



Bridgewater College

Emergency Operations Plan

TABLE OF CONTENTS

Section I. Management

Certification	3
Record of Revisions	4
Distribution List	5
Emergency Contacts	6
Introduction.....	7
Emergency Operations Team.....	8
Activation of the Emergency Operations Plan.....	8
Command Structure	8
Incident Command System	9
Dean of Students Response.....	11
Information Dissemination Points	11
Building Coordinators.....	11
Managing Communication in an Emergency	12
Media Relations Plan	12
Training.....	13
Emergency Telephone Numbers.....	14
Campus Map	15

Section II. Procedures

Active Shooter	16
Aircraft Crash.....	19
Bomb Threat	21
Bomb Threat Report Checklist	23
Building Evacuation.....	24
Campus Evacuation	25
Civil Protest	27
Explosion	29
Fire	30
Hazardous Material.....	32
Hostage	34
Infectious Disease	35
Missing Person.....	37
Natural Disaster	39
Pandemic Outbreak.....	42
Possession of a Weapon.....	48
Utility Failure.....	49

CERTIFICATION

Bridgewater College Emergency Operations Plan is effective on the date specified for implementation on my order. The Plan shall be reviewed and updated annually by the Chief of Campus Police.

/ George E. Cornelius /
President, Bridgewater College

February 10, 2011
Effective Date

RECORD OF REVISIONS

All revisions will be submitted in writing to the President's Council for approval. Upon approval, the Chief of Campus Police will revise the Plan and distribute the revised edition of the Plan.

<u>PAGE NUMBER</u>	<u>DATE OF REVISION</u>	<u>BY (Signature)</u>
2, 5, 6, 38-48	September 1, 2011	/Roy W. Ferguson, Jr./
16-49	December 16, 2011	/Roy W. Ferguson, Jr./

DISTRIBUTION LIST

The Emergency Operations Plan will be distributed to the President and members of the President's Council. Each member of the President's Council will distribute copies of the Plan to employees as deemed necessary by department. The Emergency Operations Plan also will be distributed to local law enforcement agencies. The Emergency Operations Plan may be viewed from the Bridgewater College Campus Police web page.

<u>Department/Agency</u>	<u>Location of Copy of Plan</u>
President	100 Flory Hall
Executive Vice President	100 Flory Hall
Vice President & Dean for Academic Affairs	102 Flory Hall
Vice President for Finance & Treasurer	112 Flory Hall
Vice President for Institutional Advancement	13 Flory Hall
Dean of Students	201 Rebecca Hall
Chief of Campus Police	122 College View Drive
Director of Marketing and Communications	206 Carter Center
Executive Director of Facilities Services & Aux. Services	2 nd Floor Phibbs Building
Director of Plant Operations	2 nd Floor Phibbs Building
Director of Human Resources	111 Flory Hall
Chief Information Officer	Bowman 200
Chemical Safety Manager	307 McKinney Center
Town of Bridgewater Fire Department	Bridgewater, VA
Town of Bridgewater Police Department	Bridgewater, VA
Rockingham County Emergency Management Agency	Harrisonburg, VA

EMERGENCY CONTACTS

CAMPUS EMERGENCY NUMBER

Campus Police Ext. 5609

EMERGENCY RESPONSE POINT PERSONS

Roy Ferguson
Executive Vice President Ext. 5307

Carol Scheppard
Vice President and Dean for Academic Affairs..... Ext. 5607

Anne Keeler
Vice President for Finance and Treasurer..... Ext. 5470

William Miracle
Dean of Students Ext. 5382

Nicholas Picerno
Chief of Campus Police Ext. 5761

Abbie Parkhurst
Director of Marketing and Communications..... Ext. 5782

Teshome Molalenge
Executive Director of Facilities & Aux. Services..... Ext. 5750

David Vandevander
Director of Physical Plant Operations..... Ext. 5316

TBD
Chief Information Officer Ext. 5433

INTRODUCTION

Emergencies and disasters can happen at any moment, and, they usually occur without warning. In the event of an emergency on campus the following priorities will guide the actions of the College and its staff:

1. Protect the safety of students, faculty, staff and visitors
2. Secure and protect college property, buildings and grounds, taking necessary measures to minimize property damage
3. Minimize the disruption to services provided to students, faculty and staff

The purpose of the Emergency Operations Plan (“Plan”) is to establish clear guidelines detailing the appropriate response to disaster and crisis situations. The goal of this plan is to limit the loss of life and property and achieve a safe and effective resolution in the event of an emergency or crisis that affects the operations of the College. The proper use of available resources and personnel is critical to the successful management of the Plan, including, but not limited to:

- Provide maximum preparation to reduce the potential for injury or damage
- Provide a coordinated, interdisciplinary, understandable and comprehensive response to a crisis situation
- Maximize the effectiveness and immediacy of response to victims
- Reduce the severity and duration of the trauma to the campus community
- Provide coordinated internal and external communications
- Facilitate coordination with external agencies
- Prepare for post-crisis support, evaluation, and condition
- Reassure the public and local community
- Guard the institution’s image

According to this Plan, an emergency is defined as any unplanned or sudden serious event or condition that cannot be controlled by normal responses or measures. In developing this Plan the college recognizes that from time to time the potential threats may change, and that new threats may appear. Therefore it is anticipated that the Plan will be modified and adapted in the future as necessary.

The Plan applies to all students, faculty and staff, as well as all visitors and guests who may be on campus. Once an emergency is identified, the Plan’s guidelines are to be implemented by all faculty, staff and students. The procedures contained in this document are guides and should be used as a flexible tool to respond to a variety of circumstances.

The Plan has been developed to manage problems or emergencies in a realistic manner. Crises may affect residents in the geographic vicinity of the College and it is possible that Town, County, State, and Federal agencies may not be available for immediate support.

EMERGENCY OPERATIONS TEAM

The Plan calls for the creation of an Emergency Operations Team (“Team”) to provide leadership during an emergency. The Executive Vice President will have the primary responsibility for convening the Team to manage the institutional response. The Team will be defined by key functions as listed.

Core Team members shall include:

Team Leadership:	President
Administration:	Executive Vice President
Academics:	Vice President and Dean for Academic Affairs
Finance:	Vice President for Finance & Treasurer
Communications:	Director of Marketing and Communications
Facilities Operations:	Director of Plant Operations
Facilities Support:	Executive Director of Facilities & Aux. Services
Public Safety:	Chief of Campus Police
Student Services:	Dean of Students

Additional Team members shall be included as circumstances warrant:

Employees:	Director of Human Resources
Science Safety:	Chemical Safety Manager
Information Technology:	Chief Information Officer
Counseling:	Director of Counseling Services
Health:	Director of Health Services

ACTIVATION OF THE EMERGENCY OPERATIONS PLAN

In the case of an emergency the appropriate personnel will immediately notify the Executive Vice President, who will inform the President and determine and coordinate the plan of action to be taken by the College.

The President or the Executive Vice President has the authority to activate the Emergency Operations Plan. Once the Emergency Operations Plan is activated, the responsible units, as described in this Plan, shall implement the necessary procedures outlined to address the emergency.

COMMAND STRUCTURE

The Command Structure provides a consistent, easily managed and adaptable means of controlling and managing an emergency situation on the Bridgewater campus. This system is designed to smoothly integrate with the Incident Command System used by local, state and federal law enforcement and emergency services. The primary objective in responding to any incident should be:

1. Life Safety
2. Incident Stabilization
3. Property Conservation
4. Community Well-being

INCIDENT COMMAND SYSTEM

The Incident Command System consists of four sectors; Command, Operations, Logistics, and Planning. **The initial command/response center will be located at the President's Office, Flory Hall, room 100.** Upon assessing the situation, the Incident Command Center may be relocated to another facility either on or off campus.

COMMAND: The Incident Commander (IC) operates in the Command Center and is responsible for the implementation of College policy, utilization of emergency management skills, and management practices to bring about a successful conclusion of the emergency incident.

Position Assigned To: The highest ranking official of the College will assume the role of IC until such time that the President or his/her designee relieves the initial or subsequent IC. When the IC is relieved it must be done formally and the relieving official shall be briefed regarding the current situations, plans, possible options, and other recommendations.

Authority: Full authority to make emergency expenditures, personnel assignments, and decision to evacuate and relocate to preserve life and property.

Immediate Actions:

- Activate Emergency Operations Team by setting up the Command Center
- Select planned or alternate location
- Determine who from the Team needs to be involved in incident
- Assess current situation and decide on priority actions
- Determine if outside governmental assistance will be needed

Ongoing Actions:

- Monitor situation
- Set new priorities as needed
- Authorize expenditures and personnel work schedules, as needed

OPERATIONS: The Operations Officer will be the Senior Emergency Services Official based on the type of incident. The Operations Officer is responsible for protecting the health and safety of the Bridgewater community by execution of the policies and course of actions as directed by the IC. The Operations Officer is responsible for all activities within the affected or impacted area(s) of the emergency.

Position Assigned to: Chief of Campus Police or designee. The highest-ranking official from an outside agency may assume a dual role of Operations with the Chief of Campus Police.

Authority: Under supervision of the Incident Commander, directs actions taken by the Operations section and supervises the staff.

Immediate Actions:

- Attends briefing with the Incident Commander on current situation
- Confirms correct emergency services have been notified
- Attends to life threats as needed

Ongoing Actions:

- Monitor situation
- Coordinate emergency services operations as needed
- Coordination of traffic control
- Coordination of crowd control
- Accountability of College community members

LOGISTICS: The Logistics Officer is responsible for obtaining personnel, supplies, and equipment; determining what is needed for fuel, food, water, alternate light/power sources; ordering and arranging for distribution or pickup of needed items; monitoring longer term needs as directed by the IC.

Positioned Assigned to: Executive Director of Facilities & Aux. Services, or designee

Authority: Under supervision of the Incident Commander, directs actions taken by the Logistics section, supervises staff, makes expenditures within authority granted by Incident Commander.

Immediate Actions:

- Establishment of Command Center site
- Attends briefing with the Incident Commander on current situation
- Establishment of resource staging areas

Ongoing Actions:

- Monitor supply needs
- Monitor personnel needs
- Track resources and personnel as they are requested, obtained and used
- Site Management
- Coordinate feeding, sleeping, rehab, sanitation and other worker needs

PLANNING: The Planning Officer is responsible for providing short-term and long-term planning and information to assist the IC in decision-making. The Planning Officer will also track and document activities.

Position Assigned to: Vice President for Finance and Treasurer, or designee.

Authority: Under supervision of the Incident Commander, directs action taken by the Planning section and supervises section staff.

Immediate Actions:

- Attends briefing with the Incident Commander on current situation
- Formulates operational plan

Ongoing Actions:

- Insures that financial commitments are consistent with College policy
- Maintain logs, work sheets, and journals documenting financial operations
- Maintains and documents information from Operations and Logistics sections
- Generates periodic written Situation Reports and Resource Status Reports for the Incident Commander and Operations and Logistics section officers

DEAN OF STUDENTS RESPONSE

The Dean of Students will work with the Incident Command System on all matters dealing with student services during a crisis. Areas that fall under this role include: Student Life, Residential Staff, mental health, and student health.

INFORMATION DISSEMINATION POINTS

The following sites will be equipped with cable television. Students and employees will be instructed that the sites are available for receiving updates on the crisis.

- Kline Campus Center Lobby
- Eagles Nest
- Link Café

Telephone and data port access are available at various locations throughout campus.

BUILDING COORDINATORS

Each building will have an occupant designated as the building coordinator. Chief of Campus Police will maintain a list of building coordinators. The building coordinator shall be responsible for certain actions that are detailed in this document. The building coordinator, with the assistance of Campus Police and Safety, shall be responsible for the Emergency Go Kit, which should include, but not be limited to, the following items:

- ◆ Flashlight(s) with extra batteries
- ◆ Battery operated radio, with extra batteries
- ◆ First-Aid Kit
- ◆ ABC fire extinguisher
- ◆ Several blankets
- ◆ Copy of the Emergency Operations Plan
- ◆ Laminated Emergency Call List
- ◆ Keys to critical areas of building (e.g., mechanical room)

Building coordinators shall appoint an assistant to help perform the responsibilities.

MANAGING COMMUNICATION IN AN EMERGENCY

The overall communication objective in a crisis is to quickly adjust the College community position from one of response and reaction to one of relative control, and an ability to take proactive steps toward a return to normal business operations and to learning.

The President has primary authority over all communications regarding emergencies and will address these issues in conjunction with the Director of Marketing and Communications.

The College has several pre-established methods of communication within the College and with local communities in the event of an emergency. These include the use of an audible siren, text messaging, email, web site announcements, announcements on local radio stations, and written correspondence.

During an emergency, the Director of Marketing and Communications will prepare or review all public and internally-disseminated communications to ensure that they are up to date, complete, concise, and factual, prior to such dissemination.

Consistent with existing communications policies, no individual should provide statements to members of the media during emergencies without first discussing them with the Director of Marketing and Communications.

MEDIA RELATIONS PLAN

The College administration believes that it is important to inform members of the College community and the media, as appropriate, of the facts surrounding a crisis situation in an effort to promote fact-based decision making and to prevent misinformation and rumors from creating a detrimental climate during and after the crisis.

Director of Marketing and Communications or designee will gather pertinent facts from members of the Emergency Operations Team and officials on the scene of the crisis develop strategies for properly communicating this information, and make recommendations to the EOT and the College President, as appropriate.

Director of Marketing and Communications will meet with the EOT upon notification of an emergency. After assessing the nature of the emergency, the Director of Marketing and Communications or designee will implement the public relations plan below:

1. Initial Stages of the Emergency:

- 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 emergency, and locate and secure a room to serve as a media briefing center
- d. Assign photographer(s) as needed to document the emergency 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 switchboard operator how to respond to telephone calls from outside the college
- h. Call in members of the public relations staff for support, as needed
- i. Monitor radio and TV coverage of the emergency
- j. Establish a location for media vehicles

2. Follow Up Steps:

- a. Set up a file on the emergency; save all newspaper clippings, taped television reports and web information
- b. Maintain a chronology of the events surrounding the emergency
- c. When the emergency is over, conduct follow up assessment of all activities undertaken by the communications office

TRAINING

It is critical for the safety of the Bridgewater community that all personnel on campus have an understanding of the Emergency Operations Plan. This shall be accomplished by holding several different types of training during the year. All training will be performed and documented by the Chief of Campus Police.

Orientation. Upon approval of the Plan, formal orientations will be scheduled for all employees to review a summary of the Plan and answer questions. After this initial orientation, all new employees will review a summary of the plan with Human Resources during the in-processing phase.

Employee Training. General areas of training are to include:

- Individual roles and responsibilities
- Information about threats, hazards and protective actions
- Notification, warning and communication procedures
- Emergency response procedures
- Evacuation, shelter and accountability
- Location and use of common emergency equipment

Exercises and Drills. The Emergency Operations Team will convene annually and discuss individual roles based on a scenario consistent with an emergency or crisis as described in the Plan. This exercise will identify areas that need improvement as well as areas that overlap. This exercise may be facilitated by the Chief of Campus Police or another trained emergency service provider.

The Emergency Operations Team and local emergency service providers shall conduct annual walk-through drills. These drills will be designed to allow each member to learn what the others do during an emergency as well as identify what areas need improving. A formal evaluation will be conducted at the end of the drill.

A real-life emergency is simulated as closely as possible once per year. This exercise involves emergency services as needed. A formal evaluation will be conducted with all personnel involved.

EMERGENCY TELEPHONE NUMBERS

Emergency Response

Campus Police and Safety	540-828-5609
Local Ambulance, Fire, and Police	911
Rockingham Memorial Hospital RMH Healthcare	540-689-1000
National Response Center (report chemical/oil spills)	800-424-8802

Communication & Operations

Cable TV Company (Comcast)	888-266-2278
Gas Company (Columbia)	800-544-5606
Power Company (Dominion)	888-667-3000
Telephone Company (Verizon)	800-483-2000
Water and Sewer Office (Bridgewater Town Office)	540-828-6446



- | | | |
|--|--|--|
| <ul style="list-style-type: none"> 1. Yount Hall Admissions, Financial Aid 2. Memorial Hall Art, Communication Studies 3. Bowman Community Plaza 4. Flory Hall Education, History and Political Science, Foreign Languages, Business Office, Human Resources, Offices of the President, Dean and Registrar 5. Old Gymnasium 6. Paul V. Phibbs Maintenance Center Facilities and Support Services, Buildings & Grounds, Housekeeping 7. Honors Houses At 305, 307, 308 and 309 East College St. 8. Office of Alumni Relations 9. Office of Institutional Advancement 10. Carter Center for Worship and Music Music, Office of Marketing & Communications 11. Alexander Mack Memorial Library Cleo Miller Driver Art Gallery 12. Wright Hall Residence Hall 13. Wright-Heritage East Link Crimson Café, Fitness Center, Game Room, Meeting Rooms, Residence Hall 14. Heritage Hall Residence Hall 15. Wright-Heritage West Link Residence Hall | <ul style="list-style-type: none"> 16. Geisert Hall Residence Hall 17. Bowman Hall Economics and Business, English, Philosophy and Religion, Psychology, Sociology, Writing Center, C.E. Shull Information Technology Center 18. McKinney Center for Science and Mathematics Biology, Chemistry, Mathematics and Computer Science, Physics 19. Wampler Towers Student Apartments 20. Wakeman Hall Residence Hall 21. Blue Ridge Hall Residence Hall 22. Daleville Hall Residence Hall 23. Dillon Hall Residence Hall 24. Funkhouser Center for Health and Wellness Campus Information, Health Services, Gymnasium, Intramurals, Aerobics, Exercise and Weight Rooms 25. Campus Police and Safety Department 26. Moomaw Hall Family and Consumer Sciences 27. Rebecca Hall Associate Academic Dean's Office, Student Life Offices, Career Services, Counseling Office, Chaplain's Office, Service-Learning, Boitnott Room and Art Studios 28. Kline Campus Center Information Desk, Main Dining Hall, Bookstore, Post Office, Eagle's Nest, Commuter Student Lounge, Student Senate and Ripples Offices | <ul style="list-style-type: none"> 29. Cole Hall Auditorium, Reuel B. Pritchett Museum 30. Boitnott House Student Residence 31. Honors Houses Student Residences at 420, 429 and 431 East College St. 32. Strickler Apartments Student Residence 33. Stone Village Student Residences 34. Office of Multicultural Services 35. Campus Stables 36. Bicknell House Academic Support Center 37. President's House 38. Nininger Health and Exercise Science Center Health and Exercise Science, Athletics Offices, Gymnasium, Pool 39. Mapp Field Field Hockey 40. Jopson Athletic Complex Tennis Courts, Football, Track, Baseball, Softball, Soccer and Lacrosse Fields 41. Practice Soccer Fields 42. Bridgewater College Equestrian Center (BCEC) Year-round riding and training facility in Weyers Cave, 15 minutes from campus. (Take right off Rt. 11 onto Burketown Rd.) |
|--|--|--|

P = Parking

7.11.11

ACTIVE SHOOTER

Problem: Active shooter on campus or person causing deadly harm

Point Person(s): Campus Police and Safety

Team Leadership: President
Executive Vice President
Vice President and Dean for Academic Affairs
Vice President for Finance & Treasurer
Chief of Campus Police
Dean of Students
Director of Marketing and Communications

1. Anyone who becomes aware of someone discharging a weapon or causing deadly harm should immediately call 911 and the Bridgewater College Police and Safety Department at extension 5609.
2. The 911 operator should be provided with the following information:
 - a. Caller's name
 - b. Location of the incident (as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter
 - e. Number of persons who may be involved
 - f. Caller's location
 - g. If anyone is injured
3. Campus Police will activate the early warning siren and notify the Executive Vice President or, if the Executive Vice President is unavailable, another member of the Emergency Operations Team, of the emergency.
4. Following notification by Campus Police, one of the following officials, all of whom have the authority to disseminate emergency messages, will, without delay, immediately notify the campus community, through all means available, of the presence of an active shooter on campus:
 - President
 - Executive Vice President
 - Vice President and Dean for Academic Affairs
 - Vice President for Finance
 - Dean of Students
 - Chief of Police
 - Campus Police Sergeant
 - Director of Marketing and Communications
 - Chief Information Officer

5. Campus Police will respond to the scene of the shooting to assess and act as needed.
6. Upon notification, the Emergency Operations Team will convene to assess and assign individual responsibilities.
7. Upon arrival of local emergency responders of competent authority, which will have command of the situation, Campus Police and Safety will assist as needed.
8. Director of Marketing and Communications may contact media with message coordinated with law enforcement.
9. Grief counseling will be initiated as needed.
10. Provide victim assistance services.
11. Following conclusion of the emergency, the Emergency Operations Team will debrief.

If you are involved in a situation where someone has entered the area and started shooting, the following is a list of actions that are recommended. It should be noted that these types of incidents are unpredictable. The following guidelines are recommendations that are based on past experiences.

1. Exit the building immediately if you may do so safely
2. Notify anyone you may encounter to exit the building immediately
3. If you are directly involved and exiting the building is not possible, the following actions are recommended:
 - a. Go to the nearest room or office
 - b. Close and lock or barricade the door
 - c. Cover the door windows
 - d. Turn out the lights
 - e. Keep quiet and act as if no one is in the room
 - f. DO NOT answer the door
 - g. If possible, notify the 911 operator/dispatcher and Bridgewater College Police and Safety Department at extension 5609
 - h. Wait for law enforcement personnel to assist you out of the building
4. When exiting the building, do not have anything in your hands. This includes cell phone, wallets or any other item that may be confused with being a weapon.
5. Police are trained to respond to an active shooting incident by entering the building as soon as possible, and proceeding to the area of the shooter(s). They will move quickly and directly. Early on in an incident, they may not be able to rescue people because their

main goal is to get to the shooter(s). People need to try to remain calm and patient during this time, so as not to interfere with police operations. Normally, a rescue team is formed shortly after the first responding officers enter the building. They will be the Officers who will search for injured parties and get everyone safely out of the building.

6. If you are not directly involved, seek shelter where you are and remain until law enforcement or the College announces you may safely leave.

AIRCRAFT CRASH

Problem:	Aircraft crash on or near campus
Point Person(s):	Campus Police and Safety
Team Leadership:	President Executive Vice President Vice President and Dean for Academic Affairs Vice President for Finance & Treasurer Director of Plant Operations Chief of Campus Police Dean of Students Director of Marketing and Communications

The campus is in the direct flight path for the Bridgewater Airport. In the event of an aircraft crash on or near the college the following actions should be taken:

1. Contact the Campus Police and Safety (ext 5609) and 911.
2. The Emergency Operation Team will convene and individual responsibilities will be discussed and assigned.
3. Campus Police and Safety will assist in the response effort with Fire, EMS, and local, county, and state law enforcement.
4. Priority in response will be given to rescuing injured and/or trapped individuals, triaging and treating injured persons, and securing property against further loss. This includes anyone that may be trapped in buildings or other campus facilities.
5. If the incident has resulted in the evacuation of part or all of a campus building(s) then those areas will remain closed until the College determines:
 - a. The area is safe to occupy.
 - b. All immediate fire, police and rescue activity has been completed.
 - c. Any and all investigations have been completed.
 - d. There is no longer a need to keep the area closed.
6. The Director of Plant Operations will perform a general inspection of the campus grounds and report status to the Emergency Operations Center for the following items:
 - a. Scene safety and hazardous conditions
 - b. Damaged live power lines
 - c. Broken sewer/water mains
 - d. Critical access roads with debris
 - e. Verify the structural integrity of buildings
 - f. Secure electrical power to any building deemed necessary for safety

- g. Report abnormal power outages to physical plant
- h. Board up broken windows
- i. Inspect roofs and roof-mounted equipment (exhaust fans, HVAC equipment, lights, skylights, antennas), and cover holes in roof with waterproofing materials
- j. Inspect parking lots, lighting poles, roads, signage, satellite dishes
- k. Arrange for the restoration of utilities and communications

7. Following conclusion of the emergency, the Emergency Operations Team will debrief.

Instructions to the Campus Community

1. Explosion and fire as well as falling debris pose a serious risk to individuals on the ground. All members of the campus community are encouraged to move away from the crash site and seek shelter in a safe location. If it is not possible to move immediately away then to protect yourself against blast damage drop, cover and hold.
2. If you are inside, and the building is not damaged, remain inside. Stay away from windows. Faculty should try to keep their classes together as a unit.
3. If an evacuation is ordered follow the instructions of the Campus Police and emergency communications.
4. Those members of the campus community who are trained in first aid are encouraged to provide care for the injured, provided it is safe to be in the area.
5. Untrained individuals should not enter the crash site. If you are aware of places where people may be trapped inform the nearest emergency responder as fast as possible so that trained and properly equipped personnel can affect a rescue effort.

BOMB THREAT

Problem:	A bomb threat is received affecting the Bridgewater College campus.
Point Person(s):	Campus Police and Safety
Team Leadership:	President Executive Vice President Vice President and Dean for Academic Affairs Vice President for Finance & Treasurer Chief of Campus Police Dean of Students Director of Marketing and Communications

Initial Procedures

1. Upon receiving a bomb threat, the call taker will use the Bomb Threat Checklist to get as much information from the caller as possible. In the absence of a bomb threat checklist the call taker will attempt to learn the following information:
 - a. Exact time of call
 - b. Detonation time
 - c. Exact location of bomb
 - d. Visible or hidden
 - e. Type of bomb
 - f. What it look like
 - g. Voice description of caller
 - h. Background noises
 - i. Exact wording of message
2. Contact the Campus Police and Safety Department and 911.
3. Campus Police and Safety Department will contact local law enforcement and request that they respond to the location of the bomb threat.
4. Campus Police and Safety Department personnel will initiate the Bomb Threat Evacuation Procedures, and coordinate with local law enforcement, which will conduct search.
5. The Emergency Operations Team will convene and individual responsibilities will be discussed and assigned.
6. Bomb Threat Evacuation Procedures
 - a. Campus Police and Safety personnel will contact the building coordinator for the building(s) affected.

- b. The building involved will be evacuated. The fire alarm for the building will be activated.
 - c. The occupants of the building should move to another area at least 300 feet from the reported location of the bomb.
 - d. Upon the completion of the evacuation, all doors on the building in question should be locked to prevent entrance.
 - e. Upon approval from local law enforcement and Fire Department authorities, buildings will be reoccupied.
7. Director of Marketing and Communications may contact media with message that has been coordinated with law enforcement.
8. Following conclusion of the emergency, the Emergency Operations Team will debrief.

BOMB THREAT REPORT / CHECKLIST

Time Of Call: Day/Date: _____ AM/PM

Exact Words Of Caller:

Ask the following Questions:

- I.) Where Is The Bomb?
- 2.) When is going to explode? _____
- 3.) What kind of bomb is it? _____
- 4.) What does it look like? _____
- 5.) Why was the bomb placed? _____
- 6.) Where are you calling from? _____

Callers Voice:

Gender/Age: Male_ Female_ Child_ Teenager_ Middle Aged_ Elderly_

Voice/Speech: Raspy __ Fast __ Slow __ High __ Pitched __ Slurred __ Pleasant__ Nasal __
Distinct __ Distorted __ Stutter __ Soft __ Deep __ Loud __ Muffled __
Other: _____

Accent: Local __ Racial __ Regional __ International __ Sure__ Unsure__

Manner: Calm __ Rational __ Angry __ Irrational __ Tense __ Serious __ Joking __
Incoherent __ Emotional __ Nervous __ Deliberate __ Laughing __ Righteous __

Background Noise: Voices __ Traffic __ Machinery __ Music __ Animals __ Quiet __
Aircraft __ Trains __ Describe: _____

Did The Voice Sound Familiar? Yes ___ No ___ If So, Whose? _____

Did The Caller Sound Familiar With Campus? Yes ___ No ___ If Yes, How?

Time Caller hung up _____ AM/PM **Remarks:** _____

Person Receiving Call:

Name _____ Phone Number _____
Address _____

BUILDING EVACUATION

Problem:	For reasons of community safety a building on campus needs to be evacuated, other than for a bomb threat
Point Person(s):	Campus Police and Safety Dean of Students
Team Leadership:	President Executive Vice President Vice President and Dean for Academic Affairs Vice President for Finance & Treasurer Director of Plant Operations Chief of Campus Police Dean of Students Director of Marketing and Communications

During a building evacuation, all occupants of a building must properly leave the building. Events that might cause a building evacuation include:

- Fire
 - Chemical
 - Electrical
 - Sanitation
 - Medical
 - Gas
1. Upon the sound of the fire alarm or a voice command of a faculty or staff member, all students, faculty and staff should leave the building in accordance with the plan already in place for fire drills. Once outside and at the designated meeting place, students, faculty and staff will be advised on where they need to relocate, if necessary
 2. Campus Police and Safety shall notify the Executive Vice President, who shall advise the Emergency Operations Team and provide regular updates.
 3. If building evacuation for more than one hour is necessary, students will be instructed to go to other dorms, or leave campus, as long as such action does not interfere with duties being performed by Emergency Services.
 4. If building evacuation will extend overnight, sleeping arrangements, in other available dorms or off campus, will be made for the students by the Office of Student Life.
 5. If building evacuation is necessary for overnight or into the next business day, then information will be posted on the Bridgewater College web site and on campus email.
 6. Following conclusion of the emergency, the Emergency Operations Team will debrief.

CAMPUS EVACUATION

Problem: For reasons of community safety a partial or complete campus evacuation is needed

Point Person(s): Campus Police and Safety
Executive Vice President
Dean of Students

Team Leadership: President
Executive Vice President
Vice President and Dean for Academic Affairs
Vice President for Finance & Treasurer
Executive Director of Facilities & Aux. Services
Director of Plant Operations
Chief of Campus Police
Dean of Students
Director of Marketing and Communications

Any number of reasons could result in all or part of the Bridgewater College campus being evacuated. Some of the most common reasons include, but are not limited to:

- Inclement Weather
- Fire
- Chemical Spill
- Electrical Failure
- Life-Threatening Emergency

The following steps should be taken:

1. Upon notification of an emergency situation requiring evacuation, the President or the President's designee will convene the Emergency Operations Team and individual responsibilities will be discussed and assigned.
2. The decision to evacuate will be communicated via text message, email and web site. The communication will provide information on when students and employees may return to campus.
3. Campus Police and Safety will seek the assistance of local law enforcement and emergency responders as needed.
4. The Bridgewater College Campus Police and Safety should, with the help of the Department of Facilities:
 - a. Patrol areas inside and outside of buildings announcing to all personnel evacuation implementation and the proper evacuation route

- b. Direct vehicle and pedestrian traffic away from hazard
 - c. Post personnel at campus entrances to prohibit incoming traffic
 - d. Post personnel at building entrances, as necessary, to prevent entry
 - e. Coordinate response with local emergency services providers
5. While the campus remains closed, the College will provide status updates to the campus community via the College website and email.
 6. Upon termination of evacuation, Bridgewater College will contact students, faculty and staff.
 7. Following conclusion of the emergency, the Emergency Operations Team will debrief.

CIVIL PROTEST

Problem: An event where a group of people threaten to disrupt college activities or cause personal damage

Point Person(s): Campus Police and Safety

Team Leadership: President
Executive Vice President
Vice President and Dean for Academic Affairs
Vice President for Finance & Treasurer
Chief of Campus Police
Dean of Students
Director of Marketing and Communications

Peaceful, Non-Obstructive Protest

1. Campus Police and Safety shall notify the Executive Vice President, who shall advise the Emergency Operations Team and provide regular updates. Do not interrupt, conduct business as usual.
2. At close of business day the protestors are asked to leave.
3. Campus Police and Safety to monitor the situation during the non-business hours.
4. Determination will be made whether to treat the violation of regular closing hours as a disruptive protest.
5. Following conclusion of the emergency, the Emergency Operations Team will debrief.

Non-Violent, Disruptive Protest (Protesters block access to facilities or interfere with the operation of the College)

1. Emergency Operations Team shall convene and individual responsibilities will be discussed and assigned.
2. Protesters will be asked to terminate the disruptive activity.
3. If students are the leaders of the protest, the Dean of Students, or Vice President for Academic Affairs, will attempt to persuade students to desist.
4. If protestors persist in disruptive activity, they will be informed that failure to discontinue the specified action within a determined time will result in disciplinary action and/or intervention by law enforcement.
5. Efforts should be made to secure positive identification of protestors in violation.

6. Contact the local law enforcement to assist campus police, if necessary.
7. Notify protesters of additional law enforcement contact.
8. Director of Marketing and Communications may contact media with message that has been coordinated with law enforcement.
9. Following conclusion of the emergency, the Emergency Operations Team will debrief.

Violent, Disruptive Protests (Protest in which injury to persons or property occurs or appears imminent)

1. Emergency Operations Team shall convene and individual responsibilities will be discussed and assigned.
2. Contact local, county and state law enforcement providing as much information about protest as possible; who, how many, reason for protest, violent actions.
3. Campus Police and Safety will coordinate with and assist local law enforcement as needed.
4. Director of Marketing and Communications may contact media with message coordinated with law enforcement.
5. Grief counseling will be initiated as needed.
6. Provide victim assistance services.
7. Following conclusion of the emergency, the Emergency Operations Team will debrief.

EXPLOSION

Problem: An explosion has occurred on campus.

Point Person(s): Campus Police and Safety
Facilities Department

Team Leadership: President
Executive Vice President
Vice President and Dean for Academic Affairs
Vice President for Finance & Treasurer
Director of Plant Operations
Chief of Campus Police
Dean of Students
Director of Marketing and Communications

1. Any person witnessing/hearing the explosion should contact Campus Police and Safety (ext 5609) and 911.
2. Campus Police and Safety will notify the Executive Vice President who shall convene the Emergency Operations Team and individual responsibilities will be discussed and assigned.
3. Campus Police and Safety will evacuate any building within 500 feet of the explosion.
4. Campus Police and Safety and staff personnel will provide access control to the area of the explosion and to campus.
5. Upon arrival of local emergency responders of competent authority, which will assume control of the situation, Campus Police and Safety will assist as needed.
6. Director of Marketing and Communications may contact media with message that has been coordinated with law enforcement.
7. Initiate grief counseling as determined by need and severity of the situation.
8. When cleared from local authorities, buildings may be reoccupied.
9. Following conclusion of the emergency, the Emergency Operations Team will debrief.

FIRE

Problem: Fire in Campus Building

Point Person: Chief of Campus Police
Dean of Students

Team Leadership: President
Executive Vice President
Vice President and Dean for Academic Affairs
Vice President for Finance & Treasurer
Director of Plant Operations
Chief of Campus Police
Dean of Students
Director of Marketing and Communications

1. The campus police and safety officer on duty will respond to the location.
2. Prior to the arrival of the fire department, Residence Life Staff and Campus Police and Safety will evacuate and/or assist in the evacuation of the building. They will also attempt to ascertain that all rooms are vacant and that no person is remaining in the building.
3. Once on the scene, the fire chief is in charge until the fire is extinguished.
4. Campus Police and Safety will advise the Executive Vice President, who will determine whether to advise or convene the Emergency Operations Team, depending on the severity of the fire.
5. Campus Police and Safety and Facilities personnel will secure the perimeter of the affected building until the Fire Department gives the okay to re-enter. They shall keep unauthorized persons from entering.
6. Director of Marketing and Communications will communicate information and updates to the campus community, and any information released to the media will be provided by the Director of Marketing and Communications.
7. The Director of Plant Operations shall be responsible for ensuring that the damages are documented and photographed. Vice President of Finance and Treasurer shall be provided with all documents and photographs of losses resulting from the fire.
8. If a residence hall is involved, the Dean of Students will relocate students to a safe and secure area, shelter the students from severe weather or at night until it is safe to re-enter the building. The Dean of Students will arrange to provide victims with all available services, transportation, alternate housing, clothing, toiletries, books and school supplies.

9. If the fire is in an academic or administrative building, the Department of Plant Operations will work with the Emergency Operations Team to temporarily relocate faculty and staff.
10. Campus Police and Safety will ensure that the facility and any possessions belonging to the victims are secured. The Department of Plant Operations will initiate necessary facility clean up and repair.
11. Grief counseling will be initiated as needed.
12. Following conclusion of the emergency, the Emergency Operations Team will debrief.

HAZARDOUS MATERIAL

Problem: A spill of hazardous materials has occurred on campus

Point Person(s): Campus Police and Safety
Science Center Manager

Team Leadership: President
Executive Vice President
Vice President and Dean for Academic Affairs
Vice President for Finance & Treasurer
Executive Director of Facilities & Aux. Services
Director of Plan Operations
Chief of Campus Police
Dean of Students
Director of Marketing and Communications
Science Center Manager

1. Campus Police and Safety will immediately notify the Bridgewater Fire Department in the event of a chemical spill, chemical fire, or suspected chemical contamination.
2. Notify Chemical Safety Officer and Executive Vice President. The Executive Vice President will advise or convene the Emergency Operations Team depending on the severity of the incident.
3. When responding to a chemical emergency, avoid contamination.
 - Do not walk into or touch any spilled material.
 - Avoid inhalation of all gases, fumes, and smoke. Stay up wind.
 - Do not assume that gases/vapors are harmless because they lack odor.
 - Establish a perimeter.
4. Campus Police and Safety will assist local emergency responders as needed, and will isolate the area, and keep people away from the incident scene.
5. Director of Marketing and Communications may contact media with message that has been coordinated with local law enforcement and fire department personnel.
6. Initiate grief counseling as determined by need and severity of the situation.
7. Following conclusion of the emergency, the Emergency Operations Team will debrief.

Resources and Assistance:

- CHEMTREC 1 (800) 424-9300
- Harrisonburg Fire Department and its HazMat team at 911

- VA Dept. of Emergency Services, HazMat Officer 1 (540) 491-7044
- VA State Police, Motor Carrier Safety & Hazardous Materials Team by calling the State Police dispatcher at 1 (800) 572-2260
- VA Dept. of Environmental Quality, Valley Regional Office 828-2595
- Utilities (HEC 434-5361/ or 434-5363, Hbg. Water/Sewer 434-995 or 434-2545, Commonwealth Gas Co. 434-7620 or 1 (800) 531-7648 or 1 (800) 544-5606)
- Rockingham Memorial Hospital 540-689-1000

HOSTAGE

Problem: A member(s) of the campus community has been taken hostage

Point Person(s): Campus Police and Safety
Dean of Students
Executive Vice President

Team Leadership: President
Executive Vice President
Vice President and Dean for Academic Affairs
Vice President for Finance & Treasurer
Chief of Campus Police
Dean of Students
Director of Marketing and Communications

1. Notify the Campus Police and Safety (ext.5609) and 911.
2. Do not intervene in the hostage situation.
3. Campus Police and Safety shall notify the Executive Vice President, who shall convene the Emergency Operations Team and individual responsibilities will be discussed and assigned.
4. Campus law enforcement will contact and coordinate with local, county and state law enforcement for response and hostage negotiation.
5. The campus community shall be notified of the emergency and advised to seek shelter, remain quiet and away from windows and doors and with all lights turned off. The College will update the campus community as appropriate.
6. President or designee will notify the parent(s) of students involved.
7. Campus Police and Safety work with local law enforcement to keep incoming and outgoing travel lanes clear for emergency vehicles and to prevent unauthorized people from entering campus.
8. Director of Marketing and Communications may contact media with message that has been coordinated with law enforcement.
9. Initiate grief counseling as determined by need and severity of the situation.
10. Provide victim assistance services.
11. Following conclusion of the emergency, the Emergency Operations Team will debrief.

If taken hostage:

1. Follow instructions of hostage taker.
2. Try to remain calm and do not panic. Reassure others present that everything will be okay.
3. Treat the hostage taker with respect and act as normal as possible.
4. Ask permission to speak and do not argue or make suggestions.
5. Do not intervene; allow law enforcement to negotiate.

INFECTIOUS DISEASE

Problem: Outbreak among students, staff or faculty of any disease which could cause an epidemic

Point Person(s): Director of Health Services
Dean of Students

Team Leadership: President
Executive Vice President
Vice President and Dean for Academic Affairs
Vice President for Finance & Treasurer
Executive Director of Facilities & Aux. Services
Chief of Campus Police
Dean of Students
Director of Marketing and Communications
Director of Health Services

1. Director of Health Services should obtain as much information as possible regarding: type of problem, where, and how many people and determine the risk to the College community.
2. Director of Health Services shall notify the Executive Vice President, who shall advise the Emergency Operations Team, and provide regular updates.
3. Director of Health Services will contact the local Health Department and coordinate with outside agencies for specimen collection, testing, immunization, and treatment, and will begin preventative measures to stop spread of the disease.
4. Director of Health Services will communicate status of infection to campus community, providing instructions and information, and giving updates as appropriate.
5. If deemed necessary to quarantine, Campus Police and Safety will assist to secure the area.
6. As appropriate, Dean of Students will notify family members of students involved.
7. Director of Marketing and Communications may contact media with message.
8. Grief counseling will be initiated as needed.
9. Provide victim assistance services.
10. Following conclusion of the emergency, the Emergency Operations Team will debrief.

MISSING PERSON

Problem: Student is reported missing

Point Person(s): Dean of Students
Campus Police and Safety

Team Leadership: President
Executive Vice President
Vice President and Dean for Academic Affairs
Chief of Campus Police
Dean of Students
Director of Marketing and Communications

1. Inform the Campus Police and Safety (ext. 5609) and the Office of Student Life that a student may be missing.
2. Campus Police and Safety shall notify the Executive Vice President, who shall advise the Emergency Operations Team, and provide updates as needed.
3. Campus Police and Safety shall gather information:
 - Description
 - Clothes last worn
 - Where student might be
 - Who the student may be with
 - Vehicle registration
 - Information about the physical and mental well being of the student
 - Up-to-date photograph
 - Class schedule
 - Check missing student's room for evidence related to the disappearance
4. The Office of Student Life will check with local hospital admissions for possible information.
5. The Executive Vice President will be kept informed of developments.
6. No later than 24 hours after determining a student is missing, the Chief of Campus Police and Safety or Dean of Students will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.
7. No later than 24 hours after determining that a student is missing, the Chief of Campus Police will contact local law enforcement regarding the missing student. If there are strange and/or suspicious circumstances involved in the disappearance, then this report

will be filed upon receiving information regarding the strange/suspicious nature of the disappearance.

8. Dean of Students will complete notification of those involved once the student is located.
9. Campus Police and Safety will provide the Executive Vice President with any applicable accident or injury reports resulting from the situation.

If disappearance is believed to be the result of criminal activity:

1. Campus Police and Safety will advise the Executive Vice President, who will convene the Emergency Operations Team and individual responsibilities will be discussed and assigned.
2. Campus Police and Safety will immediately notify local law enforcement and the Dean of Students will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.
3. Director of Marketing and Communications may contact media with message that has been coordinated with law enforcement.
4. Grief counseling will be initiated as needed.
5. Following conclusion of the emergency, the Emergency Operations Team will debrief.

NATURAL DISASTER

Problem: Virginia is subject to floods, tornados, hurricanes, earthquakes and other related natural conditions

Point Person(s): Campus Police and Safety
Facilities Department

Team Leadership: President
Executive Vice President
Vice President and Dean for Academic Affairs
Vice President for Finance & Treasurer
Executive Director of Facilities & Aux. Services
Director of Plant Operations
Chief of Campus Police
Dean of Students
Director of Marketing and Communications

1. As information of an impending natural disaster becomes available, the Executive Vice President will convene the Emergency Operations Team, which will gather available information and discuss options. One initial consideration will be whether it will be safer for faculty, staff and students to remain on campus or travel off campus.
2. The Emergency Operations Team will communicate with the campus community about the emergency, describing the condition and providing instructions and giving frequent updates.
3. Campus Police and Safety will contact 911 if emergency services are needed.
4. As needed, Campus Police and Safety will work with local law enforcement to keep incoming and outgoing travel lanes clear for emergency vehicles and prevent unauthorized people from entering campus.
5. Director of Marketing and Communications may contact media with message that has been coordinated with law enforcement.
6. Following conclusion of the emergency, the Emergency Operations Team will debrief.

Instructions to Campus Community

Tornado and Hurricane:

1. Take cover indoors. Proceed to the nearest safe area or shelter. Because of possible electrical failures, use the stairs, not the elevator. Stay away from windows and other glass. Avoid auditoriums and gymnasiums with large, open areas.

2. In multi-story buildings, move to the basement or ground level. Inner hallways are usually safe areas.
3. If you are in a frame or sheet metal building and weather conditions permit, move to a brick or stone building for added protection.
4. Do not phone Campus Police or the campus operator for information. Keep the telephone circuits clear for emergency messages.
5. Do not leave your room until you are instructed to do so by Campus Police, Residence Life staff or other College personnel.
6. Report all accidents, injuries, broken windows or excessive water to Campus Police or call 911.

Flood:

1. Evacuate to higher ground.
2. If you see any possibility of a flash flood occurring, move immediately to higher ground and do not wait for instructions to move.
3. Do not walk or drive through flood waters.
4. Stay away from dangerous areas, e.g., contaminated flood waters, unstable structures and electrical hazards.
5. Remain in a safe location until told to move by campus authorities.

Earthquake:

If you are indoors when the earthquake begins:

1. Remain calm and seek cover under a heavy desk or table or in a doorway with no door.
2. Stay away from glass, hanging objects, windows, shelves, bookcases and other large furniture or items that may fall during an earthquake.
3. If no cover is available, stay near an interior wall and shield your head and face from falling debris.
4. Laboratory occupants should seek shelter in hallways to escape possible toxic fumes.
5. Do not use elevators.
6. Be prepared for possible aftershocks.

7. If telephones are working and you need emergency assistance, contact the Campus Police and Safety (5609) and 911
8. Report physical damage to Facilities.
9. If there is a related emergency, such as a fire or gas leak, activate any available building alarm.
10. After the shaking subsides, evacuate the building in the following manner:
 - a. Assist persons with disabilities in exiting the building.
 - b. Walk to the nearest exit and ask others to do the same.
 - c. Do not use elevators; do not panic.
 - d. Once outside, watch for falling debris and move to a clear area at least 500 feet away from the affected building(s). Stay away from power lines, utility poles and trees.
 - e. Keep roadways, fire lanes, hydrants and walkways clear for emergency response.
 - f. Do not re-enter an evacuated site unless directed to do so by Campus Police and Safety.

If you are outdoors when the earthquake begins:

1. Move away from buildings, trees and utility poles. Remain at least 500 feet away from such structures.
2. Avoid power or utility lines.
3. Lie or sit down to avoid being thrown about by the quake.
4. If you are in an automobile, pull over to the side of the road and stop. Avoid power lines, trees, overpasses and masonry or high-rise buildings. Stay in the vehicle for the shelter it offers.
5. Keep roadways, fire lanes, hydrants and walkways clear for emergency crews.
6. Do not enter an evacuated site unless directed to do so by Campus Police and Safety.

PANDEMIC OUTBREAK

Problem:	Outbreak among students, staff or faculty of any disease which could cause a pandemic
Point Person(s):	Director of Health Services Dean of Students
Team Leadership:	President Executive Vice President Vice President and Dean for Academic Affairs Vice President for Finance & Treasurer Executive Director of Facilities & Aux. Services Director of Plant Operations Chief of Campus Police Dean of Students Director of Marketing and Communications Director of Health Services Director of Human Resources Chief Information Officer Director of Counseling Services

Background

Influenza viruses periodically cause worldwide epidemics, or pandemics, with high rates of morbidity and mortality. Unlike other public health emergencies, an influenza pandemic will affect multiple communities across Virginia, and the nation, simultaneously. Federal and state authorities are not capable of providing for all preparedness, response and recovery needs and all levels of government, governmental agencies, businesses, and individual citizens are being urged to plan in advance. In the event influenza becomes a pandemic, the College will take action to reduce the impact on students, faculty and staff.

Goals of the Pandemic Preparedness Plan

1. Protect the health and lives of our students, faculty and staff by stopping, slowing, or otherwise limiting the spread of pandemic flu on campus, and educate the campus community on steps to avoid flu (e.g., washing hands, covering cough/sneeze).
2. Participate in general pandemic flu containment to reduce the spread of flu to the surrounding community.
3. Sustain the College's infrastructure and mitigate the impact of pandemic flu on the College as well as on the local economy and integrity of the community.
4. Sustain, as far as practical, the educational mission of the College.

Decision Points

The College's decisions will depend on the severity of the crisis and instructions from federal, state, and regional public health authorities.

1. When the World Health Organization (WHO) declares that they have increased the WHO warning level from Level 3 to Level 4, the Emergency Operations Team will begin meeting on a periodic basis to review updates about the public health crisis, and to discuss contingency plans based on possible impacts of the crisis to the College.
2. When pandemic flu reaches the continental U.S., the Emergency Operations Team will monitor the situation and advise the College President about whether to close school or cancel any of its scheduled activities. This decision will depend on the likelihood and severity of the spreading pandemic. The College will be guided in large part by the recommendations of the Centers for Disease Control and Prevention, the Virginia Department of Health, and the Central Shenandoah Health District.

Influenza Monitoring and Reports

Influenza is a reportable disease. The College will report all cases to the Central Shenandoah Health District. In order to comply with our public health reporting obligations, the Student Health Center will gather accurate and timely health information from students, staff, and faculty and report all influenza cases to the proper authorities.

Infection Control

The Student Health Center will work with the Emergency Operations Team to educate the campus community about the pandemic influenza. The Student Health Center will monitor flu updates from CDC, WHO, ACHA, and the Central Shenandoah Health District and disseminate this information to campus groups. The Health Center will arrange for seasonal influenza vaccines for the campus community. Further, the Health Center will provide triage/treatment services. It will use telephone triage and e-mail communication to support social distancing.

The Student Health Center will be responsible for the procurement of masks (N95 and surgical) and gloves, based on department needs. The Center also will be responsible for stockpiling patient care supplies. The list will be based on information from the ACHA and other health organizations.

The College will urge all students and their parents to have an emergency plan for returning home in the event of a pandemic flu crisis. Students should self identify another student with whom they can go home if they cannot return to their own home.

The Student Health Center will develop a protocol for monitoring student and employee illness in the event of a pandemic. This could be accomplished via voice mail or on-line communication. Staff and faculty who are ill will report to a central telephone number or

website that Human Resources will manage. The Student Health Center will provide updates from these groups to the Health Department and to the College President.

Communications Plan

Internal Communications. Communication during a pandemic flu, or other disaster, will be critical. The communication plan makes the assumption that during a pandemic flu we will retain most of our essential utilities.

As a part of the registration process, students will be asked to identify a location (home of parent, relative, and friend) where the student would go in the event of a closure of campus on short notice.

To communicate internally, students, faculty, and staff will communicate with the existing landline phone system, email, text message and hard-copy messages distributed via the campus mail system. Backing up these systems will be the BCMoodle teaching software system. In the unlikely event that the campus would lose electricity and phone service, the College will use cell phones, VHF radio, and messengers as backup communication modes.

The “Health Center Page” on the College’s web site will be maintained by the Health Center staff. It will provide general information about preventative measures, symptoms, and proper procedures if a student or faculty or staff member suspects he or she may have the flu. This webpage may also be used to provide general information about pandemic planning. The tone of the webpage should be serious, but calm and helpful.

Announcements should be written by the person or persons most familiar with the need. However, the text of communications should be agreed upon by the Director of Marketing and Communications and distributed to those who will forward them.

External Communications. As long as the College retains utility service during a pandemic crisis, it will utilize the normal means of communication for most College activities (landline phone, cell phone, email, and U.S. Postal Service). However, the primary means by which the College will broadcast information to its outside constituents during a pandemic flu episode is through the web site. When a new item is posted, it will be prominently displayed on the homepage.

Director of Marketing and Communications will coordinate all contacts with the media. All media inquiries are to be referred immediately to the Director of Marketing and Communications.

In the event of serious communication degradation during a pandemic flu crisis, the College may have to rely on the limited special communication assets possessed by Campus Police and Safety.

Security of Campus

During a pandemic flu outbreak, the College will attempt to provide around-the-clock security for the institution and protect those sites where pandemic flu medical supplies are stored. Further, the Campus Police and Safety Department will provide one of the final links in communication, if normal communication modes collapse. Officers will immediately notify the Health Center upon learning of any new cases of flu or flu-like symptoms. Each officer will receive training regarding influenza.

Continuity of Education

The College is committed to maintaining continuous delivery of an education to its students, even in the face of a major crisis such as influenza pandemic. It recognizes, however, that flexibility is needed in response to catastrophic circumstances and that conventional and traditional means of conducting our program of education may not be practical or possible. The College must be prepared to implement different methods of instruction to fit the circumstances in which it finds itself.

Health organizations have suggested that a pandemic flu may produce “rolling waves of absenteeism,” unlike other natural disasters that occur suddenly and are over quickly, though the damaging effects linger for some time. The onset of pandemic flu may be sudden, but likely will continue to affect new people over an extended period of time. It also has been suggested if educational institutions should close, they should plan on being closed for 8-12 weeks. Beyond that, however, knowledge of the extent to which a school would be affected by a pandemic is characterized by uncertainty. Depending on the infection rate and mortality rate, the College may be in a position in which it can continue classes as usual, with a reduced faculty and staff, or may need to be closed entirely. Therefore, a set of options that can be implemented rather than a single set response must be available.

One possible scenario is that the rate of infection, the rate of spread, and the mortality rate trigger the relevant health agencies (WHO, CDC, Virginia Department of Health, Central Shenandoah Health District) to recommend that all schools shut down operations, or the College’s own assessment of the circumstances may lead to that decision before such recommendations are made by the health agencies. Under such circumstances, the College would expect to cease normal operations, including instruction, and students would be sent home (if possible).

- If a decision to close the College is made near the end of a semester (e.g., within the last two weeks), courses could be terminated with credit and grades assigned for work completed, perhaps also as supplemented by additional work submitted after closure.
- If a decision to close the College is made earlier in the semester (e.g., 3-5 weeks from the end of the semester), classes could be suspended and resumed at the beginning of the next semester, or completed prior to the beginning of the next semester.

- If a decision to close the College is made early in the semester (e.g., 3-5 weeks into the semester), it may be decided simply to terminate the semester, and to begin anew at the start of the next semester.

It is possible that the spread of the flu will not be as extensive, or (more importantly) the rate of severity is sufficiently low that completely closing the College will not be necessary. Under these circumstances the College may be able to remain open and maintain the educational program, but may need to take additional steps to accommodate students or faculty who become ill, or may need to take steps to prevent the spread of the infection (e.g., “social distancing”).

On the recommendation of health organizations, the College may need to cancel large public gatherings such as lectures, concerts, theater productions, and athletic events. In such cases where such events are integrally tied to the content of a course or are an essential element of the course (such as a theater performance or an art display), faculty members should be prepared for optional means of delivery or performance (e.g., videotaping lectures and performances, on-line art displays, etc.).

If there are indications that a flu pandemic is developing, faculty should prepare ahead of time lessons or instructional modules that could be delivered to individual students or entire classes on-line. Some of the instructional materials, lessons, and modules could be organized and developed by department or program.

College Business Operations

Decisions about furloughs, staggered or reduced work schedules, salary continuation, tuition refunds and other operational and financial issues will need to be determined on the basis of circumstances surrounding the pandemic and the College’s financial capability.

International Travel

The College will develop travel recommendations based on risk assessment of our students encountering flu. The Director of International Education will coordinate with the Director of the Student Health Center, the Dean of Students, and the Admissions Office to prepare travel recommendations.

The College will monitor arriving international students and students who have traveled internationally, especially ones coming from countries currently with flu infections, or flu-like symptoms. In addition, the needs of international and study abroad students during a flu pandemic will be addressed according to the following plan:

- All international students, students who have studied abroad and students who have traveled aboard will be required to report to the Health Center upon arrival if they are coming from or traveled through a region with a flu endemic. Students who return from study or travel abroad in the summer, who are not returning directly to campus, are advised to see their family physician and visit the Health Center upon returning to campus.

- All international students will fill out an emergency contact form upon arrival indicating the language spoken by the emergency contact and providing phone numbers and email addresses for contacting parents as well. The Center for International Education in coordination with Student Life will keep parents advised of any situation on campus.
- The Director of International Education will monitor U.S. Department of State travel warnings, and the College will discourage, and reserve the right to prohibit, travel to areas where there is a likelihood of infection.
- All students studying abroad will be required to register their presence in a foreign country as soon as they arrive with the U.S. Department of State at www.travelregistration.gov. Through this registration they should receive important bulletins regarding problematic areas and evacuations.
- The Director of International Education will stay in communication with all study abroad host institutions and third party providers sharing contingency plans, safety bulletins, etc. The contingency plans for Pandemic Flu Preparedness of these groups will be kept on file in the Center for International Education.
- In the event of the closing of an overseas program the College will coordinate with the host institution to ensure adequate evacuation plans or alternative living arrangements for Bridgewater College students.
- The College's policy regarding travel restrictions and re-entry will be provided to both students and parents as part of the pre-departure meetings and mailings.
- If the College closes, international students would have the choice of going somewhere else in the country or going home. Some are here alone, but many have relatives and friends in other parts of the country.
- There are visa implications for international students during a pandemic flu crisis.

POSSESSION OF A WEAPON

Problem: A person is observed to be in possession of a weapon on campus

Point Person(s): Campus Police and Safety

Team Leadership: President
Executive Vice President
Vice President and Dean for Academic Affairs
Vice President for Finance & Treasurer
Chief of Campus Police
Dean of Students
Director of Marketing and Communications

1. Contact the Campus Police and Safety (Ext. 5609), which will immediately advise the Executive Vice President and provide regular updates.
2. Campus Police will conduct a preliminary investigation to determine the reliability of the sighting, take appropriate action to mitigate the threat, and request assistance from local law enforcement, as needed.
3. The Executive Vice President will convene the Emergency Operations Team to assess the situation as to the location of the weapon, extent of existing and potential threat of injury and how the school will respond and may, depending on the threat to the campus community:
 - Activate the early warning siren
 - Send a text message and email alert
 - Post information on the College's web site
4. As appropriate, Campus Police and Safety will work with law enforcement to keep incoming and outgoing travel lanes clear for emergency vehicles and prevent unauthorized people from entering campus.
5. Director of Marketing and Communications may contact media with message that has been coordinated with law enforcement.
6. Initiate grief counseling as determined by need and severity of situation.
7. Provide victim assistance services, as needed.
8. Following conclusion of the emergency, the Emergency Operations Team will debrief.

UTILITY FAILURE

Problem: Utility services have been interrupted to campus or parts of campus, including water, electricity, gas and steam

Point Person(s): Campus Police and Safety
Director of Plant Operations

Team Leadership: President
Executive Vice President
Vice President and Dean for Academic Affairs
Vice President for Finance & Treasurer
Director of Plant Operations
Chief of Campus Police
Dean of Students
Director of Marketing and Communications

1. The building coordinator, if on campus, shall notify Campus Police and Safety, who shall contact the Director of Plant Operations and the Executive Vice President. If a natural gas leak is perceived by the officer, then the officer will immediately contact the fire department and pull the fire alarm and evacuate the building.
2. The Director of Plant Operations shall determine the cause, conditions, and anticipated reinstatement of the utility, and notify the Campus Police and Safety of these findings.
3. If the building(s) affected has an elevator, the elevator should be checked for stranded people and assistance provided as needed.
4. Campus Police and Safety shall advise the Executive Vice President, who shall determine whether to advise the Emergency Operations Team.
5. Relocation of students will be determined after the situation has been assessed.
6. The Executive Vice President shall ensure that affected occupants are kept informed of the status of the situation and an estimated time for restoration of the utility.
7. Campus Police and Safety shall keep the Emergency Operations Team informed.
8. Once the utility is restored, the Director of Plant Operations shall ensure that all building mechanical devices that were shut down or affected are restarted, reset and are functioning properly.
9. Director of Plant Operations shall arrange emergency generation of electricity, if necessary.
10. Following conclusion of the emergency, the Emergency Operations Team will debrief.