



Emergency Action Plan

Office of Emergency Management and Safety

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The mission of the Office of Emergency Management and Safety (OEMS) is to provide guidance, direction, and training to the College and its faculty, staff, students, and visitors in the prevention, protection, response and recovery from all incidents or events.

Preface

Knowing what to do before, during, and after an emergency is a critical part of being prepared. It can lessen the fear of the unknown and help everyone reach safety faster.

Review this *Emergency Action Plan* periodically and know who to contact in the event of an emergency. You should also know:

- The two safest and most direct evacuation routes.
- The location of first aid kits, automated external defibrillators (AED), and fire extinguishers.
- The location of the exterior Assembly Areas.
- Locations to shelter-in-place for a severe weather event.
- Appropriate procedures to follow in the event of an emergency, to include an active shooter/violent incident.

Faculty members provide a valuable leadership element to students' safe and efficient reaction to an emergency situation. The instructor is an authoritative figure for the student and can influence how the student responds in an emergency. Calm, collected, and clear directions by the instructor will have a reassuring effect on the students. Therefore, it is very important for faculty to be prepared for emergencies and to familiarize students with proper procedures.

Faculty should:

- Provide his/her class or audience with general information relating to emergency procedures and advise them of the evacuation routes, emergency exits and Assembly Areas. This information should be shared during the first week of class and throughout the semester.
- Assure that persons with disabilities have the information they need. The instructor should be familiar with the disabled student's plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all alarms and emergencies.
- Attempt to account for all students. Accounting for students can be very difficult; however, an attempt must be made. Faculty who take attendance should keep rosters with them. Faculty who do not regularly take attendance should work with students to develop some method of accounting for all students.
- Encourage students to sign up for NOVA Alert at <http://alert.nvcc.edu> .

Warden Program

NOVA has established a Warden Program, consisting of faculty and staff who assist during emergencies. Wardens are appointed by the Provost at each Campus. Training sessions for appointed Wardens are provided by the Office of Emergency Management and Safety.

Communicating Emergency Information

One of the most important ways to be prepared for an emergency is to have multiple means of receiving emergency information. NOVA has established a variety of ways to notify the College community of an emergency and may use some or all the systems described below:

- NOVA Alert – NOVA Alert is a free notification service offered by NOVA. Students, faculty and staff are automatically signed up for email alerts through their official NOVA email address. To add a mobile phone number or an additional email account to this service, users may register them at <http://alert.nvcc.edu/>. Students, faculty and staff are strongly encouraged to add additional devices.
- NOVA Desktop Computer Alert - NOVA can send an emergency alert to every computer owned by the College and connected to the NOVA computer network, while it is logged on to the College network. This allows emergency messages to be sent to classrooms, computer labs and staff in their offices or logged in off-site.
- Automated or Live Broadcast to Campus - Emergency messages can be broadcast directly into any IP phone on a campus.
- Digital Signage - Emergency messages can be displayed on flat panel screens that have been strategically located on each campus.
- NOVA Email - During emergencies, email can be sent to all faculty, staff, and students.
- NOVA Website - Emergency messages are added to the top of the NOVA Website (www.nvcc.edu).
- NOVA Social Media – Follow NOVA's Facebook page (NOVACommunityCollege) and X (@novacommcollege) for emergency information.
- NVCC TV - Emergency messages can be broadcast on NOVA's Cable-TV channel from remote locations. The NOVA Channel appears on Cox and Comcast in Fairfax County and Alexandria and on Verizon FiOS 24-7. It is available in other jurisdictions on a more limited daily schedule.
- Other - Signs are in place at campus entrances that alert the public to emergency situations.

- Local News Media – NOVA depends a great deal on broadcast media to inform faculty, staff, and students of emergencies.

Plan Information -- For further information relating to this Plan, please contact the Office of Emergency Management and Safety at 703-764-5043 or email oem@nvcc.edu.

Change Record

Date	Version	Description of Change	Approved By
1/4/2012	001	Initial Document	William Flagler
3/15/2013	002	Updates to Version 001	William Flagler
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1/15/2024	007	Updates throughout the document based on new actions and procedures recommended by VDEM, NWS, FEMA, NFPA, DHS, etc. Added <i>Communicating Emergency Information</i> and <i>Resources</i> Sections	David Cook

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Medical Emergencies

Medical emergencies will occur at NOVA and it is important that members of the College community understand how to respond to protect human health and safety. Medical emergencies can occur at any time and may be the result of traffic accidents, slips or falls, pre-existing health conditions, workplace accidents, etc.

Preparation

To prepare for a potential medical emergency, consider the following:

- Receive CPR, First Aid Training, and Stop-the-Bleed Training.
- Know the locations of Automatic External Defibrillators (AED) and receive AED Training.
- Maintain an adequate supply of prescription medication(s) with you, if necessary.
- Update your emergency contact information – in the event that someone must be contacted in an emergency.
- Notify your supervisor and/or co-workers of health conditions, if you are comfortable doing so and it is necessary for your safety in the event of an emergency.
- Know or maintain contact information for your primary care physician and the location of hospitals near your work and home.

Procedures/Response

If someone requires immediate medical attention:

- Immediately call or have someone call 911 and report the emergency. Provide the following information:
 - Nature of the injury or illness
 - Building address and the exact location of the victim (building, floor, and room number)
 - Condition of the victim
 - Identity of the victim
 - Suspected or known cause of the injury or illness
 - Any dangerous conditions
- Provide first aid and medical assistance as necessary, if trained.
- Follow instructions of the 911 Dispatcher.
- Do not move the victim, unless they are in immediate danger.

- If the victim is unconscious and not breathing, start CPR (if trained or instructed by a 911 dispatcher), locate an AED if available, turn it on, and follow the instructions provided by the unit.
- If the victim is conscious, try to comfort him/her and obtain medical information (i.e. medical problems, medications, etc.). Any medical information will assist medical personnel if the victim loses consciousness.
- Have someone meet the ambulance at the building entrance or at a safe location and direct emergency personnel to the victim.
- Contact Campus Police at 703-764-5000 to advise them of the situation.

Evacuations

A building may need to be evacuated due to a fire or another unforeseen emergency such as chemical spill, structural damage, or violence. In these situations, the fire alarm system or other alert notification systems (i.e. text messaging system through NOVA Alert, desktop computer pop-up alert on networked computers, telephone alert in classrooms and offices, automated or live broadcast calls, and/or digital signage on flat panels) may be used to initiate a building evacuation; however, verbal commands from staff, faculty, police or other emergency response personnel may also be used. Whenever a fire alarm is activated or verbal commands are given, all individuals must begin exiting the building and proceed to their designated Assembly Area(s). It is unlawful to remain in a building during a fire alarm.

All buildings must have continuously unobstructed exit paths to permit prompt evacuation and allow immediate access for emergency response personnel. Students, faculty, and staff shall not block exits or exit paths with anything (i.e. material, chairs, tables, boxes, miscellaneous items, etc.)

It is the responsibility of supervisors, faculty and staff to ensure that employees and students are familiar with evacuation signals, evacuation routes, exterior designated Assembly Areas, and other procedures related to evacuation. Students, faculty, and staff should familiarize themselves with the exit routes and Assembly Areas.

Definitions

- Emergency Response Personnel - Includes law enforcement personnel, fire and rescue personnel, hazard materials units, ambulance services, emergency public safety personnel, etc.
- Assembly Area – An exterior area designated by the Office of Emergency Management and Safety for each facility, which has been determined to be inherently safe due to its location. The area is used to assemble and account for building occupants following an evacuation. These areas ensure that evacuees remain a safe distance from the building, do not interfere with emergency response operations, and facilitates communication.
- Area of Assistance – An Area of Assistance is located in a building that, due to its construction, offers protection from fire or damage and can provide temporary shelter for individuals unable to exit a building until emergency response personnel arrive. Accepted Areas of Assistance include enclosed stairwell landings, exterior rooms with windows and fire-rated doors, elevator lobbies, and fire-rated corridors.
- Exit Path – A continuous and unobstructed way of exit travel from any point in a building or structure to a point outside of the building or structure. All facilities must have continuously unobstructed exit paths to permit prompt evacuation and allow immediate access for responding emergency personnel. An exit path consists of:

- Corridors, stairways, and/or aisles leading to an exit door.
- An exit door.
- The path or way outside of the exit door that leads away from the building.

Emergency exit route signs are posted in conspicuous locations throughout Campus buildings. These signs identify primary exit routes and alternate exit routes. Alternate exit routes have been identified in case the primary evacuation route is obstructed by a hazard, is occupied by emergency response personnel, or cannot otherwise be used. All individuals should familiarize themselves with exit routes, as well as Assembly Areas, for the building(s) they occupy and should plan and practice multiple escape routes in case one is blocked.

During an Evacuation

- Remain calm.
- **Immediately** stop what you are doing.
- If time, conditions and safety permit, take important personal items with you (i.e. car keys, purse, medication, glasses, etc.). Leave everything else. Instruct students to do the same.
- Walk directly to the nearest exit, assisting students and visitors with evacuation procedures. Move quickly; however, do not run, push or crowd. Use secondary exit, if necessary.
- Check doors for heat before opening by touching it near the top with the back of your hand. Do not open a hot door.
- If smoke is present, stay low and crawl to your exit.
- Do not use elevators.
- Use handrails in stairwells, stay to the right.
- Keep noise to a minimum so you can hear emergency instructions.
- Assist people with access or functional needs and those unfamiliar with evacuation procedures. (See below for more information on evacuation procedures for individuals with access or functional needs).
- Once outside, move quickly away from the building and to your Assembly Area, unless otherwise instructed.
- Report missing persons to emergency response personnel.
- Actively assist in keeping roadways and walkways clear for emergency response personnel.
- Do not return to the building until instructed to do so.

Considerations for Individuals with Access or Functional Needs During Evacuations

Persons with access or functional needs may have difficulty evacuating a building without assistance. Individuals who are mobility challenged and unable to exit the building should proceed to an Area of Assistance to await aid from emergency response personnel. The following procedures are acceptable alternatives for employees, students, and visitors with special needs:

- Evacuation Assistant – An *Evacuation Assistant* is a volunteer, co-worker, classmate, or friend who can assist persons with access or functional needs during an emergency. *Evacuation Assistants* provide instruction during an evacuation, help individuals with access or functional needs to relocate to an Area of Assistance, notify first responders or emergency personnel of those persons that are unable to evacuate a building, and provide support as necessary to ensure a safe evacuation. *Evacuation Assistants* are not responsible for physically evacuating an individual from a building. Carrying a person down a set of stairs or out of a building should only be done by trained emergency response personnel.
- Horizontal Evacuation – Individuals with access or functional needs should use horizontal evacuation routes (a route on the floor they are occupying leads to the exterior of the building without using stairs or the elevator) or they should relocate to an Area of Assistance. Individuals using this method of evacuation and their *Evacuation Assistants*, if identified, are encouraged to know the Areas of Assistance for their work area and go to these locations during an evacuation when possible. The *Evacuation Assistant* should then self-evacuate and immediately relay the location of the mobility challenged person(s) to emergency response personnel. Persons occupying an Area of Assistance should call 911 and provide their exact location to the dispatcher.
- Hearing Impaired – An *Evacuation Assistant(s)* should be designated or selected to immediately alert a person with a hearing impairment of any alarm or order to evacuate.
- Visually Impaired – Individuals with visual impairment should be familiar with their immediate surroundings, frequently traveled routes, and emergency evacuation routes. However, since an evacuation route may be different from a commonly traveled route, a visually impaired person may need assistance. *Evacuation Assistant(s)* should be identified and provide assistance as necessary during an evacuation.

Employees needing assistance during an emergency are encouraged to contact Human Resources to make the appropriate arrangements in developing an emergency evacuation plan.

Students with disabilities should become familiar with their surroundings as soon as they visit a campus or new building. They are encouraged to identify Areas of Assistance and develop a

Personal Emergency Evacuation Plan (PEEP). This PEEP should be shared with close friends and family, as well as with their instructors.

Accountability

Faculty are responsible for developing procedures for student accountability and Administration is responsible for developing procedures for personnel accountability. Immediately following an evacuation, attempt to identify missing persons and relay the names and suspected location to emergency response personnel.

Emergency Evacuation and Fire Drills

Emergency evacuation and fire drills are required and must be conducted in accordance with the Virginia State-Wide Fire Prevention Code and the International Fire Code.

Fire

Deaths and damage caused by fires can be mitigated if proper preparation and response procedures are taken by individuals during a fire. This Plan provides information to help individuals plan, prepare, and respond to a fire and should be used in conjunction with the *Evacuations* Section. It is the responsibility of supervisors and faculty to ensure that employees and students are familiar with evacuation signals, evacuation routes, exterior designated Assembly Areas, and other procedures related to fire safety and evacuation. Students, faculty and staff should familiarize themselves with exit routes for the building(s) they occupy.

Fire drills are required by the Virginia Statewide Prevention Code for most College buildings. They are conducted by the Office of Emergency Management and Safety and scheduled in coordination with College/Campus leadership. Fire drills will be unannounced, and students, faculty, and staff shall participate in the drills. Whenever a fire alarm is activated, it is mandatory that all persons exit the building and proceed to the designated Assembly Area. It is unlawful to remain in a building during a fire alarm. Practicing evacuation procedures during drills and alarms is the best way to prepare for a real fire.

Procedures

If you discover or become aware of a fire in your building or work area:

- Remain calm.
- Activate the building fire alarm using a manual pull station located near an exit door.
- Call 911 from a safe location. Prepare to give the following information:
 - Exact location of the fire (campus, building address, building name)
 - Location of the fire or smoke within the facility
 - Cause of fire (if known)
 - Number and type of injuries (if known)
 - Your name
 - Any other information that you think would be beneficial
- Evacuate the building as quickly as possible, using the primary or alternate exit routes. Exit route signs are posted in conspicuous locations throughout Campus buildings. Alternate exit routes have been identified in case the primary evacuation route is obstructed by a hazard, is occupied by emergency response personnel, or cannot otherwise be used.
- Assist individuals with disabilities and those who appear to need direction.
- If your clothing catches fire, STOP.....DROP.....ROLL. Stop immediately, drop to the ground, and cover your face with your hands. Roll over and over or back and forth until

the fire is out. If you or someone else cannot stop, drop, and roll, smother the flames with a blanket or towel. Get medical help right away by calling 9-1-1.

- Do not allow the fire to come between you and the exit.
- Follow the evacuation procedures found in *Evacuations*.
- Proceed to the Assembly Area and verbally warn others to evacuate the building as you exit the building. Direct students and visitors to the Assembly Area.
- If you are unable to exit the building due to fire, access or functional needs, or other hazard, notify a person that is exiting the building and call 911. Go to an Area of Assistance.
- Do NOT re-enter the building until authorized by emergency response personnel.

Evacuation Tips

- Feel doors with the back of your hand for heat. Do not open the door if it is hot. If a phone is available, call 911 and go to a window and yell for help. If the door is not hot, open it slowly and cautiously. Stand behind the door and to one side; be prepared to close it quickly if heavy smoke or fire is present.
- If smoke is present, crawl low under any smoke to an exit – heavy smoke and poisonous gases collect first along the ceiling. Keep one shoulder against the wall as you exit the building to avoid becoming lost.
- Never use the elevator. Walk – don't run – down the stairs.
- If safety permits, knock on closed doors as you leave and yell "Fire!" on your way out.
- Make note of the location of anyone who may have been unable or refused to evacuate. Notify emergency response personnel.
- If trapped in a room and you can't evacuate:
 - Retreat. Close as many doors as possible between you and the fire.
 - Call 911 and report your location. Remain calm.
 - Cover vents and cracks around doors with clothing or tape to keep smoke out.
 - Wait at the window. Be prepared to signal from the window with a light-colored cloth, if available.

Additional Information: <http://www.nfpa.org/>
www.usfa.fema.gov/prevention/
<https://www.vaemergency.gov/threats/fires>

Identification of Personnel Responsible for Rescue or Emergency Medical Aid

College Police respond to emergencies and provide or coordinate rescue and medical aid. In addition, local fire, rescue and police respond as necessary and assume their respective area of expertise.

Severe Weather

Weather emergencies can pose serious threats to employees and students. Severe weather includes high winds, thunderstorms, lightning storms, hail, floods, tornadoes, hurricanes, extreme heat or cold, and other weather systems that have the potential to create safety hazards or cause property damage.

Definitions

- Watch – A “watch” is used when the risk of a hazardous weather event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plan in motion can do so.
- Warning - A “warning” is issued when a hazardous weather event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property. If you are in the affected area, you should seek safe shelter immediately.
- Advisory – Highlights special weather conditions that are less serious than a warning. They are for events that may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.
- Severe Thunderstorm – A thunderstorm that produces a tornado, winds of at least 58 mph, and/or hail at least one-inch in diameter.
- Tornado Watch – A tornado watch is issued when conditions are favorable for the development of tornadoes in and close to the watch area. When a tornado watch is issued, stay tuned to local radio, TV, or NOAA weather radio for further information and possible warnings. Consider shelter options and be prepared to move to a place of safety if threatening weather approaches.
- Tornado Warning – A tornado warning is issued when a tornado has been sighted or indicated by weather radar. When a tornado warning is issued, seek safe shelter immediately.

Severe Weather Shelter Areas

Severe Weather Shelter Areas are identified by signage throughout Campus Buildings. They indicate accessible shelter locations where people may seek shelter during severe weather emergencies. An appropriate shelter area capable of providing protection from severe weather should have the following characteristics:

- Be located in an interior room of hardened structure (e.g. conference room, classroom, hallway, bathroom, or office). Seek shelter in a hardened structure if you are located in a modular, prefabricated, or temporary structure.

- Be free of windows and other glass structures.
- Be at the lowest level possible in the building.

Tornado

Tornadoes are violently rotating columns of air that extend from a thunderstorm to the ground.

Tornadoes can:

- Happen anytime and anywhere;
- Bring intense winds, over 200 MPH; and
- Look like funnels.

If the area is under a Tornado WARNING, seek shelter immediately. Direct students and visitors.

- Go IMMEDIATELY to:
 - The nearest Severe Weather Shelter Area (In NOVA buildings, the Severe Weather Shelter Areas are designated by green and white signage noting “Severe Weather Shelter Area”)
 - OR
 - An appropriate area capable of providing protection from the event:
 - Hardened structure
 - Interior hallway or room
 - Free of windows or other glass structures
 - At the lowest level possible in the building – use stairs, do not use elevators.
- Go to the center of the room, away from corners, windows, doors and outside walls.
- If possible, get under a sturdy table. Use your arms to protect your head and neck. Protect your body from flying debris with any available furniture or sturdy equipment.
- Do NOT open windows.
- Take account of your co-workers and/or students and attempt to locate missing persons, if safety permits.

Contingency Plans

If you are outside with no shelter, there is no single research-based recommendation for what last-resort action to take because many factors can affect your decision. Possible actions include:

- Immediately go to the closest sturdy building.

- In a vehicle: Being in a vehicle during a tornado is not safe. The best course of action is to drive to the closest shelter. If you are unable to make it to a safe shelter, buckle your seatbelt and put your head down below the windows, cover your head with your hands, or abandon your car and seek shelter in a low-lying area such as a ditch or ravine.
- If there is no shelter, try to find a ditch or area lower than the ground to lie down in; however, this should be used only as an absolute last resort.

In all situations:

- GET IN – if you are outside, get inside. If you’re already inside, get as far into the middle of the building as possible. Put as many walls between you and the outside as possible.
- GET DOWN – Go to the lowest floor possible.
- COVER UP – Flying and falling debris are a storm’s number one killer. Use pillows, blankets, coats, helmets, etc. to cover up and protect your head and body from flying debris.
- Do not get under an overpass or bridge. You are safer in a low, flat location.
- Never try to outrun a tornado in a vehicle.
- Watch out for flying debris. Always protect yourself by covering your head or neck with your arms and putting materials such as furniture and blankets around or on top of you. Flying debris from tornadoes causes most fatalities and injuries.
- If you can’t stay at home, make plans to go to a public shelter.

Additional Information: <https://www.ready.gov/tornadoes>
<https://www.weather.gov/safety/tornado-during>

Hurricane

Potential threats from hurricanes include powerful winds, heavy rainfall, storm surges, coastal and inland flooding, rip currents, tornadoes, and landslides. Pay attention to emergency information and alerts. If local officials tell you to evacuate, do so immediately. If you are not ordered to evacuate:

- Take refuge in a small interior room, closet, or hallway. Put as many walls between you and the outside as you can.
- Stay away from windows, skylights, and glass doors.
- If the eye of the storm passes over your area, there will be a short period of calm, but at the other side of the eye, the wind speed rapidly increases to hurricane force winds coming from the opposite direction.
- If trapped in a building by flooding, go to the highest level of the building. Do not climb into a closed attic. You may become trapped by rising flood water.
- Do not walk, swim or drive through flood waters. Turn Around, Don’t Drown!

Additional Information: www.ready.gov/hurricanes.
<https://www.weather.gov/safety/hurricane-action>

After a Severe Weather Event

- Watch out for and stay away from fallen power lines.
- Stay out of the damaged area.
- Help injured persons if you can do so without putting yourself at risk of injury. Provide first aid if you are trained. Do not move seriously injured persons unless they are in immediate danger of further injury. Get medical assistance immediately.
- If you are trapped, try to attract attention to your location.
- Use the telephone only for emergency calls.
- Be aware that utilities such as gas, power, and water lines may be damaged. If you are aware of a gas leak, power outage, utility failure, or other building damage, report the issue.
- Stay informed: continue listening to local news to stay updated.
- Wait for instructions from Wardens, Officials, Police and/or Security Guards.

For more information, visit <https://www.ready.gov/severe-weather>.

Preparation/Planning

When a severe weather warning is issued, many times you only have a few minutes to respond. For this reason, it is essential that employees and students, as well as their family members, are prepared. Severe weather can strike anywhere and anytime. Develop a safety plan for you and your family for home, work, school and when outdoors.

It can take several days or weeks for government services and assistance to reach you and your family depending on the severity of the disaster and your geographic location. An emergency kit is vital to sustaining your family after a disaster. Use this checklist to build your emergency supply kit. Regularly replace items that go bad such as water, food, medication and batteries, and remember to keep in mind your family's unique needs as you build your kit.

Following is a list of some basic items that every emergency supply kit should include:

- ✓ At least 3-day supply of water and non-perishable food.
- ✓ Infant formula and diapers
- ✓ Pet food and supplies
- ✓ Medications for at least one week and copies of prescriptions
- ✓ Medical equipment, assistive technology and backup batteries
- ✓ First aid kit and antibiotic ointment
- ✓ Sunblock
- ✓ Extra warm clothing, sturdy shoes
- ✓ Blankets or sleeping bags
- ✓ Antibacterial soap and disinfectant
- ✓ Paper towels and toilet paper
- ✓ Bleach and rubbing alcohol
- ✓ Toothbrush and toothpaste
- ✓ Flashlight and batteries
- ✓ Multipurpose tool and wrench or pliers to turn of utilities
- ✓ Emergency cash funds to sustain your family for several days.
- ✓ Battery-powered /hand-crank radio, preferably a NOAA weather radio with tone alert and extra batteries for both
- ✓ Whistle to signal for help
- ✓ Dust mask, to help filter contaminated air. Plastic sheeting and duct tape to shelter-in-place
- ✓ Moist towelettes, garbage bags, and plastic ties for personal sanitation
- ✓ Manual can opener for canned food
- ✓ Personal hygiene items
- ✓ Matches in waterproof container
- ✓ Local maps
- ✓ Cell phone with chargers and a backup battery
- ✓ Important documents, collected and stored in a waterproof storage bag or container: driver's license and passports, vehicle registration and proof of insurance, medical and vaccination records, prescription medicine labels, birth certificates and social security cards, marriage certificates, proof of residence (deed or lease), business and personal tax records, wills, household inventory (photo or video). Storing a password-protected backup of your records on a virtual cloud service is also recommended.

➤ Home and family:

- ✓ In your emergency supply kit, include instructions on how to turn off your home's utilities (power, water, and gas).
- ✓ Develop a communications plan with your family members in the event that phone service fails or family members are separated by a severe weather event. A pre-determined meeting location and alternate method for contacting family members (e.g. out-of-town contacts) should be agreed upon in advance.
- ✓ Write down phone numbers and email addresses for everyone in your household and other contacts including extended family, friends, neighbors or coworkers. This information will help you reconnect with others even if you don't have your mobile device with you or if the battery runs down.
- ✓ Write down, store or have convenient access to phone numbers for emergency services, utility and service providers, medical providers, veterinarians, insurance companies and other critical services.
- ✓ Review your plan with your family and practice it. Children and the elderly need to know what to do.

- Employees are encouraged to sign up for weather alerts in your home and work areas. Signing up is quick, easy, and free. Visit the following website to choose and sign up for alerts in any jurisdiction within the National Capital Region. Each offers text alerts specific to their region, including major emergencies, traffic updates, weather reports, and school and government closings. You can pick what kind of text alerts you want, as well as how and when you get them.
- <http://www.capitalert.gov/signup/sign-up.html>

Additional Information: <https://www.ready.gov/>
<https://www.vaemergency.gov/prepare/emergency-kit>

Earthquake

An earthquake is a sudden and rapid shaking of the ground caused by the shifting of rocks deep underneath the earth's surface. Earthquakes strike without warning, at any time of year, day or night. Since an earthquake cannot be forecasted, it is best to be always prepared. They can seriously damage buildings and their contents; disrupt gas, electric and telephone services. Aftershocks can occur for weeks following an earthquake. In many buildings, the greatest danger to people in an earthquake is when equipment and non-structural elements such as ceilings, partitions, windows and lighting fixtures shake loose.

Response

- If you are indoors, stay there until the shaking stops. Minimize your movements to a few steps to a nearby safe place. Stay calm and take precautions to protect yourself from potential debris: If an earthquake happens, protect yourself right away.

Drop, Cover, and Hold On:

- **DROP:** Wherever you are, drop down to your hands and knees and hold onto something sturdy. If you're using a wheelchair or walker with a seat, make sure your wheels are locked and remain seated until the shaking stops..
- **COVER:** Cover your head and neck with your arms. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Crawl only if you can reach better cover without going through an area with more debris. Stay on your knees or bent over to protect vital organs.
- **HOLD ON:** If you are under a table or desk, hold on with one hand and be ready to move with it if it moves. If seated and unable to drop to the floor, bend forward, cover your head with your arms and hold on to your neck with both hands.

Using a Cane?



Using a Walker?



LOCK!



COVER!



HOLD ON!

Using a Wheelchair?



LOCK!



COVER!



HOLD ON!

- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
 - Do not use a doorway except if you know that it is a strongly supported, load-bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection.
 - Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on. Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking.
- If you are outside, find a clear spot away from buildings, trees and utility lines.
 - If you are in a moving vehicle, stop as quickly as safety permits. Avoid stopping near or under buildings, trees, overpasses, and utility lines. Proceed cautiously once the earthquake has stopped, watching for road and bridge damage. Do not attempt to drive across bridges or overpasses that have been damaged.

After the Earthquake: Stay Safe

There can be serious hazards after an earthquake, such as damage to the building, leaking gas and water lines, or downed power lines.

Once the shaking has stopped:

- Look around. If there is a clear path to safety, cautiously leave the building and go to the designated Assembly Area. There can be serious hazards such as damage to the building, leaking gas and water lines, or downed power lines.
- Do not use elevators.
- Check yourself to see if you are hurt.
- Direct students and visitors.
- If you are trapped, send a text message or bang on a pipe or wall. Cover your mouth, nose, and eyes with a shirt to protect from dust. Do not move about or kick up dust.

- Expect aftershocks – be ready to Drop, Cover, and Hold On if you feel an aftershock.
- Text messages may be more reliable than phone calls. Save phone calls for emergencies.
- Be aware that utilities such as gas, power and water lines may be damaged. If you are aware of damaged utilities, report the issue.
- Help injured or trapped persons, if you can do so without putting yourself at risk of injury. Do not move seriously injured persons unless they are in immediate danger of further injury. Get assistance immediately.
- Wait for instructions from Wardens, Officials, Police and/or Security Guards.

Additional Information: www.ready.gov/earthquakes

<https://www.vaemergency.gov/threats/earthquakes-and-landslides>

Active Violence Incidents

An active shooter is an individual or individuals actively engaged in killing or attempting to kill people in a populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Active shooters usually will continue to move throughout a building or area killing people until stopped by law enforcement, suicide, or other intervention. Active Shooters generally do not negotiate with potential victims or take hostages. Since it may take a few minutes for police to arrive and active shooters kill or wound a victim every 20 seconds, on the average, prompt decisive action by police and potential victims is imperative.

Response

Do NOT activate the fire alarm! The building will not be evacuated using this method. You should quickly determine the most reasonable way to protect your own life. You should:

- **RUN:** If there is an accessible escape path, attempt to evacuate the premises. *This is your best chance of survival.* Be sure to:
 - Warn individuals not to enter an area where the active shooter may be.
 - Have an escape route and plan in mind.
 - Evacuate regardless of whether others agree to follow.
 - Leave your belongings behind.
 - Help others escape, if possible.
 - Keep your hands visible and raised above your head.
 - Follow the instructions of any police officers.
 - Do not attempt to move wounded people.
 - Call 911 or College Police (703-764-5000) when it is safe to do so.

- **Hide:** If safe evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
 - Be out of the active shooter's view – away from doors/hallways and behind solid objects, if possible. You can sit on the floor, out of common view, away from doorways and windows.
 - Provide protection if shots are fired in your direction (i.e. in a room with a closed and locked door).
 - Not trap you or restrict your options for movement.
 - To prevent an active shooter from entering your hiding place or hearing you:

- Lock the door.
 - Blockade the door with heavy furniture
 - Close, cover, and move away from windows.
 - Silence your cell phone and/or pager (even the vibration setting can give away a hiding position) and turn off any source of noise (televisions, computers, radios, etc.).
 - Turn off lights.
 - Remain quiet.
- **Fight:** As an absolute last resort, and **only when you feel your life is in imminent danger**, attempt to disrupt and/or incapacitate the active shooter:
 - Act as aggressively as possible to subdue the shooter.
 - Throw items and improvise weapons.
 - Yell.
 - Commit to your actions. Your life will depend on it.

Reporting the Incident

When possible, call 911 or College Police (703-764-5000) and provide the following information:

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

Law Enforcement Role/Response and Your Actions

The primary goal of law enforcement is to neutralize the threat and stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. As the first responders' primary responsibility is to neutralize the threat, they will NOT stop to help injured persons. Other first responders will do so once the environment is safe. Officers will need to take command of the situation. Expect to experience officers shouting orders and

even pushing individuals to the ground for their safety. When they arrive, it is important that you:

- Remain calm and follow instructions.
- Put down any items in your hands and do not carry backpacks, handbags or any items that may lead officers to think you are carrying a firearm.
- Immediately raise your hands and spread your fingers.
- Keep hands visible at all times.
- Avoid making any sudden movements.
- Avoid pointing, screaming, and/or yelling.
- Do NOT ask officers for help while you are being evacuated. Rescue personnel will be in a safe area to provide assistance.

Information and Assembly Points

After you have reached a safe location or assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do NOT leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

Bomb Threat/Suspicious Package

All bomb incidents and suspicious packages should be treated seriously and responded to appropriately. You should assume they are real until proven otherwise. A quick and organized response to an incident can minimize the risk of injury to students, employees, and visitors. All threats received by faculty, staff, and students must be reported immediately. Employees should print a copy of the Bomb Threat Checklist and keep it near their phone, for quick access.

Critical Safety Rules

- DO NOT TOUCH OR MOVE any unusual or suspicious items.
- DO NOT ACTIVATE THE FIRE ALARM.
- If directed to evacuate, scan your immediate work area for any unusual or suspicious items as you leave the area.
- All suspicious items should be treated as a bomb until proven or deemed otherwise.
- NEVER use a radio, cellular telephone, or other transmitter during a bomb incident.
- BE AWARE OF SECONDARY DEVICES. Assembly areas should be thoroughly searched for suspicious items immediately.

Bomb Threat – Procedures

A calm response to the bomb threat caller could result in obtaining additional lifesaving information. This is especially true if the caller wishes to avoid injuries or deaths. If told that the building is occupied or cannot be evacuated at the time, the bomb threat caller may be willing to give more specific information on the bomb's location, components, or methods of initiation, as well as the motivation for placing the bomb.

- When a bomb threat is **CALLED-IN**, perform the following actions:
 - Remain calm.
 - Attempt to keep the caller on the line as long as possible. Ask him/her to repeat the message.
 - Use the Bomb Threat Checklist. Obtain as much information as possible from the caller.
 - If possible, write down every word spoken by the person.
 - If you have caller ID, write down the caller's phone number. If you do not have caller ID or if the number did not appear, **do not hang up the phone**. The telephone where the bomb threat is received should not be hung up and should not be used again until after law enforcement arrives on the scene.
 - Remember --- the caller is the best source of information you have.

- Immediately after the caller hangs up, use a different phone to report the threat to College Police (703-764-5000).
- Remain available, as College Police will want to interview you.
- Wait for further direction from them.
- When a **WRITTEN** threat is received, perform the following actions:
 - Remain calm.
 - Avoid handling it unnecessarily in order to preserve possible evidence.
 - Call College Police (703-764-5000) and follow their direction.
- When a bomb threat is received by **EMAIL**, perform the following actions:
 - Remain calm.
 - Print the message.
 - Do not close the email message.
 - Call College Police (703-764-5000) and follow their direction.

Suspicious Item or Package – Procedures

- When a suspicious item or package is **RECEIVED** (i.e. by mail, courier, UPS, FedEx, etc.), perform the following actions:
 - Remain calm.
 - If the object or package is un-opened, do NOT open, disturb or move it.
 - If the object or package is opened, do NOT further disturb or move it. Do NOT try to clean up the substance.
 - Clear all persons from the immediate vicinity.
 - Call College Police (703-764-5000).
 - Close any door or section off the area to prevent others from entering.
 - Move to a safe distance.
 - Be available to provide the whereabouts of the suspected object and its description to the Police.

Some physical characteristics of suspicious packages and letters include, but are not limited to:

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

- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as “Personal” or Confidential”
- Shows a city or state in the postmark that does not match the return address
- Foreign mail, air mail and special delivery

NOTE: These are only *some* of the physical characteristics. A package containing certain characteristics may not warrant further action. Much should be based upon your own knowledge and experience of the packages and letters you normally receive.

- When a suspicious item or package is **FOUND**, perform the following actions:
 - DO NOT handle/touch the suspicious item/package.
 - DO NOT use a cell phone, radio or other transmitter.
 - All suspicious items should be treated as a bomb until proven or deemed otherwise.
 - Persons should be evacuated from around the item.
 - Retreat to a safe location and call College Police (703-764-5000).
 - It is important that employees and students are always cognizant and do not leave brief cases, backpacks, handbags, etc. unattended. These items could be construed as suspicious and cause undue time, energy and expense to determine that the item is “safe”. They may be destroyed.

Explosive Device Found– Procedures

- DO NOT TOUCH – MOVE AWAY IMMEDIATELY to a safe distance. More distance is always better. As a rule of thumb, go to a point where you can no longer see the device. Stay away from glass structures.
- Advise others to evacuate.
- Immediately call College Police (703-764-5000) – DO NOT USE A CELL PHONE!
- Use cover that will provide protection from a bomb’s blast and shrapnel. More is always better.
- STAY AWAY!

Evacuation Decisions

Bomb threats require a slightly different approach compared to other emergencies requiring evacuation. Often, the bomb may be in public areas, such as foyers and stairways. There are places in a building where the bomber has the easiest access and any evacuation of the building may lead people directly into a hazardous area. All bomb threats must be taken seriously and carefully analyzed. The bomb threat should be treated as genuine until the search and investigation are completed.

The decision making process begins by gathering as much information as possible – about the bomb report, current situation and recent events – locally, nationally, and internationally. Once the information has been gathered, there are three possible alternatives:

- Conduct a low profile search of the exterior grounds and public areas of the building.
- Conduct a comprehensive search having all employees search their work area, in addition to the grounds and public areas so the entire building is covered.
NOTE: If a device is found, the evacuation can be accomplished expeditiously while at the same time avoiding the potential danger areas of the bomb.
- Evacuate immediately.

Evacuating immediately is an alternative that on face value appears to be the preferred approach; however, under certain circumstances evacuating may increase rather than decrease the risk of injury. Bombs are more likely to be placed outside buildings than inside. A bomber wishing to cause personal injuries could place a bomb in the shrubbery near an exit. Public areas inside the facility are the second most frequent place devices are located. Any evacuation that requires individuals to move through public areas such as halls, public restrooms, lobbies or parking lots may increase the risk of injury during any detonation.

Information must be gathered quickly in order to implement a proper plan.

Telephone Bomb Threat Checklist

INSTRUCTIONS: Be Calm and Courteous, Listen. Do Not Interrupt the Caller. Try to keep the caller on the phone as long as possible. Do not use the phone with which you answered the caller again after the call. Remain available to be interviewed by police.

Time: _____ Date: _____ Phone Number from Caller I.D.: _____
Caller's Identity: Male Female ~ Adult Juvenile ~ Age: _____ Race: _____

If possible, keep caller talking. Ask the following questions:

When will it go off? _____ Where is it located? _____

What kind of bomb is it? _____ What does it look like? _____

What will cause it to explode? _____ Who placed the bomb? _____

Why was the bomb placed? _____ What is your name? _____

What is your address? _____ Are you a NOVA student or staff member? _____

Exact Wording of Threat:

Vocal Characteristics: Loud High Pitched Raspy Intoxicated Soft Deep
Pleasant Other _____

Speech: Fast Distinct Stutter Slurred Slow Distorted Nasal Lisp Disguised
Familiar/Who? _____ Other (e.g., use of "ah, umm, you know") _____

Grammar: Excellent Fair Foul Good Poor Other _____

Accent: Local Middle Eastern Hispanic African Slavic Southern
Northern Midwestern Other _____

Manner: Calm Rational Coherent Deliberate Righteous Angry Caller read message
Irrational Incoherent Emotional Jovial Laughing Other _____

Background Noises: None Machines/Type _____ Music/Type _____ Office
Factory Street/Traffic TV/Radio Trains Animals Quiet Voices Airplanes
Party PA System Static Long Distance Static Other _____

End Time of Call: _____ Your Name: _____ Phone #: _____

Further Instructions: Use another phone to call College Police at 703-764-5000. On a separate sheet of paper, write any further remarks/comments. For example: Did the caller appear familiar with the building (by his/her description of the bomb location)? Is the voice familiar? If so, who does it sound like? If you saw, or think you might have seen the bomber, provide a physical description. Attach this information to this checklist.

Resources

Virginia Department of Emergency Management (VDEM)

For information on what to do before, during, and after an emergency.

Website: www.vaemergency.gov

Facebook: VAemergency

X: @VDEM

Virginia Department of Transportation

Dial 511 “Know Before You Go” for real-time traffic information.

Website: www.511Virginia.org

Facebook: Virginia DOT

X: @VaDOT or @511northernva

Virginia State Police (VSP)

Dial #77 from a mobile device to report a reckless or dangerous driver to the State Police. Dial 911 for all emergencies.

Website: www.vsp.virginia.gov/

Facebook: VirginiaStatePolice

X: @VSPPIO

National Weather Service (NWS)

For active alerts, radar images, forecast maps and additional resources.

Website: www.weather.gov

Facebook: NWS

X: @NWS

U.S. Department of Homeland Security

Preparedness information and resources for all types of disasters and emergencies.

Website: www.ready.gov

Facebook: Ready

X: @Readygov

Who to Call

2-1-1 | 24/7, statewide trained professionals who listen to your situation and offer sources of help using one of the largest databases of health and human services in Virginia. Call, text, or chat with your local 211 to speak with a community resource specialist in your area who will help you find services and resources that are available to you – both during an emergency and for everyday needs. Services and resources include, but are not limited to:

- Disaster recovery and emergency information
- Food programs and benefits
- Housing expenses and utilities expenses
- Services for veterans
- Health care expenses: medical treatment, medical transportation, prescriptions
- Mental health
- Substance abuse

Visit www.211virginia.org for more information.

3-1-1 | In select localities throughout the Commonwealth, 3-1-1 connects callers to their local government, non-emergency, and citizen services including information, services, key contacts, and programs.

5-1-1 | “Know Before You Go,” offers real-time road and traffic conditions throughout the Commonwealth. Anytime you need it, anywhere you are. For more information, visit www.511virginia.org.

7-1-1 | A 24/7 free public service, Virginia Relay Center enables people who are Deaf, Hard of Hearing, Deaf Blind, sign language users, Spanish-speaking users, or those who have difficulty speaking to communicate with standard telephone users. The conversation is relayed between the two by a specially trained Virginia Relay Communication Assistant (CA).

8-1-1 | “Call Before You Dig – It’s the Law,” is a free Virginia communications center for excavators, contractors, property owners, and those planning any kind of excavation or digging. When recovering from a disaster, an individual or business may plan to excavate. Before any digging, call 8-1-1, where participating utilities will locate and mark their underground facilities and lines in advance to prevent a possible injury, damage, or monetary fine.

9-1-1 | For emergencies only, including fire, medical, reporting accidents, crimes in progress, and suspicious individuals or events. 9-1-1 is not to be used for traffic or weather updates and information requests. Please keep the lines clear for those seeking emergency support.

#-7-7 | To contact Virginia State Police on your cell phone when on the interstate and in some rural areas. Call if you need assistance or for traffic problems such as crashes, disabled vehicles, and reckless drivers.