and the Campus Safety should be notified immediately.
- Note:* A review of letter bombing incidents from around the nation reveals certain recognition factors that may indicate when a package contains an explosive or destructive device. Campus Safety should be contacted for in-house training of unit staff on the recognition and handling of suspect packages.
- H. In preparation for bomb threats or suspicious devices, every college department is encouraged to review the following with their staff:
1. Address the possibility of a bomb threat or suspicious packages or devices in staff meetings, class meetings, and include your expectations in the class syllabus.
  2. Review the building evacuation plan. Discuss:
    - a. Instructions for closing the unit.
    - b. Instructions to assemble at a pre-designated location and time at a reasonable distance from the affected area, and account for all persons.
    - c. What, if any, university or personal property or items that should be removed from the building.
    - d. Importance of locking the outer doors of the unit.
    - e. Instructions for staff to quickly review assigned space for any suspicious objects.
      - 1) Reviews should be quick visual checks.
      - 2) Do not handle any suspicious objects.
      - 3) Be prepared to notify police of the exact location of any suspicious object sighted.
  3. Communications is essential in a bomb threat.
    - a. Advise everyone in the area of what is occurring.
    - b. Remember to check restrooms, file rooms, and other out-of-the way places to ensure all persons are notified.
    - c. At assembly point, discuss any suspicious persons, parcels, or activities observed recently. Notify police of any relevant information.
  4. Prepare for future evacuations.
    - a. Clean your workspaces and dispose of unused objects.





## **Bomb Threat Procedures**

- b. Remove empty boxes and containers.
- c. Know what is in every container and label them.

### **I. Media Information**

1. The local media will be interested in reporting the story. Please refer all media inquiries to the Director of Media, Marketing and Communications designee, or to Campus Safety.
2. It is believed that the more publicity a bomb threat receives, the more likely repeat threats will be received.
3. It is essential that all news releases be made by one person. All other persons should be instructed not to discuss the details with the media unless requested by the Director of Media, Marketing and Communications.
4. The Director of Media, Marketing and Communications will coordinate the manner and sources of media dissemination for the benefit of evacuees, faculty, staff, students, visitors and parents of students.





# Sweet Briar College Emergency Response Protocol Bomb Threat Checklist

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

### If a bomb threat is received by mail or handwritten note:

- Call Campus Safety immediately at 434.381.6111.
- Handle note as minimally as possible and do not allow anyone to touch the note until Campus Safety arrives.

### If a bomb threat is received by email:

- Call Campus Safety immediately at 434.381. 6111.
- Do not delete the message.

### Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

### DO NOT:

- Use two-way radios or cellular phone near any suspected device. Radio/cell signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

### WHO TO CONTACT

- **Campus Safety – 434.381.6111**
- **911**

Date of Call:	Phone Number where call was received:
Time of Call:	Time Caller Hung Up:

### ASK THE CALLER

- Where is the bomb located? (Building, Floor, Room, etc.)
- When will the bomb go off?
- What does the bomb look like?
- What kind of bomb is it?
- What will make the bomb explode?
- Did you place the bomb?  
 Yes  No
- Why did you place the bomb?
- What is your name?

### EXACT WORDS OF THREAT

--

### INFORMATION ABOUT THE CALLER

Where is the caller located? (Background and level of noise.)	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unsure	Estimated age?
Is the voice familiar to you? If so, who does it sound like??	

Caller's Voice	Background Noises
<input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Clearing Throat <input type="checkbox"/> Coughing <input type="checkbox"/> Cracking Voice <input type="checkbox"/> Crying <input type="checkbox"/> Deep <input type="checkbox"/> Deep Breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Laughter <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter	<input type="checkbox"/> Animal Noises <input type="checkbox"/> House Noises <input type="checkbox"/> Kitchen Noises <input type="checkbox"/> Street Noises <input type="checkbox"/> PA System <input type="checkbox"/> Conversations <input type="checkbox"/> Music <input type="checkbox"/> Engine Noises <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Office Machinery Describe: _____ <input type="checkbox"/> Factory Machinery Describe: _____ <input type="checkbox"/> Local <input type="checkbox"/> Long Distance <b>Threat Language</b> <input type="checkbox"/> Incoherent <input type="checkbox"/> Message Read <input type="checkbox"/> Taped <input type="checkbox"/> Irrational <input type="checkbox"/> Profane <input type="checkbox"/> Well Spoken

Other Information
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## I. Purpose

Sweet Briar College has installed three outdoor siren units located on the roof of Guion, the Library and Prothro. In the event of an emergency that threatens the safety of persons on campus, the College may sound the Emergency Alert Sirens (EAS). The sirens are designed to be loud and distinct, and the sound will carry throughout the campus and should be easily heard by those outdoors of buildings. **It is the responsibility of Campus Safety to determine the type of emergency and the type of siren signal to activate.**

## II. Principal Point Persons:

- A. Director of Campus Safety
- B. Campus Safety Officers

## III. Emergency Alert Siren Description

- **SHELTER** – The Shelter siren is a series of 10-second blasts followed by 4 seconds of silence for a period of 3 minutes. This signal indicates that persons should seek shelter in the closest location designated on an emergency response floor plan. The Shelter siren is used primarily for severe weather events.

Severe Weather – Severe weather includes severe thunderstorms, tornados, hurricanes and the like. During periods of severe weather, it is the responsibility of Campus Safety to have an officer monitoring weather conditions via the National Weather Service (NOAA). When a **WARNING** is issued by NOAA for Amherst County, Campus Safety will begin the EAS activation procedure.

NOTE: A “**WARNING**” is an event that alone poses a significant threat to public safety and/or property, probability of occurrence and location is high, and the onset time is relatively short.) For a complete list of NOAA emergency alert system codes: [www.nws.noaa.gov/nwr/expand](http://www.nws.noaa.gov/nwr/expand).

- **LOCK DOWN** – The Lockdown siren is a sustained 3-minute sound indicates that a person should go to a secure space and wait for further instructions. This signal is used for other crisis/incidents on campus, including, but not limited to:
  - intruder alert
  - major fire emergency
  - any other campus emergency
- **ALL CLEAR** – The All Clear siren is a 7-second blast of sound. This signal is used to notify the campus community that the situation is no longer a hazard to them and they may resume normal activities.

## IV. Activating the Emergency Alert Sirens

**All Campus Safety Officers have the ability to activate the Emergency Alert Sirens (EAS).** The EAS sirens are activated utilizing the Campus Safety portable radios. Personnel will follow the procedures on the following page to activate or cancel the EAS sirens.

**NOTE:** Any time the EAS is activated, an initial e2Campus message should also be generated. The CIRT will assemble or conduct a conference call when such an e2Campus message is received.

### 1. SHELTER SIGNAL





1. Press button P2 and hold for 3 seconds.
  2. Choose alarm function 1.
  3. Depress and hold the talk button until the siren activates.
  4. Release the talk button.
2. **LOCK DOWN SIREN SIGNAL**
1. Press button P2 and hold for 3 seconds.
  2. Choose alarm function 2.
  3. Depress and hold the talk button until the siren activates.
  4. Release the talk button.
- C. **ALL CLEAR SIGNAL**
1. Press Button P2 and hold for 3 seconds.
  2. Choose alarm function 3.
  3. Depress and hold the talk button until the siren activates.
  4. Release the talk button.
- D. **CANCEL** – All signals should be allowed to complete their cycle. If for some reason the siren signal needs to be silent then use the following procedure.
1. Press button P2 and hold for 3 seconds.
  2. Choose alarm function 4.
  3. Depress and hold the talk button until the siren cancels.
  4. Release the talk button.





# Campus Evacuation Plan

## I. Introduction

Events including brush fires, plane crashes and chemical spills may require evacuation of the campus. This document provides an outline for response to these types of situations.

## II. Principal Point Persons:

- A. Director of Campus Safety
- B. Campus Safety Officers
- C. Lead Personnel
  - 1. Superintendent of Amherst County Schools (ACS) or his designee
  - 2. Vice President for Finance and Treasurer
  - 3. Vice President for Academic Affairs/Dean of the Faculty
  - 4. Dean of Student Life and Academic Services
  - 5. Vice President for Administration
  - 6. Director of Media, Marketing and Communications
  - 7. Director of Physical Plant
  - 8. Associate Director of Physical Plant
  - 9. Director of Residence Life
  - 10. President of the College

## III. Action Plan:

- B. When an emergency occurs on or near campus that requires a systematic evacuation, Campus Safety will begin the process by contacting the Superintendent of Amherst Public Schools to activate their emergency evacuation protocol for Sweet Briar.
- C. A text message will be sent via the e2Campus emergency notification system.

### *e2Campus Message System*

(Insert situation) on campus, please go to (location) immediately.

- D. Simultaneously, a message will be sent to students, faculty and staff via the e2Campus emergency communication system and via other communication methods which could include update on the home page on College website, email and or voice mail.

### *Emergency Website Message*

(Insert situation and location) and emergency personnel are on the scene. Everyone on campus is asked to go to (location) in an orderly and safe manner for further updates and instructions. Further updates will be posted on this site as information becomes available.

### *Emergency Information Hotline Message*

(Insert situation and location) and emergency personnel are on the scene. Please move to (location) in an orderly and safe manner for further updates and instructions. Callers from off campus should visit our website at [www.sbc.edu](http://www.sbc.edu) for further updates.







## Campus Evacuation Plan

### *Campus Telephone Landline Message*

(Insert situation and location) and emergency personnel are on the scene. Please move to (location) in an orderly and safe manner for further updates and instructions.

Amherst Schools will dispatch busses to the designated location from which they will transport the campus population to the Amherst County High School until the threat has abated. In the event of an extended emergency, a dismissal procedure is initiated. In the event that Amherst High School is also in harm's way, an alternate ACS facility will be identified by ACS staff and law enforcement as the evacuation point.

- E. The CIRT will be notified and convene at the designed location to assist Campus Safety in the direction of the evacuation and then at the evacuation facility to assist the management of the gathering at Amherst High School and to coordinate follow up.
- F. A follow up message via e2Campus and campus email will be sent to the community. The Director of Residence Life will work directly with the Resident Directors and Resident Advisors to assist with disseminating information and updates to students.
- G. Follow Up/Recovery
  - 1. Campus Safety will work with Physical Plant staff to assess any damage on campus. These damages could include power outages, electrical system damage, downed power lines, gas leaks, and sewer and water line damage.
  - 2. Campus Safety has the time they will report to Physical Plant staff (starting with the Director of Physical Plant and/or the Associate Director of Physical Plant or the on-call Physical Plant staff member) the location of any power outage and determine if generators are operating in those areas of the campus without power and report any other damage on campus.
  - 3. If Campus Safety is unable to assess damage then once Physical Plant staff arrives on campus, Physical Plant staff will assess all damage on campus. Once this assessment is complete the designated Physical Plant staff will report to outside agencies (e.g. American Electric Power – AEP). Physical Plant will then report back to Campus Safety an assessment of damage and estimated time to restore service.
  - 4. Physical Plant staff will work with the Director of Residence Life to coordinate any housing needs/relocation of students.
  - 5. Campus Safety and Physical Plant will coordinate follow up with any outside agencies (e.g. DOD, Civil Defense, etc.).





## **I. Introduction**

Situations involving a pandemic or other community health concern often occur without warning and evolve quickly. This document provides an outline for various levels of action and response.

## **II. Typical Informant**

- Student, Health Center Staff, Public Health Department

## **III. Principal Point Person:**

A. Director of Health Services and or Nurse Practitioner(s)

B. Lead Personnel

1. Director of Campus Safety
2. Dean of Student Life and Academic Services
3. Vice President for Academic Affairs/Dean of the College
4. Vice President for Finance and Treasurer
5. Vice President of Administration
6. Director of Media, Marketing and Communications
7. Director or Representative of the Local Health Department
8. President of the College

## **IV. Action Plan:**

C. Planning, Communication and Surveillance

1. Communicate planning and general public health information to the College community
2. Maintain a reasonable amount of medical and other supplies on campus; this and other internal procedures in the Health Center will be implemented
3. Monitor World Health Organization WHO, CDC (Centers for Disease Control) and state health agencies for information regarding influenza and/or other activity

B. The Lead Personnel will coordinate the tasks outlined below

1. Pandemic Flu or Other Outbreak Identified:
  - a. Monitor WHO, CDC and local health agencies for information
  - b. Internal procedures in the Health Center will be implemented
  - c. Implement travel restrictions recommended by CDC and US Department of State
  - d. Communicate specific College and public health information to the College community
  - e. Increase stock of supplies needed to provide care in the event of a local outbreak

C. Pandemic Flu or Other Outbreak Present in Virginia

1. Monitor WHO, CDC, state and local health agencies for information regarding influenza and/or other activity
2. Increase stocks of supplies needed to provide care in the event of a local outbreak; this and other internal procedures in the Health Center will be implemented
3. Monitor for flu activity and severity in the College community
4. Participate in state and local agency efforts to distribute national supply of vaccine, antiviral medication for prophylaxis and treatment.





5. Consider limitation and/or suspension of College operations.
  6. Communicate disease recognition and management, personal protection, social distancing, quarantine and isolation information to the College community.
- C. Pandemic Flu or Other Outbreak Present at Sweet Briar or in the local community:
1. Monitor WHO, CDC, state and local health agencies for information regarding influenza and/or other activity; this and other internal procedures in the Health Center will be implemented
  2. Monitor for flu activity and severity in the College community
  3. Participate in state and local health agency efforts to distribute national supply of vaccine, antiviral medication for prophylaxis and treatment
  4. Communicate disease recognition and management, personal protection, social distancing, quarantine and isolation information to the College community
  5. The Health Center will coordinate with outside agencies, including local hospitals and physicians (collection of specimens, laboratory testing, immunization, and treatment of victims) and area colleges
  6. Limit or suspend College operations and communicate to College and external community
  7. Implement quarantine and isolation measures for those exposed/ill with influenza or other condition
  8. Provide health care and essential services for those who remain on campus

D. Recovery

1. Monitor WHO, CDC, state and local health agencies for information regarding influenza or other conditions
2. Prepare for possible further waves of influenza or other condition activity and return to step 2
3. Decide to (partially or fully) resume College operations and at what level
4. Communicate specific College and public health information to the College community.

V. **Hospitals and Medical Resources**

A. Lynchburg General Hospital Emergency Room (Centra Health)

Contacts: Chris Thomson, MD Emergency Department Chair, 200.3027

Kathy Bailey, RN Epidemiology (Infectious Disease), 200.3000

Karl Biesemier, MD Pathology, 434.947.3925

B. Health Department—Lynchburg and surrounding area, which includes Amherst County

Contact: Kerry W. Gateley, MD, MPH, CPE - Director of Central Virginia Health Department  
434.947.6785

C. Area Colleges

- Central Virginia Community College-Department of Campus Police, 832.7700
- Hampden - Sydney College-Student Health Center, 434.223.6167
- Liberty University - Liberty University Health Services, 200.6370
- Longwood College, Director of Student Health, 434.395.2101
- Lynchburg College - 434.544.8357
- Randolph College - Director, 947.8130
- University of Virginia - 434.924.5362





- Virginia Military Institute - Cadet Health Center, 540.464.7212
- Washington and Lee University, 540.458.8401

**D. Other Resources**

- Blue Ridge Emergency Medical Services, 434.947.5934
- Amherst County Emergency Medical Services, 434.946.9400

**VI. Emergency Response Planning Statement:**

Although we hope we never have to use them, Sweet Briar College annually updates plans for a wide variety of potential disasters. In light of the damage that natural disasters have caused in this country during recent years, as well as international concern about the potential for a pandemic outbreak of avian flu, it is important that the College have comprehensive plans in place that might include closing the campus entirely for a period of time. Therefore, we share the following information with you annually.

Should we be faced with such an eventuality, the College would have little time to debate the matter, especially in the case of a pandemic. After consulting with governmental health agencies and our local health officials, we could conceivably enter immediately into a period of recess. Should that be necessary, we believe a carefully orchestrated response, as outlined will help protect your student and others in the community.

**If it is determined to close the College the following are important measures to consider:**

- A. The College will send a recess notice to students via e-mail, e2Campus emergency notification system, and through posted information on the website. It is each student's responsibility to monitor these information sources regularly.
- B. At the same time, the College will send email notification to parent(s)/guardians for whom we have a current email address.
- C. Students should be prepared to depart campus immediately and should only pack belongings which can be carried in a vehicle. The College will secure student residence areas.
- D. The College will recommend that students return directly home.
- E. If a student is unable to travel home, she should contact the office of Student Life. (434.381.6134) for help or advice. This information should be updated with the College each year.
- F. To aid in this process, the College recommends that families discuss reasonable options during each semester break and develop a plan.
- G. During a recess, important information will be available via email, the College's homepage ([www.sbc.edu](http://www.sbc.edu)) or by calling 434.381.6400.



**I. Introduction**

Situations involving earthquakes evolve quickly and without warning, and require quick response. Virginia has two named seismic zones: the Giles County Seismic Zone centered along the New River about 20 miles west-northwest of Blacksburg, and the Central Virginia Seismic Zone, extending west from Richmond toward Charlottesville and the Blue Ridge Mountains. Recorded Virginia earthquake epicenters are scattered widely across the state, so all parts of Virginia are considered susceptible. This document provides an outline for response to such an event.

**A. During an Earthquake:**

- The greatest danger is directly outside buildings due to falling debris.
- Stay indoors. Get under heavy furniture, such as a desk, table or bench. Crouch down; cover head and neck with hands and arms.
- Stay away from large windows, mirrors and other glass, including parking areas
- Stay aware from electrical service panels and appliances
- Use telephones for emergency calls only
- If you are in a high-rise building, stay away from outside walls. Get under a table. Do not use elevators.
- If you are already outside, get into an open area away from buildings, power lines, trees, overpasses and bridges.
- Expect aftershocks. Smaller quakes – and sometimes larger ones – often follow hours or days after the first shake, causing more damage to weakened buildings and structures.

**II. Principal Point Persons:**

A. Director of Campus Safety

B. Campus Safety Officers

**C. Lead Personnel**

1. Vice President for Finance and Treasurer
2. Vice President for Academic Affairs/Dean of the Faculty
3. Dean of Student Life and Academic Affairs
4. Vice President of Administration
5. Director of Media, Marketing and Communications
6. Director of Physical Plant
7. Associate Director of Physical Plant
8. Director of Residence Life
9. President of the College

**III. Action Plan:**

A. In the case of an earthquake, Campus Safety will:

1. Activate the SHELTER SIREN SIGNAL.
2. A text message will be sent via the e2Campus emergency notification system:



*e2Campus Message*

Earthquake –take immediate cover – interior of lower floor in building is best.

- B. Simultaneously, a message will be sent to students, faculty and staff via the e2Campus emergency communication system and via other communication methods (home page on College website, email, voice mail).

*Emergency Website Message*

An earthquake measuring X centered in X occurred at (time). Please take cover in the nearest building. The interior ground level floor, away from all windows and glass doors is the safest. When all is clear, the siren signal will be given, and a message will appear on this website. When exiting a building, be particularly careful as there may be debris and power lines on the ground. Do not attempt to move debris by yourself. Please dial 434.381.6144 about damage or injuries. Additional updates will be posted on this site as more information becomes available.

*Emergency Information Hotline Message*

An earthquake measuring X centered in X occurred at (time). Please take cover in the nearest building. The interior ground level floor, away from all windows and glass doors is the safest. When all is clear, the signal will be given. When exiting a building, be particularly careful as there may be debris and power lines on the ground. Do not attempt to move debris by yourself. Please dial 434.381.6144 about damage or injuries.

*Campus Telephone Landline Message*

An earthquake measuring X centered in X occurred at (time). Please take cover in the nearest building. The interior ground level floor, away from all windows and glass doors is the safest. When all is clear, the signal will be given. When exiting a building, be particularly careful as there may be debris and power lines on the ground. Do not attempt to move debris by yourself. Please dial 434.381.6144 about damage or injuries.

- C. The CIRT will be notified and convene to coordinate response and follow up.
- D. A follow up message via e2Campus and campus email will be sent to the community.
- E. The Director of Residence Life will work directly with the Resident Directors and Resident Advisors to assist with disseminating information and updates to students.
- F. Building Coordinators will be on point to ensure individual buildings on campus are safe/secure.
- G. *Follow Up/Recovery*
1. Campus Safety will coordinate the treatment of any injured persons, with assistance and support from the Nurse Practitioner/Director of Health Services (and other Health Center staff, if available).
  2. Campus Safety will work with Physical Plant staff to assess any damage on campus. These damages could include power outages, electrical system damage, downed power lines, gas leaks, and sewer and water line damage:
    - a. Campus Safety will report to Physical Plant staff (starting with the Director of Physical Plant and/or the Associate Director of Physical Plant or the on-call Physical Plant staff member) the location of any power outage and determine if generators are operating in those areas of the campus without power and report any other damage on campus.





## Earthquakes

- b. If Campus Safety is unable to assess damage then once Physical Plant staff arrives on campus, Physical Plant staff will assess all damage on campus. Once this assessment is complete then designated Physical Plant staff will report to outside agencies (e.g. American Electric Power – AEP). Physical Plant will then report back to Campus Safety an assessment of damage and estimated time to restore service.
3. Campus Safety will monitor information from local officials and news reports and other media.
4. Physical Plant will coordinate the checking of building foundations, roofs and chimneys for cracks and damage.
5. Physical Plant staff will work with the Director of Residence Life to coordinate any housing needs/relocation of students.
6. Campus Safety and Physical Plant will coordinate follow up with any outside agencies (e.g. American Electric Power-AEP).





## I. Purpose

The purpose of this Emergency Response Protocol is to establish and describe the procedures to be followed when responding to fire alarms and actual fire events in any College building.

## II. Principal Point Persons:

- A. Director of Campus Safety
- B. Campus Safety Officers
- C. Amherst and/or other local Fire Department
- D. Lead Personnel
  - 1. Vice President for Finance and Treasurer
  - 2. Vice President for Academic Affairs/Dean of the Faculty
  - 3. Dean of Student Life and Academic Support
  - 4. Vice President of Administration
  - 5. Director of Media, Marketing and Communications
  - 6. Director of Physical Plant
  - 7. Associate Director of Physical Plant
  - 8. President of the College
- E. As needed
  - 1. Director of Residence Life
  - 2. Nurse Practitioners

## III. Action Plan:

### A. Fire Alarms Response

- 1. Upon receiving a report of fire, the location of the fire or alarm will be determined from the informant.
- 2. The Department of Campus Safety will immediately contact 911 and then dispatch an Officer to the scene to respond and investigate. The SBC Chief of Police is notified.
- 3. All students, faculty and staff must evacuate a building when a fire alarm sounds.
- 4. If there is no indication of fire, Campus Safety will contact 911 to cancel and then the alarm will be re-set by the Campus Safety Officer after a complete inspection of smoke/fire detector. If the alarm will not re-set, Physical Plant will be notified.

### A. Response-Evidence of Fire

- 1. If there is evidence of a fire, the fire will be extinguished if possible.
- 2. A Campus Safety Officer or other College representative will meet the fire department at the front gate to direct them to the location.
- 3. The building will be evacuated by the Campus Safety Officer(s) and the Director of Physical Plant will be notified. Building specific evacuation plans will be followed.
- 4. Once on the scene, the responding Fire Chief is in charge of the situation until the fire is extinguished.





**Fire Procedures**

5. The CIRT is notified and gathers at a central location to be defined based on the situation; this is coordinated by the Director of Campus Safety. The Emergency Response Phone Tree will be activated, if/as appropriate.
6. Information will be sent to students, faculty and staff via the e2Campus emergency communication system and via other communication methods (home page on College website, email, voice mail).
7. A text message will be sent via the e2Campus emergency notification system. Campus Safety will inform the message sender about the location of the fire and the evacuation site.

***Sample e2Campus Message***

Fire in (            ). Please evacuate (            ) and surrounding buildings. Move to (            ).

***Emergency Website Message***

A fire has been reported in (            ), and local fire fighters and emergency personnel are on the scene. Everyone in (            ) and surrounding buildings including (            ) should evacuate to (            ). College personnel in (            ) will keep you informed of the situation. Please move to (            ) in an orderly and safe manner. Further updates will be posted on this site as information becomes available.

***Emergency Information Hotline Message***

A fire has been reported in (            ) and local fire fighters and emergency personnel are on the scene. Everyone in (            ) and surrounding buildings including (            ) should evacuate to (            ). College personnel in (            ) will keep you informed of the situation. Please move to (            ) in an orderly and safe manner. Further updates will be posted on this site as information becomes available. Please visit our website at [www.sbc.edu](http://www.sbc.edu) for further updates.

***Campus Telephone Landline Message***

A fire has been reported on campus in (            ) and local fire fighters and emergency personnel are on the scene. Everyone in (            ) and surrounding buildings have been evacuated. Please visit our website at [www.sbc.edu](http://www.sbc.edu) for further updates.

8. The Nurse Practitioner/Director of the Health Center, if available, will coordinate the treatment of any injuries and coordinate medical transport in collaboration with off-campus EMT personnel who have responded to the situation.
9. The Department of Campus Safety will ensure that personal possessions are secured and work with the Fire Department to coordinate photographing the area. They will document damages in collaboration with the Associate Director of Physical Plant. Campus Safety will assist with the initial investigation by the Fire Department/Sheriff's Office, as needed.
10. The College Chaplain and Mental Health Counselor coordinate counseling and assistance in consultation with the CIRT.
11. Regular information and updates are shared with the campus community via e2Campus and other communication methods as outlined above.
12. The Director of Media, Marketing and Communications coordinates information to internal and external constituencies.
13. Notification of any student injuries or death is coordinated through the Student Life office in consultation with the CIRT. Information regarding faculty or staff injuries or deaths is coordinated by the Dean of the Faculty in coordination with the CIRT and Director of Human Resources.





## Fire Procedures

### B. Follow Up/Recovery

1. If the fire involves any student residence or residence hall, the Dean of Student Life and Academic Affairs and Director of Residence Life will coordinate the relocation of student(s), in coordination with Physical Plant and Campus Safety staff until it is safe to re-enter the building and/or to provide alternate housing if a student(s) are not able to live in their residence.
2. If an academic/administrative building is damaged, the VP for Academic Affairs/Dean of the Faculty, the Registrar, and VP for Finance and Treasurer will temporarily relocate classes or offices that are affected and coordinate notification to students and employees, in coordination with Physical Plant and Campus Safety staff.
3. The Director of Physical Plant will coordinate facility clean up and repair.
4. Follow up and support to the campus community will be coordinated through the College Chaplain and Mental Health Counselor.
5. Support to the families of any students, faculty or staff who were injured or killed will be coordinated by the College.
6. The Director of Campus Safety and/or Director of Physical Plant will support the investigation process by the Fire Department/Sheriff's Office, as needed and keep the CIRT informed.





### **I. Purpose**

The purpose of the Inclement Weather/College Closure Procedure is to establish and describe the procedures for the delayed opening and/or closing of the College.

### **II. Principal Point Persons:**

- A. Director of Campus Safety
- B. Vice President for Finance and Treasurer
- C. Campus Safety Officers
- D. Director of Media, Marketing and Communications
- E. Director of Physical Plant
- F. Associate Director of Physical Plant

### **III. Action Plan**

- A. On inclement weather days, the Director of Campus Safety or his/her designee will contact the Physical Plant Grounds Department.
- B. The Director of Campus Safety or his/her designee will contact the Vice President for Finance and Treasurer by phone or messenger no later than 5:30 a.m. to provide a recommendation regarding a possible delay or closing of the College.
- C. Upon receiving a recommendation to close the College or alterations to its schedule, the Vice President for Finance and Treasurer will contact the President or Vice President of Administration to make a determination. More input may be gathered from the Vice President for Academic Affairs and Dean of the Faculty, and the Dean of Student Life and Academic Services prior to decision.
- D. If a decision is made to close (or for a delayed opening) the Vice President for Finance and Treasurer will contact the Associate Director of Physical Plant and the representative of Media, Marketing and Communications no later than 5:45 a.m.
- E. The Associate Director of Physical Plant will be responsible for updating the Information Hotline/voicemail; the Department of Campus Safety will serve as back up for updating the Information Hotline.
- F. The Department of Campus Safety will be responsible for sending an e2Campus alert; an Officer is designated by the Director of Campus Safety as a back-up if the primary staff member is not available.
- G. Media, Marketing and Communications will contact local media.
- H. Media, Marketing and Communications will update the web page and distribute a campus-wide e-mail.
- I. In the event of a delayed opening:
  - 1. Nonessential employees who arrive at work within (2) hours of their normal starting time will be paid for a full day's work.
  - 2. Faculty and students should report to their regularly scheduled classes that begin at 10am or thereafter.
  - 3. If no call is received by the Associate Director of Physical Plant or the representative of Media, Marketing and Communications by 6:00 a.m., it can be assumed that the College will operate normally.





## Mass Notification System

### I. Purpose

Sweet Briar College uses a mass notification system called e2Campus to notify individuals in case of emergency, including weather-related events such as tornados.

### II. Principal Point Persons:

- A. Director of Campus Safety
- B. Vice President for Finance and Treasurer
- C. Campus Safety Officers
- D. Director of Media, Marketing and Communications
- E. Director of Physical Plant
- F. Associate Director of Physical Plant

#### A. **e2Campus System Mass Notification System** Enrolling in e2Campus

1. The e2Campus mass notification system is our primary means to communicate about emergencies, therefore, all campus community members – students, faculty, staff and residents – are expected to enroll in the e2Campus system and keep their contact information current. Anyone with an SBC e-mail account can opt into the service.
2. Students, faculty, residents, staff, family and friends can be notified about campus emergencies with text messages on their cell phones. In addition to cell phones, e2Campus enables SBC to send important campus information to you via our Web site, RSS, PDA, e-mail, text pager, Google, AOL or MY Yahoo pages. You can enter up to two phone numbers and two e-mail addresses. Those who wish to do so can opt to list a family member or friend's phone number or e-mail address.
3. The service is provided free of charge by SBC. Individuals are responsible for messaging charges by your service provider. Individuals will not receive messages for which they did not register. Information is not shared with or sold to a third party.

#### B. Activating e2Campus Communications

1. e2Campus messaging will occur when:
  - a. a NOAA warning has been issued for our area (examples include: Severe Thunderstorm Warning, Tornado Warning, Tropical Storm Warning, High Wind Warning, Extreme Wind Warning)
  - b. the Emergency Alert Sirens have been activated by Campus Safety
  - c. enough damage occurred on campus to cause building damage, impassable roads, or a loss of power to at least half of campus
  - d. any one of the specific campus emergencies as contained in this procedure (active shooter, inclement weather, fire, etc.)
- C. The following people/positions are authorized to initiate e2Campus messages:
  - a. members of the Critical Incident Response Team
  - b. Campus Safety officers
  - c. President of the College
  - d. other person(s) who may be designated at the approval of the designated staff above
- D. Authorized e2Campus initiators have been trained about how to use the system and training will occur for both new users and when refresher training is needed.





## Suspicious Packages/Mail

### I. PURPOSE:

The purpose of this Emergency Response Protocol is to establish and describe the procedures for handling bomb threats and the reporting of suspicious devices and packages.

### II. RESPONSE PROCEDURES

- A. The Sweet Briar College Post Office Supervisor will be notified immediately in the event a suspicious package or letter is discovered. **The suspicious package or letter must not be touched, carried, or moved regardless of its position or condition at the time of discovery.**
- B. The Post Office Supervisor will immediately notify Campus Safety and close the Mail Center, ensuring that all doors and windows are properly secure before leaving the area.
- C. The Director of Campus Safety will assess the situation and investigate the suspicious package to determine if the Amherst County Sheriff's Office or the VA State Police should be notified.
  1. In the absence of the Director of Campus Safety, the VP of Finance and Treasurer, or the Director of Physical Plant shall be assigned this duty.
- D. If the package or letter is found to be a suspicious device, the Director of Campus Safety will immediately activate the fire alarm to evacuate the building and notify the Amherst County Sheriff's Office or the VA State Police.
- E. **No one will be permitted to re-enter the building or suspicious area until the Amherst County Sheriff's Office or the VA State Police have given the all clear that the building or area is safe.**
- F. The Director of Campus Safety will coordinate additional response to contain and/or remove the suspicious package or letter from college property.

### III. SAFETY TIPS

- A. When handling mail and packages, extreme care must always be used.
  1. **First, be suspicious** if you come across mail/packages with:
    - Protruding wires or strange odors;
    - Excessive tape or string;
    - Oily spots, discolorations, or crystallization on the wrapper;
    - Excessive postage;
    - Addressing mistakes and issues, including misspelled words, badly typed or written addresses, wrong titles with names, no return addresses, etc.
  2. **Second, if you do see one or more of these tell-tale signs**, you should:
    - Stop...don't handle the item
    - Isolate it immediately
    - Don't open, smell, or taste it
    - Activate your emergency plan and notify a supervisor.
- B. **DO NOT MOVE, TOUCH, OR CARRY ANY SUSPICIOUS LETTER OR PACKAGE, REGARDLESS OF THE POSITION OR CONDITION OF THE PACKAGE OR LETTER.**





U.S. Department of Justice  
 Federal Bureau of Investigation



# If you receive a suspicious letter or package

## What should you do?

1. Avoid handling Don't shake or bump
2. Isolate and look for indicators
3. Don't Open, Smell, or Taste
4. Treat it as Suspect! Call 911

**If you suspect a letter or package contains a bomb, radiological, biological, or chemical threat: Isolate area immediately, Call 911, Wash your hands with soap and water.**

**Indicators:**

Addressed to title only or incorrect title with name.  
 Lopsided or uneven.  
 Rigid or bulky.

No return address, or restrictive markings.  
 Unknown powder or suspicious substance.  
 Possibly mailed from a foreign country.



Protruding wires.  
 Strange odor.  
 Oily stains, discolorations, or crystallization on wrapper.  
 Excessive tape or string.



Poorly typed or written.  
 Excessive postage.  
 Misspelled words.





## **I. Purpose**

The purpose of the Tornado/Severe Weather procedures is to establish and describe the procedures to be followed during a tornado or other severe weather event.

## **II. Principal Point Persons**

- A. Director of Campus Safety
- B. Campus Safety Officers
- C. Lead Personnel
  - 1. Vice President for Finance and Treasurer
  - 2. Vice President for Academic Affairs/Dean of the Faculty
  - 3. Dean of Student Life and Academic Support
  - 4. Vice President of Administration
  - 5. Director of Media, Marketing and Communications
  - 6. Director of Physical Plant
  - 7. Associate Director of Physical Plant
  - 8. Director of Residence Life
  - 9. President of the College

## **III. Action Plan**

- A. During periods of severe weather, it is the responsibility of Campus Safety to have an officer monitoring weather conditions via the National Weather Service (NOAA). When a **WARNING** is issued by NOAA for Amherst County, Campus Safety will begin the EAS activation procedure utilizing the SHELTER SIREN.
- B. e2Campus Message - A text message will be sent via the e2Campus emergency notification system.  
*Tornado/Severe weather approaching - take immediate cover – interior of lower floor in building is best.*
- C. Emergency Website Message  
*The National Weather Service has reported a tornado in our geographic area. Please take cover in the nearest building. The interior ground level floor, away from all windows and glass doors is the safest. When all is clear, the siren signal will be given, and a message will appear on this website. When exiting a building after a storm, be particularly careful as there may be debris and power lines on the ground. Do not attempt to move debris by yourself. Please dial 434.381.6144 about damage or injuries. Additional updates will be posted on this site as more information becomes available.*
- D. Emergency Information Hotline Message  
*The National Weather Service has reported a tornado in our geographic area. Please take cover in the nearest building. The interior ground level floor, away from all windows and glass doors is the safest. When all is clear, the signal will be given. When exiting a building after a storm, be particularly careful as there may be debris and power lines on the ground. Do not attempt to move debris by yourself. Please dial 434.381.6144 about damage or injuries.*





E. Campus Telephone Landline Message

*The National Weather Service has reported a tornado in our geographic area. Please take cover in the nearest building. The interior ground level floor, away from all windows and glass doors is the safest. When all is clear, the signal will be given. When exiting a building after a storm, be particularly careful as there may be debris and power lines on the ground. Do not attempt to move debris by yourself. Please dial 434.381.6144 about damage or injuries*

F. The Critical Incident Response Team will be notified and convene to coordinate response and follow up. The following recommendations will be made:

1. Move to an interior hallway or basement if time allows, or take shelter under a desk or heavy table and cover your head.
2. Avoid upper floors, large glassed areas and windows.
3. Stay out of parking areas.
4. Stay away from electrical service panels and appliances, including computers.
5. Use telephones for emergency calls only.
6. A follow up message via e2Campus and campus email will be sent to the community.
7. The Director of Residence Life will work directly with the Resident Director and Resident Advisors to assist with disseminating information and updates to students.
8. During prolonged related power outages or other situations, updates will be posted daily/as available at the Post Office and at Campus Safety.

**IV. Follow Up/Recovery:**

- A. Campus Safety will coordinate the treatment of any injured persons, with assistance and support from the Nurse Practitioner/Director of Health Services (and other Health Services staff ), if available.
- B. Campus Safety will work with Physical Plant staff to assess any damage on campus. These damages could include power outages, electrical system damage, downed power lines, gas leaks, and sewer and water line damage:
- C. Campus Safety will report to Physical Plant staff (starting with the Director of Physical Plant and/or the Associate Director of Physical Plant or the on-call Physical Plant staff member) the location of any power outage and determine if generators are operating in those areas of the campus without power and report any other damage on campus.
- D. If Campus Safety is unable to assess damage then once Physical Plant staff arrives on campus, Physical Plant staff will assess all damage on campus. Once this assessment is complete then designated Physical Plant staff will report to outside agencies (e.g. American Electric Power – AEP). Physical Plant will then report back to Campus Safety an assessment of damage and estimated time to restore service.
- E. Physical Plant staff will work with the Director of Residence Life to coordinate any housing needs/relocation of students.
- F. Campus Safety and Physical Plant will coordinate follow up with any outside agencies (e.g. American Electric Power-AEP).







## **I. Purpose**

The victim crisis plan has been developed to help the CIRT manage effectively and quickly any crisis involving a human victim, such as a death, serious injury, aggravated rape, vehicular manslaughter, etc.

## **II. Mission**

The CIRT will respond rapidly to events and provide, as appropriate, recommendations to the President of the College for his/her action.

## **III. Organization**

- A. If there is a student victim, the Dean of Student Life and Academic Services will, in consultation with the President and/or Vice President for Administration, personally contact the victim, and, with the victim's consent, the victim's family. If the victim is a member of the staff or faculty, the VP for Administration Staff or VPAA/Dean of the Faculty (respectively) will make the contact.
- B. The Dean of Student Life and Academic Support or Vice President for Academic Affairs and Dean of the Faculty will, in consultation with the President and/or Vice President for Administration, insure that the victim and other affected persons are offered appropriate counseling and support.
- C. The Dean of Student Life and Academic Support and Director of Residence Life will notify all Resident Directors and Resident Advisors about the details of the event as soon as practical, where the CIRT agrees that such notification is necessary and appropriate. Internal protocol within the Student Life staff will also be implemented.
- D. The Director of Campus Safety will monitor the investigation with consultation with the College's Title IX Coordinator and ensure that sufficient patrols are available to maintain a feeling of community confidence.
- E. The Student Life staff will continue follow-up and support to students, as needed.
- F. If the media respond to the crisis, the Director of Media, Marketing and Communications will prepare appropriate statements after conferring with the CIRT to ascertain all the facts of the crisis.
- G. Special attention will be paid to the condition of the victim(s), the current status of the investigation and the media response.





## Emergency Alert Siren Drills

### I. Purpose

The Purpose of this protocol is to describe the procedures for testing the Emergency Alert Sirens (EAS) at least once per semester.

### II. Principal Point Persons:

- A. Director of Campus Safety
- B. Dean of Student Life and Academic Support
- C. CIRT Members
- D. Campus Safety Officers

### III. Action Plan

- A. The EAS will be tested at least once per semester to ensure the systems are:
  - 1. Functioning properly; and
  - 2. To train/alert community members to the purpose of each specific siren.
- B. The CO-Chairs of the CIRT will coordinate the times for the EAS test/drill, and alert other personnel needed to properly complete the test/drill.
- C. Prior to the test:
  - 1. A message will be sent to community to notify everyone of the upcoming EAS test/drill.

#### ***Sample Message***

To Sweet Briar Students, Faculty and Staff:

The College routinely tests the emergency siren and campus alert system. This will occur again on **(insert date)**. This is only a test.

When the siren sounds, you will be notified of the type of siren and actions you should take.

Stay where you are until you receive further information via the e2Campus emergency notification process on your cell phone, or by email or room phone.

You will receive an all clear message via the same methods outlined above. ***The all clear siren is an intermittent blast.***

We take this opportunity to provide a brief summary of Sweet Briar's emergency procedures:

#### D. Following the test

- 1. Another message will be sent to the community thanking them for participating in the test/drill.

#### ***Sample Message***

Thank you for your participation in the emergency test process.

You are encouraged to access information about the College's emergency response procedures at <http://www.sbc.police.edu/comprehensivesafetyplan.htm>.

If you are not enrolled in the e2Campus emergency notification system, you are strongly encouraged to do so. Enrollment instructions can be found here:

[http://www.ccl.sbc.edu/general/documents/emergency\\_communication\\_system.pdf](http://www.ccl.sbc.edu/general/documents/emergency_communication_system.pdf).

If you have further questions, please contact the Sweet Briar College Campus Safety office at 434.381.6144.





## **I. PURPOSE**

## **II. REVIEW PROCEDURES**

### **A. Summer**

1. Update Student Life website to update instructions for/information about e2Campus assess previous year and make adjustments as needed.

2. June

Include information in new student communication regarding e2Campus. Emphasize personal responsibility for managing their account. Include information directed at families. Gather cell phone numbers/providers for new students from Admissions office.

3. July and August

- a. Include information in summer e-newsletters regarding e2Campus registration and verification Ensure e2Campus information is included in new hire packets for new employees.

4. Late August/Early September

- a. Verify which new students signed up during Orientation. Send reminders to those who have not signed up and to all upper class/returning students reminding them to sign up and/or verify their information. Send reminders to all faculty and staff to verify their information and to encourage new faculty and staff to enroll.

### **B. November**

1. Begin arrangements for new student sign up in January during Orientation. Include reminders about e2Campus registration/verification in employee benefits open enrollment materials.

### **C. January:**

1. Send reminders to returning students about e2Campus and encourage them to sign up and/or verify their information. Follow up with any new students who did not sign up during Orientation. Remind employees (faculty and staff) to enroll or verify their information in e2Campus as part of a “new year” communication.





## I. PURPOSE

### Emergency Response Planning

Although we hope we never have to use them, Sweet Briar College annually updates plans for a wide variety of potential disasters. In light of the damage that natural disasters have caused in this country during recent years, as well as international concern about pandemic outbreaks, it is important that the College have comprehensive plans in place that might include closing the campus entirely for a period of time. Therefore, we share the following information annually with students and families.

Should we be faced with such an eventuality, the College would have little time to debate the matter, especially in the case of a pandemic. After consulting with governmental health agencies and our local health officials, we could conceivably enter immediately into a period of recess. Should that be necessary, we believe a carefully orchestrated response, as outlined will help protect your student and others in the community.

*If it is determined that we have to close the College, the following are important measures to consider:*

- The College will send a recess notice to students via email, and through posted information on the website. It is each student's responsibility to monitor these information sources regularly.
- At the same time, the College will send e-mail notification to parent(s)/guardian(s) for whom we have a current e-mail address.
- Students should be prepared to depart campus immediately and should only pack belongings which can easily be carried in a vehicle. The College will secure the residence halls.
- We recommend that students return directly home.
- If students are unable to travel home, she should contact the Office of Student Life Life (434.381.6134) for help or advice on preparedness planning. *This information should be updated with the College each year.*
- To aid in this process, we recommend that families discuss reasonable options during each semester break and develop a plan.
- During a recess, important information will be available via email, the College's homepage ([www.sbc.edu](http://www.sbc.edu)), or by calling 434.381.6400.

The Office of Media, Marketing and Communications will advise the campus of any known potential emergencies and will continuously update students, parents, faculty and staff until the emergency is resolved.

- Information on pandemic influenza can be found at the following website:  
<http://www.cdc.gov/flu/pandemic/>.

Should you have any further questions or concerns, you may contact Campus Safety at 381.6144 for clarification and assistance. Thank you for your cooperation in this important matter.

For more information on Sweet Briar College's Crisis Management Plan, visit:  
[www.police.sbc.edu/comprehensivesafetyplan.htm](http://www.police.sbc.edu/comprehensivesafetyplan.htm).

**In general, if you have questions regarding emergencies please contact Campus Safety at 434.381.6144.**





## Sweet Briar College Emergency Response Plan Exercises and Planning

# Emergency Response Planning—Annual Review

### II. EMERGENCY RESPONSE PLANNING--YEARLY PLAN

- A. Information sharing with students, parents, faculty and staff during the summer and at the beginning of each semester re: e2Campus emergency notification system and other College processes via e-newsletters and email (Student Life/Residence Life—students; Human Resources—faculty and staff)
- B. Organization and implementation of the e2Campus emergency notification system occurs as outlined below (Student Life/Residence Life)
- C. Updated emergency response procedures to Student Life staff, including Resident Directors who serve in the primary on-call capacity to students during the academic year.
- D. Emergency Procedures stickers posted campus-wide in all buildings in August, prior to the start of the academic year and students' arrival (academic buildings: Dean's office; student residences: Residence Life; all other College buildings: Campus Safety). Student Life/Residence Life coordinates the updating and printing of the stickers, in collaboration with the Critical Incident Response Team.
- E. Residence Life staff (RA's and RD's), Student Life, and Campus Safety/Telecom re-train regarding campus emergency procedures annually and as needed
- F. Building Coordinators communicate at the beginning of each academic year with the faculty/staff in their areas (Physical Plant/Campus Safety)
- G. Campus-wide announcement to students, parents, faculty and staff reinforcing information above (See also e2Campus Organizational Plan) (Student Life/Residence Life)
  - 1. Fire drills occur each semester in student residential living areas (Student Life/Residence Life)
  - 2. Emergency siren testing occurs once each semester and other emergency equipment is tested regularly (Campus Safety)
- H. Review procedures and emergency manuals yearly (Critical Incident Response Team)
- I. Website information updating (Media, Marketing and Communication)
- J. Regular contact with Amherst County law enforcement and emergency management planning to maintain relationships, familiarize them with campus, and coordinate any on-site practice sessions (Campus Safety)
- K. Emergency Response Planning Group meets one each semester and as needed during the year to review and update procedures and processes (Student Life and Director of Campus Safety)
- L. Campus Safety will communicate throughout the year with the Building Coordinators to ensure proper education of their responsibilities and the relevant procedures
- M. Campus Safety will ensure the Human Resources Director with a list of Building Coordinators to facilitate communications and replacement of vacancies within Building Coordinators as they occur

### III. INFORMATION MATERIALS

- A. Text for Emergency Procedures Sticker (for all student rooms/residences and College offices)





Sweet Briar College Emergency Response Plan Exercises and Planning  
**Emergency Response Planning—Annual Review**

*Sweet Briar College Emergency Procedures*

**Medical Response**

Regular Business Hours (Mon.-Fri., 9am-5pm)

Dial 434.381.6140 for non-emergencies

Dial 434.381.6144 for medical emergencies

Be prepared to provide information about the person, what is wrong, and where you are located.

**Fire**

<p><u>In the event of a fire:</u></p> <ol style="list-style-type: none"> <li>1. Sound the fire alarm and alert other people by shouting “Fire!”</li> <li>2. Dial 434.381.6144 for assistance</li> <li>3. Exit the building quickly – never use an elevator</li> <li>4. Move a safe distance from the building</li> </ol>	<p><u>If you are trapped inside a room:</u></p> <ol style="list-style-type: none"> <li>1. Dial 434.381.6144 for assistance</li> <li>2. Inform emergency personnel about your location</li> <li>3. Seal the bottom of the door with wet towels, sheets, blankets, etc.</li> </ol>
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**Sweet Briar College Campus Alert System**

Received a text message through e2Campus or an email message? Hear a campus siren? Protect yourself!

**Siren Signals:**

Sustained 3 minute sound (LOCK DOWN SIGNAL)

Series of 10 second blasts followed by 4 seconds of silence for a period of 3 minutes (SHELTER SIGNAL)

7 second blast of sound (ALL CLEAR SIGNAL)

**If there is severe weather (e.g. tornado):**

1. Seek cover in the closest building
2. Stay away from windows, glass doors, and glass walls
3. Monitor voicemail, the website or your email for updates
4. Call 434.381.6144 about damage or injuries
5. Stay in your area until you receive an all clear message

**If there is an intruder or other campus emergency:**

1. Proceed to a room that can be locked
2. Lock all windows and doors
3. Turn off the lights
4. Keep everyone as quiet as possible; mute cell phones, computers, etc.
5. Call 434.381.6144 if you have any information about the intruder or injuries
6. Stay in your area until you receive an all clear message. You will be notified by the College via e2Campus text message, email and phone.



## Sweet Briar College Emergency Response Plan Exercises and Planning

# Emergency Response Planning—Annual Review

### B. Quick Reference Sheet for Campus Emergencies (posted in student residences and in College offices)

#### 1. Campus Safety at Sweet Briar College

- Emergency phones are located throughout the campus--they have a blue light above them to distinguish them from regular phones. Emergency phones connect to a dispatcher with the SBC Department of Safety.
- Dial if there is an emergency. Call 434.381.6144 to reach Campus Safety.
- Report all strangers or suspicious activities to a Campus Safety officer by telephone or in person.
- Additional safety tips are available at [www.police.sbc.edu/](http://www.police.sbc.edu/). Students are urged to be familiar with this information.

#### 2. e2Campus Emergency Communication System

Sweet Briar is connected to e2Campus, a state-of-the-art communication system to quickly notify individuals in case of emergency, including weather-related events. This system is in use at a number of colleges and universities around the country.

- **What is it?**

e2Campus is a mass notification system that has the capacity to alert students, faculty, and staff with text messages on their cell phones. In addition to cell phones, e2Campus enables the College to send important campus information to students via our website, RSS, PDA, email, text pager, Google, AOL, or MyYahoo pages.

- **Do I have to register?**

The College community is strongly encouraged to do so, but it is voluntary.

- **How much does it cost?**

The service is provided **free** of charge. Subscribers are responsible for messaging charges by their service provider. Persons will not receive messages for which they do not register and information is not shared with or sold to a third party.

- **What if I have more than one phone number?**

Students can enter up to two phone numbers and two email addresses. Students are strongly encouraged to include a family member as one of the contacts.

- **Who can register for this service?**

Anyone with an SBC email account can opt into this service.

- **How do I sign up?**

Students can enroll in this service during Orientation or anytime throughout the year. Alternately, to sign up, go to the [mysbc.edu](http://mysbc.edu) page (SBC email username and password required) and click “Campus Alert” at the top of the page and follow the easy instructions.

Community members can enroll anytime throughout the year. To sign up, go to the [mysbc.edu](http://mysbc.edu) page (SBC email username and password required) and click “Campus Alert” at the top of the page and follow the easy instructions.





### 3. Emergency Response Planning

Although we hope we never have to use them, Sweet Briar College annually updates plans for a wide variety of potential disasters. In light of the damage that natural disasters have caused in this country during recent years, as well as international concern about pandemic outbreaks, it is important that the College have comprehensive plans in place that might include closing the campus entirely for a period of time. Therefore, we share the following information annually with students and families.

Should we be faced with such an eventuality, the College would have little time to debate the matter, especially in the case of a pandemic. After consulting with governmental health agencies and our local health officials, we could conceivably enter immediately into a period of recess. Should that be necessary, we believe a carefully orchestrated response, as outlined will help protect your student and others in the community.

*If it is determined that we have to close the College, the following are important measures to consider:*

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- At the same time, the College will send e-mail notification to parent(s)/guardian(s) for whom we have a current e-mail address.
- Students should be prepared to depart campus immediately and should only pack belongings which can easily be carried in a vehicle. The College will secure the residence halls.
- We recommend that students return directly home.
- If students are unable to travel home, she should contact the Office of Co-Curricular Life (434.381.6134) for help or advice on preparedness planning. *This information should be updated with the College each year.*
- To aid in this process, we recommend that families discuss reasonable options during each semester break and develop a plan.
- During a recess, important information will be available via email, the College's homepage ([www.sbc.edu](http://www.sbc.edu)), or by calling 434.381.6400.

The office of Media, Marketing and Communications will advise the campus of any known potential emergencies and will continuously update students, parents, faculty and staff until the emergency is resolved.

- Information on pandemic influenza can be found at the following website:  
<http://www.cdc.gov/flu/pandemic/>.

Should you have any further questions or concerns, you may contact Campus Safety (ext. 6144) for clarification and assistance. Thank you for your cooperation in this important matter.

For more information on Sweet Briar College's Crisis Management Plan, visit: [www.police.sbc.edu/comprehensivesafetyplan.htm](http://www.police.sbc.edu/comprehensivesafetyplan.htm).

**In general, if you have questions regarding emergencies please contact Campus Safety at 434.381.6144.**

