

# GERMANNA COMMUNITY COLLEGE



## EMERGENCY OPERATIONS PLAN

NOVEMBER 2012

REVISED: 10/11/18

APPROVED: 11/08/18

### Disclaimer

*The information contained in the Germanna Community College Emergency Operations Plan (EOP/CEMP) has been prepared for use by Germanna Community College. The information is guidance for emergency response, recognizing that individual circumstance or events not anticipated by the plan may occur. The experience and judgment of those utilizing the EOP/CEMP is an important consideration in how and when the EOP/CEMP is utilized. The content represents the best opinions on the subject in conjunction with current legislative mandates. No warranty, guarantee, or representation is made by Germanna Community College of the sufficiency of the information contained herein and the College assumes no responsibility in connection therewith. The EOP/CEMP is intended to provide guidelines for safe practices; therefore, it cannot be assumed that all plausible and non-plausible scenarios are contained in this document, or that other or additional information or measures may not be required.*

***Confidentiality:** Public disclosure of this document would have a reasonable likelihood of threatening public safety by exposing vulnerabilities. It contains sensitive and confidential information that is not subject to the Freedom of Information Act (FOIA) under Virginia Code §2.2-3705.2. Accordingly, Germanna Community College is withholding elements of the EOP/CEMP from public disclosure. Refer any request for a copy of this document to the Virginia Community College System General Counsel and Assistant Attorney General.*

# I. Plan Documentation

## Promulgation Document

### **Promulgation of the Germanna Community College Emergency Operations Plan**

By virtue of the authority vested in me by the State Board for Community Colleges as President of Germanna Community College and as the administrator ultimately responsible for emergency management at the college, I hereby promulgate and issue the Germanna Community College Emergency Operations Plan (“the Plan”) dated August 2018, thereby superseding all previous versions of the Plan. The Plan provides for Germanna Community College’s response to emergencies and disasters in order to save lives; to protect public health, safety, and property; to restore essential services; and to enable and assist with economic recovery.

The Plan complies with Code of Virginia Title 23 and Title 44 and is consistent with the National Incident Management System as implemented in the National Response Framework adopted January 2008.

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

Furthermore, the College Coordinator of Emergency Management is hereby authorized, in coordination with the College President, to amend the Plan as necessary to ensure the continued health and safety of the students, faculty, staff and property of the Germanna Community College.

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

1. Coordinate with the College Coordinator of Emergency Management on emergency preparedness, response, and recovery issues;
2. Prepare and maintain designated parts of the Plan for which the department or program is responsible;
3. Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the Plan;
4. Maintain a roster of department or program faculty and staff to assist in disaster operations and ensure that persons on the roster are accessible and available for training, exercises, and activations of the Plan;
5. Coordinate appropriate training for department of program personnel assigned to disaster operations;

6. Prepare and maintain internal emergency preparedness, response, and recovery plans for the department or program's resources (facilities, personnel, and assets) that outline a comprehensive and effective program to ensure continuity of essential functions under all circumstances;

7. Assure the college Coordinator of Emergency Management that preparedness plans for college facilities are coordinated with the applicable local emergency management agencies.

This Promulgation rescinds the previous promulgation (7.6.09 rev 01/12/17) of the Germanna Community College's Emergency Response Plan dated October 2018, by Dr. Janet Gullickson, College President.

This Promulgation shall be effective upon its signing and shall remain in full force and effect until amended or rescinded by further promulgation.

Given under my hand and under the Seal of the Germanna Community College, this 8th day of November 2018.

**Dr. Janet Gullickson /**



**Attest:**

\_\_\_\_\_  
College President

**Craig Branch /**



**Witness:**

\_\_\_\_\_  
College Chief of Police / Coordinator of Emergency Management

## Approval and Implementation

### RESOLUTION OF ADOPTION

**WHEREAS**, the State Board for Community Colleges is concerned with the health and well- being of its students, facility, faculty and staff and desires that the best possible emergency service be available to them; and, the College President is concerned with the health and well- being of its students, facility, faculty and staff and desires that the best possible emergency service be available to them; and approval authority from the State Board for Community Colleges has been given to the Germanna Community College Local Board; and

**WHEREAS**, the Code of Virginia Chapter 8 of Title 23 and Title 44 that any public institution of higher education shall develop, adopt, and keep current a written crisis and emergency management plan; and every four years, each institution shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure the plan remains current, and the revised plan shall be adopted formally by the institution's governing Board pursuant to the Code of Virginia § [23.1-804](#). Such review shall also be certified in writing to the Virginia Department of Emergency Management; and

**WHEREAS**, such a plan has been developed by college staff in coordination with the Virginia Department of Emergency Management with input from college departments and the local Emergency Management Agencies;

**NOW THEREFORE BE IT RESOLVED** that the Germanna Community College Local Board, on this **8th** day of **November, 2018**, does hereby officially adopt the **Germanna Community College** Emergency Operations Plan, to include plans and procedures for both peace time and war-caused disasters. \* \* \* \* \*

I, **William E. Thomas**, do hereby certify that the foregoing writing is a true, correct copy of a resolution unanimously adopted by the **Germanna Community College Local Board** of the **Virginia Community College System** at a meeting held on **November, 8th, 2018**.

SIGNED



Name

**William E. Thomas, Chair**  
**Germanna Community College Board**

## Record of Changes

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
1	11/20/12	All	Overall Compliance Changes	Chief Craig L. Branch, ECO
2	11/06/13	6, 8, 21	Role/title changes, operational response changes	Chief Craig L. Branch, ECO
3	02/08/14	6, 12, 18, 33, 37, 38, 39, 40, 43, 55	Role/title and order of succession, revised website links, C-CERT changes, etc...	Chief Craig L. Branch, ECO
4	08/05/16	Various	Role/title and order of succession.	Chief Craig L. Branch, ECO
5	10/03/16	Various	Role/Title Changes, Rapid recall list change (Added G-Central)	Chief Craig L. Branch, ECO
6	11/21/16	4,27,47	College Board Chair change, added Caroline County Center, Role/Title Changes, order of succession changes	Chief Craig L. Branch, ECO
7	12/21/17	4,12,29, 30,39,47, 59, 74	Various VA Code Changes, Alternate Internal EOC locations, Role Title Changes, Order of Succession, GCC Computer Incident Response plan	Chief Craig L. Branch, ECO
8	07/09/18	Various	VDEM updates, emergency procedures poster change and CICF name change to VVF	Chief Craig L. Branch, ECO
9	08/10/18	Various	Role Title Changes, Order of Succession, Appendix F, added college Emergency Evacuation Team.	Chief Craig L. Branch, ECO
10	10/12/18	Various	VSP Div Cmdr/Culpeper EC contact changes, role/tile and address changes	Chief Craig L. Branch, ECO

## Record of Distribution

Group	Agency/Department	Title of Recipient	How Distributed (electronic or hard-copy)
College	Germanna Community College	Local Board (Review), Executive Policy Group, Emergency Planning Team	(Secured) College Share Point Site and Electronic
College	Germanna Community College Incident Response Team, Germanna C-CERT	Team Members	(Secured) College Emergency Management Share Point Site and Electronic
City of Fredericksburg	Emergency Management	Chief Edwin L. Allen, Jr.,	Electronic/VDEM PLS
Stafford County	Emergency Management	Virgil Gray Emergency Management Division Chief	Electronic/VDEM PLS
Spotsylvania County	Emergency Services	Emergency Management Division Chief Matthew Embrey	Electronic/VDEM PLS
Orange County	Emergency Management	Fire & EMS Chief Nathan Mort	Electronic/VDEM PLS
Culpeper County	Emergency Services	Director Bill Ooten	Electronic/VDEM PLS
State Agency	Virginia Department of Emergency Management, Planning Division	Mark Stone Region II Chief Regional Coordinator	Electronic/VDEM PLS
State Agency	Virginia State Police Division II-Culpeper	Capt. Donald Jones Division II BFO Commander	Electronic/VDEM PLS
State Agency	University of Mary Washington Police Department	Chief Michael Hall	Electronic/VDEM PLS
Volunteer Organizations	N/A		
Support Agencies	Rappahannock-Rapidan Health District	Emergency Planner Kathy Hatter	Electronic

## II. Introduction

A crisis or emergency can happen at any time and could impact one individual, a single building or the entire college campus. This document is Germanna Community College's All-Hazards Emergency Operation Plan (EOP). Emergencies cause confusion and stress for all involved. In order to minimize these effects, initial activation and implementation of the emergency plan should always be handled in a calm, consistent manner. Efficient implementation of the plan will provide a clear direction, responsibility and continuity of control for key officials and administrators. The basic idea to any well-constructed emergency plan is to minimize the possible threat to individuals and properties during an actual emergency. In order to minimize the threat of an emergency, and pursuant to Code of Virginia §23.1-8, Health and Campus Safety as well as Code of Virginia §44-146.16, annual evaluation and reviews need to be done to the emergency plan and be integrated with the local jurisdiction's emergency operations plan. Moreover, as a state agency, the college's plan must also align with the Commonwealth of Virginia Emergency Operation Plan (VEOP).

### Purpose

The purpose of this plan is to direct actions intended to preserve life and protect property from further destruction in the event of an emergency. The overall plan establishes an emergency organization to direct and control operations during an emergency situation by assigning responsibilities to specific entities. All essential entities are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from a natural technological, or man-made emergency. The threat of major disasters and events necessitates this Plan's all-hazards approach.

This plan consists of the basic plan, the appendices, and the emergency support function and incident annexes. The basic plan provides an overview of the college's approach to emergency response and operations. It explains the policies, organization and tasks that would be involved with the response to an emergency. The appendices give definition to the terms and acronyms used throughout the basic plan, and are the location for any supporting figures, maps, and forms. The emergency support function annexes focus on detailing the specific responsibilities, tasks and operational actions to complete a specific emergency operations function; while the incident annexes focus on any additional special planning or response needs beyond the basic response plan for particular event scenarios.

### Scope

This plan and all its contents applies to all of the college's students, facilities, faculty and staff. Major emergencies may impact the surrounding community in addition to the campuses. If this occurs, the college will make every effort to cooperate with local, state, and federal officials in their delivery of emergency services.

Personnel or partners who have a role will have access and be knowledgeable of the EOP.

This plan is designed to serve as the official Emergency Operations Plan for the Germanna Community College. As such this plan directly applies to all persons associated with Germanna Community College, including its students, faculty, staff, employees, contractors, volunteers and other support entities affiliated with the college.

This plan does not replace the procedures for safety, hazardous material response, or other emergency measures already established at the College. Instead, it supplements these existing procedures with a temporary crisis management structure, which provides for an immediate managerial focus on response operations and an early transition to recovery.

Each college department is responsible for maintaining its own emergency response plan or standard operating procedures that coincides with this College EOP. This EOP can be used as a reference, but does not replace the departments' responsibilities to develop and test their own emergency plans. With this in mind, departments can use this manual as a model to help determine the relationships, responsibilities and general guidelines to establish in their detailed "quick action" emergency guides as well as encourage a culture of safety situational awareness throughout their area. Likewise, departments can use this guide as a reference in creating emergency-related checklists, departmental plans, standard operating procedures, general orders, field plans and internal trainings.

This plan fulfills the Commonwealth of Virginia's requirement for all state agencies to prepare and keep current an Emergency Operations Plan to respond to disasters or large scale emergencies.

## Situation

### College Profile

Germanna is a two-year public college within the Virginia Community College System (VCCS). Germanna is one of the fastest growing community colleges within the Virginia system with an annual enrollment of approximately 11,000 students, making it the 7th largest community college in Virginia in enrollment. Germanna provides quality, accessible, and affordable educational opportunities for the residents of the City of Fredericksburg and the counties of Caroline, Culpeper, King George, Madison, Orange, Spotsylvania and Stafford. The college is centrally located between Richmond, VA and Washington, DC. It covers a large geographic area that includes both urban and rural communities. The college has locations off of major roads such as Interstate 95 and Routes 1, 3, 17 and 29. Germanna's service region is larger than the size of the State of Delaware. The estimated population of the city and counties served by Germanna is over 400,000.



**Mission:** As a public, comprehensive community college, Germanna provides accessible, high quality educational and training opportunities that address our communities' diverse and changing learning needs.

The Mission is achieved through:

Courses, programs, and services that enable students to gain access to and succeed in higher education; associate degrees and courses that prepare students to advance and to succeed in four year colleges and universities; training and services to develop successful employees who meet employers' specific needs; training, associate degrees, and certificates for students to enter and succeed in the workplace; and services and support for community and economic development.

**Vision:** Germanna Community College is recognized as the region's leader and preferred partner providing excellence in accessible educational opportunities and related services to our communities. Our quality learning experiences enable students to participate effectively in the social, economic, political, intellectual, and cultural life of their communities. Germanna, a dynamic learning organization, is the premiere gateway to personal and community development.

**Values:** Our values influence our thoughts, guide our decisions, mold our policies, and help determine our course of action. Student learning and success are at the heart of all that we do and are demonstrated by:

*Passion for learning and teaching:* We demonstrate our commitment to the belief that everyone can learn. Although at different rates and in different ways, all learners can learn if we challenge, support, and believe in them through everything we do and in every decision we make.

*Integrity:* We are true to our mission, to our values, to our learners, to our communities, and to each other. We say what we mean and we do what we say. We admit our mistakes and take responsibility for our actions.

*Culture of service:* We are dedicated to serving the educational and training needs of our students and communities. Our individual wants are secondary to the mission we serve.

*Excellence:* We seek to achieve excellence and to foster and develop excellence in our learners. We continuously improve our teaching and organizational systems and processes. We embody a culture of evidence and make decisions using that evidence.

*Professionalism:* We exhibit the skill, competence, and character expected of educational professionals.

*Stewardship:* We practice servant leadership. We effectively manage and maintain the resources in our care. We uphold the responsibility placed on us as teachers and supporters of teachers of the current and future citizens of our service area, our commonwealth, and our nation.

*Respect:* We treat our students, our stakeholders, our resources and each other with courtesy and respect. We respect each other enough to speak truths and have courageous conversations, and we do so with civility.

### **Fredericksburg Area Campus:**

The Fredericksburg Area Campus is located on seventy-acres donated by the John T. Hazel family in Spotsylvania County near the intersection of Interstate 95 at Routes 1 and 17 South. Phase I of the Fredericksburg Area Campus opened January, 1997. The V. Earl Dickinson Building, a 76,000 square-foot facility, includes classrooms, laboratories, library, student lounge, bookstore, and offices for faculty and administrative staff to provide a full range of services to students. The Workforce Development and Technology Center, a 40,000 square-foot building devoted to the use of technology for the delivery of instruction and advanced technology training programs opened in October 2004. The Science & Engineering Information Commons Building opened in 2012, it's approximately 50,000 square-feet providing laboratories, instructional resources, student services and more. Additional campus facilities includes; a four level parking deck and courts, playing fields, nature trails, jogging paths, and picnic areas are planned for future development of the 70-acre campus.

### **Locust Grove Campus:**

The Locust Grove campus is located on Route 3 midway between Culpeper and Fredericksburg. The campus consists of 100 acres adjacent to the Rapidan River in Orange County. The campus building of approximately 65,000 square feet includes classrooms, laboratories, a virtual hospital equipped with high fidelity simulation technology, bookstore, administrative and faculty offices, a library, information services, business office, and student lounge. There is also a 9,200 square feet maintenance building. Outdoor facilities include a playing field as well as nature trails, jogging paths, and a picnic area.

**Daniel Technology Center:**

Located at the junction of U.S. Route 29 and State Route 3 adjacent to the town of Culpeper, Germanna's Joseph R. Daniel Technology Center occupies 34 acres. The 39,000 square foot facility is designed primarily for workforce development instruction and technology training. A wide variety of credit classes are also offered. The center opened in 2006.

**Barbara J. Fried Stafford Center:**

Located off of U.S. Rt. 1 (Jefferson Davis Hwy) at 124 Old Potomac Church Road, Stafford, Virginia 22554, Germanna's Barbara J. Fried Center (Stafford County Center) provides a full range of credit courses in addition to Workforce and Community Education as well as Nursing & Allied Health Programs. The 13,932 square foot facility opened in May 2018.

**Stafford Automotive Technology Center:**

In August 2012 Germanna Community College opened at 15,000-square-foot Automotive Technology Center off U.S. 1 just north of Centreport Parkway in Stafford County, Virginia. The

center includes a classroom, a 24-station computer lab and two automotive labs with four bays each.

### **Fredericksburg Center for Advanced Technology (FredCAT)**

The Fredericksburg Center for Advanced Technology (FredCAT) location consist of 8,046 square feet of space that offers credential programs, apprenticeship training and support services aimed at high-demand fields. The center also provides a home base and work space for students and entrepreneurs to come design, prototype and collaborate to support local technology and manufacturing startups and is located at 1325 Central Park Blvd, Fredericksburg, VA 22401.

### **Central Park Offices:**

The Central Park Office location consist of 3,617 square feet of space for Germanna's Marketing & Public Information Department, Education Foundation and Media Relations offices located at 1311 Central Park Boulevard, Fredericksburg, Virginia 22401.

### **Caroline County Center:**

Germanna's Center for Workforce & Community Education opened the Caroline Center in 2015, bringing noncredit workforce training to residents of Caroline County. The facility has 2,492 square feet of space for classroom and computer lab training. In addition, classes will be offered using interactive video, broadcasting from other Germanna sites to the new Caroline site. The Caroline Center is located at 11073 Colonel Armistead Drive Suite #101, Ruther Glen, VA 22546.

## **Emergency Service Providers**

### *Law Enforcement:*

GCC College Police- (540) 891-3079  
Stafford County Sheriff's Office- (540) 658-4450  
Spotsylvania County Sheriff's Office- (540) 582-7115  
Fredericksburg Police Department- (540) 373-3122  
Orange County Sheriff's Office- (540) 672-1200  
Culpeper County Sheriff's Office- (540) 727-7900  
Caroline County Sheriff's Office- (804) 633-1120  
Virginia State Police Division I- (800) 552-9965  
Virginia State Police Division II- (800) 572-2260  
University of Mary Washington Police Department- (540) 654-1025

### *Fire/EMS:*

Stafford County Fire & Rescue- (540) 658-7200  
Spotsylvania County Fire, Rescue & Emergency Management- (540) 507-7900  
Fredericksburg Fire Department- (540) 372-1059  
Lake of the Woods Vol Rescue Squad- (540) 972-7480  
Lake of the Woods Vol Fire Department- (540) 972-7510  
Orange County Fire & Rescue- (540) 672-7044  
Culpeper County Vol Rescue Squad- (540) 825-2247  
Culpeper County Vol Fire Department- (540) 825-8777  
Caroline County Fire - Rescue and Emergency Management (804) 633-9831  
Germanna Community College is exposed to many hazards, many of which have the potential of disrupting the community, causing casualties, and damaging or destroying college, public, and/or private property.

Listed below is a Hazard Identification Risk Analysis (HIRA). The HIRA identifies possible hazards that may threaten the college and rates each threat based on the possibility of occurrence and the potential damage it could cause. This enables emergency planners to mitigate and better prepare for the hazards that pose the greatest threat to the college. Based on the hazard identification and risk assessment that was completed for the college within the College Disaster Resistant Plan, the hazards that were determined as most likely to impact the college are:

- Hurricane; Risk Ranking: Limited
- Tornado; Risk Ranking: Moderate
- Severe Weather; Risk Ranking: Significant
- Wildfire; Risk Ranking: Moderate
- Conflagration; Risk Ranking: Moderate
- Resource Shortage; Risk Ranking: Moderate
- Earthquake; Risk Ranking: Limited
- Flood; Risk Ranking: Significant
- Dam Inundation; Risk Ranking: Moderate
- Temperature Extremes; Risk Ranking: Moderate
- Epidemic; Risk Ranking: Limited
- Terrorism; Risk Ranking: Moderate
- Criminal Activity; Risk Ranking: Moderate
- Internal Threat Assessment; Risk Ranking: Moderate
- Pandemic; Risk Ranking: Moderate
- Mass Casualty; Risk Ranking: Limited

- Civil Unrest; Risk Ranking: Moderate
- Chemical Incident; Risk Ranking: Moderate
- Radiological Incident; Risk Ranking: Limited
- Biological Incident; Risk Ranking: Limited
- Explosive Incident; Risk Ranking: Moderate
- Nuclear Incident; Risk Ranking: Limited
- Communication Failure; Risk Ranking: Moderate
- Infrastructure Failure; Risk Ranking: Moderate
- Hostile Intruder; Risk Ranking: Moderate
- Fuel Shortage; Risk Ranking: Limited
- Electrical Failure; Risk Ranking: Moderate
- Generator Failure; Risk Ranking: Limited
- Camera System Failure; Risk Ranking: Moderate
- Natural Gas Failure; Risk Ranking: Limited
- Water Failure; Risk Ranking: Limited
- Sewer Failure; Risk Ranking: Limited
- Steam Failure; Risk Ranking: Limited
- Fire Alarm Failure; Risk Ranking: Limited
- Communications Failure IT; Risk Ranking: Moderate
- Communications Failure- B&G; Risk Ranking Moderate
- Communications Failure- Police; Risk Ranking: Moderate
- HVAC Failure; Risk Ranking: Moderate
- Information Systems Failure; Risk Ranking: Significant
- Fire, Internal; Risk Ranking: Moderate
- Access Control System Failure; Risk Ranking: Moderate
- Hazmat Exposure, Internal; Risk Ranking: Limited
- Supply Shortage; Risk Ranking: Limited
- Structural Damage; Risk Ranking: Moderate
- Mass Casualty Hazmat Incident (From historic events at GCC with  $\geq 5$  victims); Risk Ranking: None
- Small Casualty Hazmat Incident (From historic events at GCC with  $< 5$  victims); Risk Ranking: None
- Chemical Incident; Risk Ranking: Moderate
- Small-Medium Sized Internal Spill; Risk Ranking: Moderate
- Large Internal Spill; Risk Ranking: Limited
- Biological Incident; Risk Ranking: Limited
- Radiological Incident; Risk Ranking: Limited
- Nuclear Incident; Risk Ranking: Limited
- Terrorism, Radiological/Biological; Risk Ranking: Limited

Hazard indices and vulnerability assessments for moderate and significant risk events were developed for the buildings on the college's campuses and centers. The hazard indices evaluated the extent to which the buildings were at risk from a particular hazard. The vulnerability assessments estimated the potential impacts if a particular building were affected by a specific

hazard. These assessments can be found within the college's Police Chief's Office or on the secured college network drive.

A Threat Hazardous Identification Risk Analysis (THIRA) assessment for the college was completed in 2018 and can be accessed through the college's Chief of Police/Coordinator of Emergency Management, Chief Craig L. Branch.

## Assumptions

Emergency planning requires a set of commonly accepted, assumed conditions that provide a foundation for establishing protocols and procedures. This is commonly referred to as "worst case scenario" planning. The following planning assumptions are considered for this scenario:

1. Significant loss of life and/or serious injuries may result without adequate response from local emergency medical agencies.
2. Critical utilities such as water, power, telephone, internet, cellular, microwave and repeater systems may be interrupted.
3. Regional and local resources may not be available due to their own destruction or exceeded capacity.
4. Roads may be blocked or impassible for extended periods of time due to extensive damage or flooding.
5. Buildings and structures may be severely damaged or destroyed.
6. Normal resource providers may not be able to deliver needed materials due to their own impacts or limited access.
7. Conditions may be too unsafe for people to leave the college.
8. Communications with persons beyond campus or the region may be interrupted.
9. The college may need to operate independently for a period of days to weeks.
10. College employees may not be willing or able to return to work.
11. The college may be unable to meet obligations to students and the community due to severe structural damages.
12. The college may be called upon to provide shelter to students, faculty, staff, and other non-college personnel.
13. The college may be unable to fulfill its obligations to student education or community accessibility for an extended period of time.
14. There will be an overwhelming demand for information from college officials.
15. There will be shortages of manpower, equipment and supplies needed to respond to and recover from the disaster.
16. Outside assistance through contractors and mutual aid may be required.
17. Response costs and uninsured losses will exceed the college's budget and means to recuperate financially without outside aid (federal, state).
18. There will be significant attrition on the part of students, faculty and staff.
19. The recovery of the surrounding community would be integral to the college's own recovery.
20. Prioritization of response and recovery actions may result in the loss of certain college functions and traditions.

## TRAINING AND EXERCISES

Germanna Community College is dedicated to regularly testing the knowledge, skills and abilities of emergency personnel as well as the plans, policies, procedures, facilities and equipment of the institution. Training helps emergency personnel become familiar with their responsibilities and acquire the skills necessary to perform assigned tasks. Exercises provide a means to validate plans, checklists and response procedures and to evaluate the skills of personnel. Training, committee

meetings, exercises and other necessary activities should be conducted on a regular basis at the discretion of the college's Coordinator of Emergency Management and Executive Policy Group.

## **EVALUATION**

After each major exercise or activation of the EOP, a brief after action report should be written to evaluate the event against measurable goals. This document should include: purpose, date / time, whether the test was announced or unannounced, participants, description, successes, shortcomings and corrective action recommendations. The report is designed to assess the emergency plans and its capabilities. The after action reports may be distributed to the participants for corrections and recommendations. A meeting to review the corrective action recommendation also may be scheduled to discuss the necessity of altering any college policies and procedures.

## **III. Concept of Operations**

### **General**

A primary goal of Germanna Community College is to provide a safe environment for the students, faculty and staff members. This is accomplished

### **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

In 2003 President Bush issued Homeland Security Directive 5 requiring all federal, state, tribal and local organizations to implement the National Incident Management System (NIMS) during any domestic incident management, and emergency prevention, preparedness, response, recovery and mitigation programs or activities. In 2005, Virginia Governor Mark Warner issued Executive Order 102 adopting Homeland Security Directive 5 and ordering that all state and local agency emergency plans and procedures be developed in consonance with NIMS, the National Response Plan and in accordance with the National Preparedness Goals.



One component of NIMS is the Incident Command System (ICS). ICS is a standardized, on-scene, all-hazards incident management concept that is to be utilized for all domestic emergency incidents. This system allows first responders throughout the country to work seamlessly in a standardized organizational structure.

Germanna Community College personnel will utilize the Incident Command System when responding to college emergencies.

### **ESTABLISHMENT OF COMMAND**

Each emergency shall be led by an Incident Commander (IC), who is responsible for all aspects of the incident. Typically, the first responding officer / staff member on scene will assume the role of Incident Commander (IC) until a supervisor or more qualified person arrives.

Upon arrival, the IC should report the following information to the College Police Emergency Communications Center:

- Identify the unit(s) on scene
- Confirm assumption of command
- Give a brief description of the incident and report conditions.

In addition, the IC must:

- Evaluate the situation
- Establish any necessary incident facilities (Incident command post, staging area, etc.)
- Develop an incident action plan
- Assign other incoming units
- Call for additional assistance, if necessary

### **TRANSFER OF COMMAND**

When the responsibility of Incident Command is transferred from one person to another, (i.e. when a supervisor arrives on scene) a transfer of command briefing should take place and include:

- An assessment of the general conditions and tactical problems
- Where personnel and equipment have been assigned
- What resources are available for assignment
- Whether additional resources are needed

Whenever possible, the transfer of command should take place face to face, and if time permits, the person being relieved should provide a written summary of the circumstances. The change in command should be announced to all incident personnel and not merely assumed because of the arrival of a superior.

### **INCIDENT COMMANDER**

The IC is selected based upon his/her qualifications and expertise, not necessarily rank, position or seniority. The role of the IC shall be assigned by the college President or Coordinator of Emergency Management. Depending on the type and severity of the disaster, the IC may vary.

Some examples may include:

- GCC Police Chief or designee- Weather Emergency/Law Enforcement Action
- Local Fire Department - Hazardous Materials Release/Fire/Structure Failure
- GCC Facilities Manager- HVAC/Power Outage
- Local or State Health Department- Health Epidemic
- GCC IT Manager/ISO- Cyber Attack/ Mass Network Failure

The IC is responsible for all activities associated with the incident, to include the authority on all aspects of operations, planning, logistics, finance, safety, liaison, and public information until s/he delegates the authority and responsibilities to another person.

### **UNIFIED COMMAND**

In the instance that the emergency requires the coordination and expertise from more than one department, a Unified Command may be used. In a Unified Command, leaders from the responsible agencies work together, and speak as one voice, to determine plans, objectives, resource allocations and priorities.

## DIRECTION AND CONTROL

### A. President:

1. All emergency operations shall be directed by the College President or her designee as listed below:
  - In the absence of the President, her designee or the Emergency Coordinator's Orders of Succession, the senior College Police or Security officer shall assume operational control of the emergency until properly relieved.

### B. College Police Chief/ College Coordinator of Emergency Management:

1. Emergency operations shall be coordinated by the College Police Chief/ College Coordinator of Emergency Management or delegated alternate. The direct operational control of the campus major emergency or disaster is the responsibility of the College Police Chief/ College Coordinator of Emergency Management or designee.

The Incident Command System as outlined in this plan shall be used by all responders to maintain an effective span of control and workload for all supervisory personnel. The Incident Command System provides a series of supervisory levels that are available for implementation to create a command structure. The most frequent determining factor in establishing supervisory levels within the command structure is the need to maintain an effective span of control. A span of control between three and seven subordinates is desirable in most cases, with the optimum being five.

The Incident Commander also should consider activating additional supervisory levels within the command structure when activities become highly complex or are conducted over a large geographic area.

In order to allow for deployment of resources without overextending span of control or compromising personnel safety due to incident size or complexity, the following assignments will be available to the Incident Commander:

- *Strike Teams* – Used to group similar resources into teams working on a similar task (i.e. police and security officers staffing a perimeter).
- *Task Forces* – Used to group different resources into teams working on a similar task (i.e. search and rescue team).
- *Divisions* – When more than one unit is assigned to perform tactical functions in a specified *geographic area*, a division should be established to provide coordination and control of tactical operations (i.e. north division or southeast division).
- *Groups* – When more than one unit is assigned to the same function incident wide, a group should be established to provide coordination and control of tactical operations (i.e. Campus-CERT group, damage assessment group or shelter group)
- *Branches* – Branches are an optional control level that may be established to group tactical objectives together for coordination and to maintain span of control. The most common branches at emergency operations are fire suppression, law enforcement and EMS branches.

## ESTABLISHED COMMAND LANGUAGE

The following commands shall be used to communicate to campus community actions they should be follow:

- **Secure In Place (Lockdown)** – lock the room you and occupants are in. Block door, if possible. Turn off lights and remain quiet until given the all clear. If communication is available, calmly call 911 or Ext. 2911 from a college phone in the location.
- **Exit/Evacuate the Building** – Follow specific details as instructed. Generally move to a location at least 300 feet from building. If active shooter, seek shelter or flee if you can.
- **Shelter In Place** – go to a covered and concealed shelter area in the lowest level of the building away from doors and windows and be seated in a crouched position.

## LEVELS OF EMERGENCY ACTIVATION

The level of activation of the Executive Policy Group and Incident Response Team in an emergency is dependent on the nature and degree of the incident. At GCC, activations are divided into six levels:

Level	Category	Title	Criteria	IRT Activation
6	State Level I-Alert	<b>Monitoring</b>	Day-to-day monitoring of environmental conditions (i.e., weather, homeland security briefings, police activity, behavioral intervention team (BIT) activity, etc.) to identify potential hazards.	IRT is not activated or placed on standby.
5	State Level II-Stand-by Ready	<b>Normal Operations</b>	Incident in which emergency responders can handle within the normal chain of command. Some collaboration between departments may be needed, but damage / interruption to campus activity is minimal.	IRT is not activated or placed on standby.
4	State Level II-Stand-by Ready	<b>Preparedness</b>	Threat or actual incident is anticipated to occur and preventative measures are	Select functions of the IRT are activated.

			being taken to mitigate damage.	
<b>3</b>	State Level III- Partial Implementation	<b>Localized Emergency</b>	Threat of or actual incident in which a notable deployment of College and possibly local / state resources are needed.	Select functions of the IRT are activated.
<b>2</b>	State Level IV- Full Implementation	<b>Major Emergency</b>	Threat of or actual incident in which a significant deployment of College and possibly local / state / federal resources are needed. Typically entails 24-hour operations.	All identified functions of the IRT are activated.
<b>1</b>	State Level IV- Full Implementation	<b>Prolonged Emergency</b>	Major disaster or emergency situation in effect that requires a prolonged response.	All identified functions of the IRT are activated.

### **INCIDENT FACILITIES**

One of the initial responsibilities of an Incident Commander is to establish the incident facilities, to include:

#### **Emergency Operations Center (EOC)**

The Emergency Operation Center is a facility from which the executive policy group and various incident response team members directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

#### **Incident Command Post (ICP)**

The Incident Command Post (ICP) is the primary field location for the Incident Response Teams and is normally located at or in the immediate vicinity of the incident site and is the focus for the conduct of direct, on-scene control of tactical operations. It's a temporary facility and signifies the physical location of the tactical-level, on-scene incident command and management organization. It is commonly marked with a green emergency light, so as to be distinguished from a distance. Additional site-specific field command posts or functional offices can be used to coordinate on-site response or functional units; but all report back to the ICP. At Germanna, the ICP may perform Emergency Operations Center-like functions in the context of a smaller jurisdiction or during less complex incident scenarios.

## **Staging Area**

A staging area is a location where reserves of personnel, equipment and other available resources will report and maintain a state of readiness while waiting for a specific assignment. This location will be determined according to incident response needs, personnel safety, and staffing requirements.

## **Media Area**

Personnel from the media typically respond quickly to any incident on campus. A designated media area should be established to allow media to report the incident, but not impede response operations. This area shall be designated by the Public Information Officer after consultation with the college President, Executive Policy Group and Incident Commander.

Only the college President, his designee, and/or the Public Information Officer are authorized to release any information to the news media. All personnel should direct any media inquiries to the Public Information Officer or designated information center. The college President has designated the college's Vice President of Workforce and Community Relations as the official college spokesperson.

The emergency plan will only be employed when there is an actual or imminent threat to a large population. If and when an emergency or crisis strikes, the college will need to be prepared to handle the initial impact of the disaster until further assistance can be given. The number of casualties and the amount of destruction suffered during an emergency could be reduced if the emergency plan is followed and order is maintained.

In the event an incident exceeds the college's emergency response capabilities, outside assistance may be available, either through mutual aid agreements with nearby jurisdictions or volunteer emergency organizations. College resources must be fully committed before local, state or federal assistance is requested.

## **Sequence of Action**

This section describes incident management actions ranging from initial threat notification, to early coordination efforts to assess and disrupt the threat, to preparatory activation of the ESF structure, to deployment of resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

## **NON-EMERGENCY/NORMAL OPERATIONS**

These are actions that are implemented during non-emergency or disaster periods that will prepare Germanna Community College for potential emergency response if necessary:

- Public information and educational materials will be provided to the public via newsletters, brochures, publications in directories, college web-sites and other media;
- Develop, review and exercise emergency operations plans and standard operating procedures;
- Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts; and
- Conduct response and incident management training.

## **INCREASED READINESS**

When a disaster threatens, all agencies having responsibilities will take action as called for in their respective ESF:

- Flash flood watch
- Severe Weather

## **Preparedness**

### **TRAINING**

It is critical for the safety of the GCC 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. Training will be performed and documented by the college's Chief of Police/ Coordinator of Emergency Management in conjunction with the GCC Department of Human Resources and GCC Emergency Planning Team (Previously called the COOP Team).

*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 orientation 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 Planning Team will annually convene 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 college's Chief of Police, Virginia Department of Emergency Management or another trained emergency service provider.

The college Coordinator of Emergency Management and local emergency service providers will conduct annual walk-through drills. These drills will be designed to allow each entity 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.

Follow-up and refresher training is available on a periodic basis to support skills learned during the initial training received by emergency services personnel. Specific training programs have been and can be developed to support specific threats that affect certain local communities. The federal government, through FEMA, provides specialized training courses and courses geared towards teaching those who deliver courses at the state and local level. These may be accessed through FEMA's or VDEM's Training websites.

Pursuant to Executive Order 41 (2011), a functional exercise is simulated once per year. This exercise involves emergency services as needed and meets compliance with this order. An after actions review will be conducted with all personnel involved.

### ICS Training Requirements

Training	Chief of Police	IRT	Executive Policy Group	College Police	Incident Commander	Facilities	EOC Staff
ICS 100.c	x	x	x	x	x	x	x
ICS 200.b	x	x	x	x	x	x	x
ICS 300	x		x		x		
ICS 400	x		x	x	x		
ICS 700.a	x	x	x	x	x	x	x
ICS 800.b	x	x	x	x	x	x	x
G-402			x				
WEBEOC	x				x		x
IS 29*	x		x		x		
G290*	x		x				

**\* This particular training is for public affairs personnel and or college officials who may be called upon to speak to the media (i.e. interviews, press conferences, etc.)**

**NIMS/ICS Key K-12 School and College/University Personnel Training**  
[https://rems.ed.gov/docs/NIMS\\_KeyPersonnelTraining\\_2009-2010.pdf](https://rems.ed.gov/docs/NIMS_KeyPersonnelTraining_2009-2010.pdf)

#### Pre-Incident

These are actions that are implemented if the college Coordinator of Emergency Management receives notice of a potential emergency from the federal Homeland Security Advisory System, National Weather Service watches and warnings or other reliable sources.

Some issues to consider at this point in the incident are:

- Communication alert & warning (Clery Requirements);
- Public health and safety;
- Responder health and safety;
- Property protection;
- Possible partial activation of the EOC;
- Brief the college's governing body of the impending situation;
- Alert emergency response personnel and develop a staffing pattern;
- Coordinate with external agencies (i.e. Health Department, Local/State 1<sup>st</sup> Responders, Local Hospitals, Power Company, American Red Cross, etc.); and
- Determine any protective action measures that need to be implemented in preparation for the situation.

## MASTER CHECKLIST

At the first indication an emergency may exist that will affect any segment of the college community, the following Master Checklist should be used.

### *First responders*

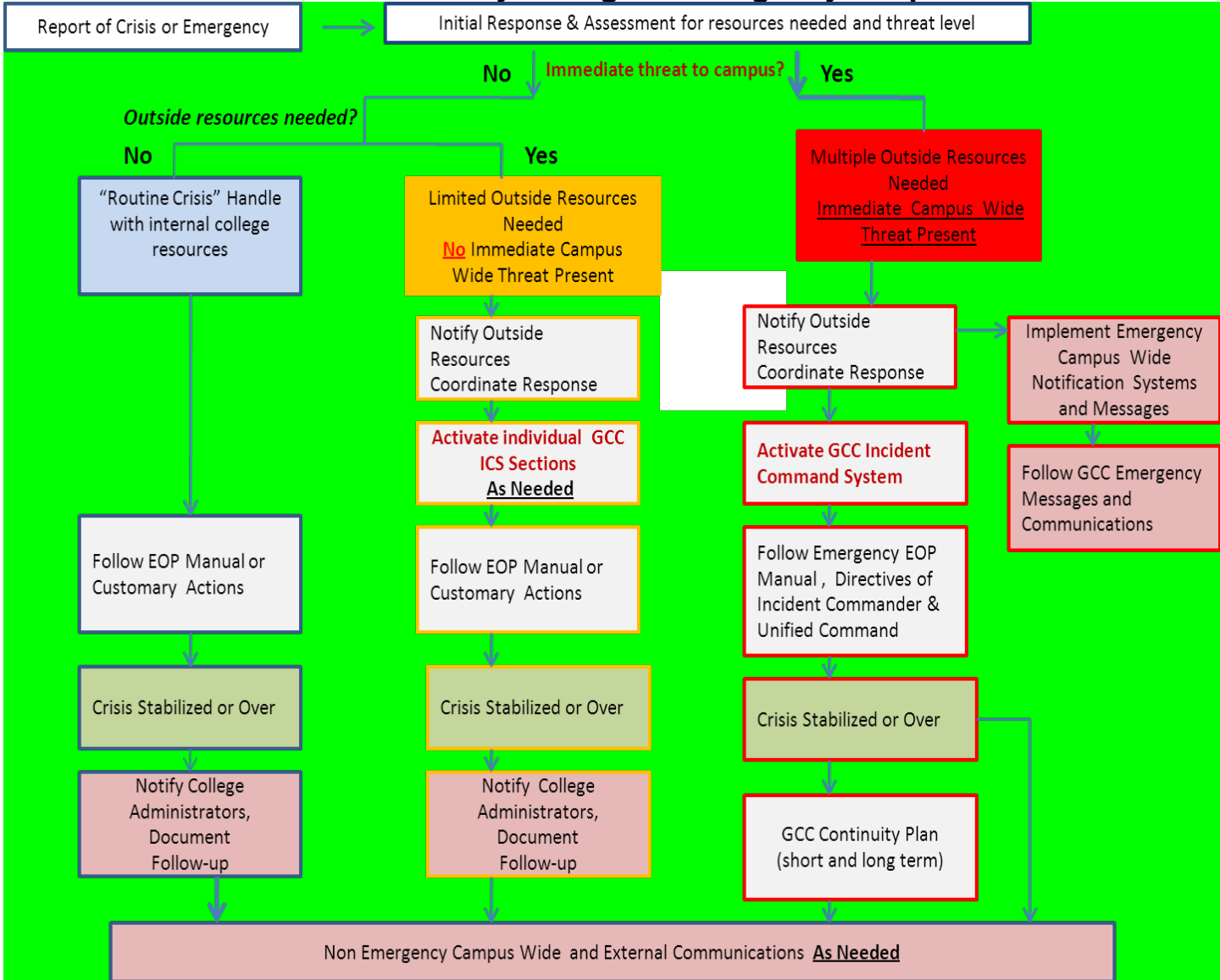
- do we call local jurisdiction(s) or State Police for additional resources?
- is a full or partial activation of the GCC ICS Sections needed?
- do we contact the College President, VP for Administrative & Financial Services and the College Coordinator of Emergency Management?
- do we advise the campus community (Timely Warning/Emergency Alert)?
- do we need to activate the EOC?
- do we convene the Incident Response Team?
- contact Core Incident Response Team members?
- do we contact the VP of Workforce Development & Community Relations or college PIO regarding external communications? Media?
- should we send out safety information?
- do we need to evacuate the campus or buildings?

In addressing points on the Master Checklist, the following priorities should be considered:

1. life safety
2. incident stabilization
3. property conservation
4. community well-being

**\*\*See GCC's Emergency Response Flow Chart on page 25 of EOP\*\***

# Germanna Community College's Emergency Response Flow Chart



## Response

These actions are taken to preserve life, property, the environment, and the social, economic, and political structure of the community. Some issues to consider at this point in the incident are:

- Law Enforcement and Public Safety Services;
- Protection of responder health and safety;
- Fire;
- Emergency medical services;
- Evacuations;
- Dissemination of public information;
- Actions to minimize additional damage;
- Search and rescue;
- Public health and medical services;
- Distribution of emergency supplies;

- Debris clearance;
- Protection and restoration of critical infrastructure;
- Daily functions of the college that do not contribute directly to the emergency operation may be suspended for the duration of the emergency response;
- Efforts and resources may be redirected to accomplish an emergency task;
- Implement evacuation orders as needed;
- Open and staff emergency shelters as needed; and
- Submit Situation Reports to the Virginia Emergency Operations Center (VEOC) and local emergency managers.

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

**Requesting resources from the VEOC by the college:**

*If state resources are needed by the college during an emergency, the request should be made by the local government on the college’s behalf. This is consistent with recent amendments to the Code of Virginia [§44-146.18](#) and [§23.1-804](#).*

Effective July 1, 2009, the local government of the jurisdiction in which the institution is located must contact the [Virginia Department of Criminal Justices Services](#) (DCJS) and the Virginia Criminal Injury Compensation (VCICF) Fund on behalf of the institution of higher education in emergency events in which there are victims of crime as defined Code of Virginia [§19.2-11.01](#). In 2014, in order to reach as many eligible victims in Virginia as possible, the Criminal Injuries Compensation Fund began a rebranding project changing its name to the [Virginia Victims Fund](#) (VVF) to ensure that allied professionals and clients more easily recognize the services provided by VVF.

The college will coordinate with our local emergency management contacts to make requests for resources to the VEOC, VVF and/or DCJS on behalf of the college. Contacts are as follows:

Stafford County	Emergency Management	Deputy Chief
Spotsylvania County	Emergency Services	Division Chief
Orange County	Emergency Management	Chief
Culpeper County	Emergency Services	Chief
Fredericksburg	Emergency Management	Chief
Caroline County	Emergency Management	Chief

**Recovery**

These actions occur after the initial response has been implemented. These actions will assist return to normal operation as much as feasible. During the recovery period, some of the issues that will need to be addressed are:

- Initial damage assessment—within 72 hours of impact, complete and submit an Initial
- Damage Assessment (IDA) to the VEOC and VCCS;
- Assess college infrastructure and determine viability for re-entry of members of the college community;
- Begin immediate repairs to electric, water, and sewer lines and pumping stations;
- Assess long-term recovery needs
- Begin cleanup and restoration of facilities and grounds; and
- Re-establishment of habitats and prevention of subsequent damage to natural resources

A Joint Field Office (JFO) may open to assist those impacted by the disaster if the event is declared a Federal Disaster. The JFO is the central coordination point among Federal, State and Local agencies and voluntary organizations for delivering recovery assistance programs.

## **Mitigation**

These actions are completed to reduce or eliminate long-term risk to people and property from hazards and their side effects. During the mitigation process, these issues will need to be addressed:

- Review the All-Hazard Mitigation Plan and update as necessary any mitigation actions that could be of assistance in preventing similar impacts for a future disaster.
- Work with the Virginia Department of Emergency Management Mitigation Program to develop mitigation grant projects to assist in the most at risk areas.
- Grant programs for loss reduction measures (if available);
- Delivery of loss reduction building-science expertise;
- Coordination of Federal Flood Insurance operations and integration of mitigation with other program efforts;
- Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs;
- Predictive modeling to protect critical assets;
- Early documentation of losses avoided due to previous hazard mitigation measures; and
- Community education and outreach necessary to foster loss reduction.
- Implement mitigation measures in the rebuilding of infrastructure damaged in the event

## **DECLARATION OF A COLLEGE EMERGENCY**

The college president or her designee may declare a college state of emergency exist whenever the **threat** or **actual occurrence** of a disaster is or threatens to be of sufficient severity and magnitude to require significant expenditure and a coordinated response in order to prevent or alleviate damage, loss, hardship or suffering. A college emergency may be declared by the VP for Administrative Services if the college president cannot be reached due to the disaster or other exigent circumstances. The college Coordinator of Emergency Management may declare the existence of a college emergency under exigent circumstance.

## **Activation of the Emergency Operations Center (EOC)**

The President of the college or her designee may activate the EOC if this becomes necessary. However, the Chief of Police/ Coordinator of Emergency Management or his designee may activate the EOC if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale;
- An extensive response and coordination will be required to resolve or recover from the emergency or disaster event;
- The disaster will affect not only the college but also its surrounding jurisdictions which may utilize the same response resources; and/or
- The college's emergency operations plan is implemented to control the major emergency or disaster event.

Partial activation may be ordered when the emergency requires relatively few personnel to accomplish the necessary tasks. Such situations might vary from weather warnings or operations resulting from minor storm damage, fire, and vehicular accidents with multiple casualties, etc.

However, any person part of the college's Incident Response Team can recommend that the EOC be activated.

Full activation will be ordered when widespread destruction has occurred or there is an imminent threat of such destruction. An incident of such magnitude would require commitment of a large number of personnel and equipment resources to properly respond to and recover from an incident.

## **EOC Operations**

Following the occurrence of an emergency or disaster, the EOC will receive notification through any of one or more sources. These include: Radio, phone, NWS teletype, NAWAS, VDEM, NTAS, VA Fusion Center, etc. The event is logged by date and time.

The College Coordinator of Emergency Management and other key personnel are notified of the situation and report to the EOC. The Incident Commander will brief the College President, Executive Policy Group and Incident Response Team as appropriate.

1. The EOC (or the college's primary warning point) relays pertinent data to affected departments such as local emergency management offices, fire, police, sheriff, and EMS units.
2. If the situation warrants, local agencies having responsibilities associated with the particular emergency/disaster are notified and asked to report to the EOC or to the scene of the emergency as required.
3. From this point on, the EOC monitors the progress of the emergency and evaluates efforts to contain the situation. Resource requirements that cannot be met at the college level are channeled to the local agency's Emergency Coordinator for disposition pursuant to the Code of Virginia §[44-146.18](#) and §[23.1-804](#). This continues until the situation is resolved.
4. If the situation warrants, the College Coordinator of Emergency Management will request assistance from a neighboring jurisdiction and the Virginia Department of Emergency Management (if needed). In either case, the respective organizations provide liaison officers to the EOC for coordination of operations.
5. News releases and emergency public information is prepared and disseminated from the EOC through the Public Information Officers (PIOs).
6. The Incident Commander insures continuity of operations and sustained manpower capability around the clock for the duration of the emergency.

This operation continues until the emergency condition terminates, at which time various EOC staff members conduct follow-up activities with respect to after-action reports, response evaluation, conducting debriefings, compiling reports and logs, etc.

## **The primary EOC Organizational and Functional Structure**

The EOC is composed of six major sections. These sections are described in the ESF Concept of Operations section of this plan.

**Communication, Alert and Warning will be provided to the college community and public via;**

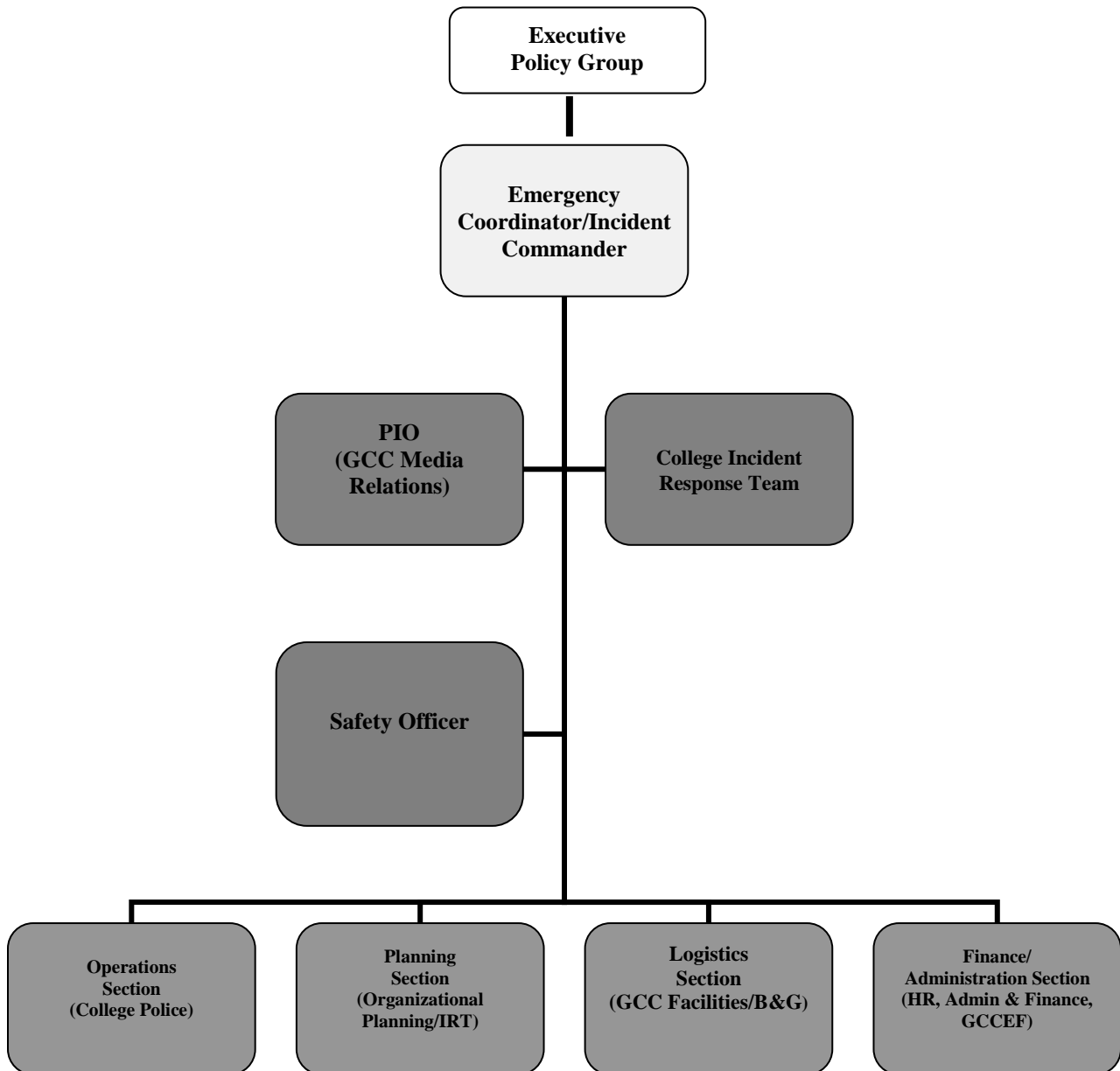
- Germanna E2 Campus Alerts
- Internal Public Warning System
- VoIP Alert System
- College Flat Screen Monitors
- College Website

- College Email
- On-foot alert routes.
- Two-way Radio Communications
- College Switch Board
- PIO External Media Communications/Press Conference

## IV. Organization

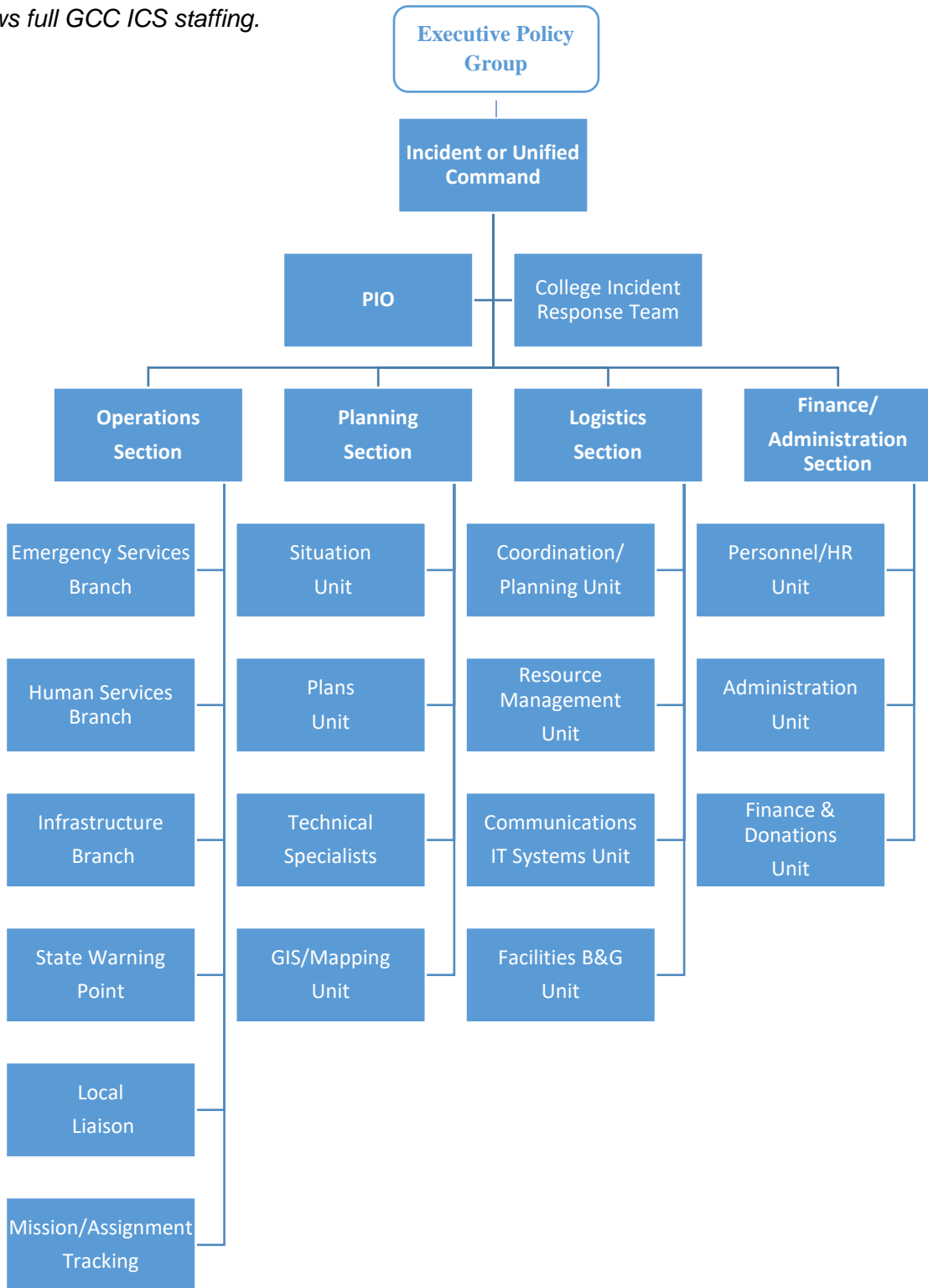
**Germanna's Emergency Operations Plan identifies the college personnel that will participate in the emergency response. Detailed of their roles are provided in the ESF annexes. The college will use the Incident Command Structure (ICS) and National Incident Management system (NIMS)**

This diagram shows the Germanna Community College Field Incident Command structure. This structure will directly link with the EOC if the center is set up to assist in response to the event. Not all events will require the response of the EOC, but all events will require the response of a field incident team even if multiple responsibilities are handled by single individuals.



*When the college's emergency operations center (EOC) is activated, there should be coordination between the EOC manager and the incident commander to ensure a consistent response:*

*This shows full GCC ICS staffing.*



## **COMMAND STRUCTURE**

The Command Structure provides a consistent, easily managed and adaptable means of controlling and managing an emergency situation on the Germanna Community College campus. This system is designed to smoothly integrate with the Incident Command System used by local, state and federal law enforcement and emergency services.

## **EXECUTIVE POLICY GROUP**

The Executive Policy Group (EPG) is an assemblage of the Germanna Community College's Executive Cabinet and is directed by the college president. Additional college departmental leaders and managers may be assigned at the discretion of the college president or her designee. Its role is to advise and assist the Incident Commander (IC) by making emergency-related policy decisions throughout the Emergency Operations Plan activation.

*Position assigned to:* The college president will chair this group. If she or her designee (order of Succession) is unavailable, the highest ranking official of the college will assume the role until such time that the president or designee relieves the initial or subsequent chairperson. When the chairperson is relieved, it must be done formally and the relieving official shall be briefed regarding the current situations, plans, possible options, and other recommendations. A principal responsibility for the EPG is to keep managers and employees focused on the right set of priorities in a crisis situation. Additional duties include:

- Assemble at the designated emergency operations center location.
- Gather information from IC and analyze conditions of the crisis as related throughout the college and surrounding areas.
- Allocate and direct distribution of resources to accomplish the purposes of the college's Continuity Plan.
- Request needed resources from available outside sources if those resources are not available internally.
- Approve final plan and final policy decisions.
- Coordinate with the college IC and PIO to ensure accurate dissemination of internal and external communications.

Authority: Full authority to make/approve emergency expenditures, interim policy changes/waivers, college closings, and decision to evacuate and relocate to preserve life and property.

## **INCIDENT RESPONSE TEAM (IRT)**

The Incident Response Team is responsible for the execution of the Emergency Operations Plan via ESF functions during an emergency situation. The IRT is activated at a level based on the type and nature of the incident to respond to any emergency situation. Primary responsibilities include:

- Creating a planning schedule and milestones for developing emergency response capabilities and obtaining plan approval;
- Working with the Incident Commander and Section Chiefs to maintain timely and accurate assessment of the crisis;
- Relaying decisions to appropriate personnel;
- Relaying information to their respective departments;
- Channeling all relative event information and conditions to the Incident Commander and Section Chiefs for further dissemination;
- Identifying management and policy issues.
- Conduct routine testing and assessment of the college's Emergency Operations Plan.

## **ESSENTIAL PERSONNEL**

Specific staffing requirements will vary widely among Germanna Community College's departments due to differences in their size, structure, mission and essential functions. Each individual department's Emergency Response Plan or Standard Emergency Procedures identifies the department's essential personnel as well as their roles and responsibilities in the event of an emergency. Each area has associated personnel that are necessary to ensure proper emergency response to an incident. Without these essential personnel, the institution will not be able to perform its essential functions or meet faculty, staff or student needs. These personnel are essential to the college's EOP and fulfilling Germanna Community College's mission.

## **INCIDENT COMMAND SYSTEM**

The Incident Command System consists of five sectors: Command, Operations, Logistics, Planning, and Finance and Administration. The initial EOC will be communicated to the Executive Policy Group and Incident Response Team upon activation of the EOP. Center location may vary based on the campus or center affected by the incident(s). 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 EOC and is responsible for the implementation of college policy as directed by the college president and Executive Policy Group, utilization of emergency management skills, and management practices to bring about a successful conclusion of the emergency incident.

*Position assigned to:* The College's Coordinator of Emergency Management /Chief of Police or his designee. If 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 request for additional emergency response /Mutual Aid Request, personnel assignments, and decision to preserve life and property.

*Immediate Actions:*

- activate Incident Response 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
- provide timely briefing and situation reports to the Executive Policy Group regarding the status of the incident
- Coordinates routine briefing with various section chiefs to ensure an accurate flow of information is being provided to the EPG
- 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
- Maintain a Unit Log (ICS Form 214)

**PUBLIC INFORMATION OFFICER:** The Public Information Officer (PIO) is a member of the college's Media Communications and is responsible for the college's activities relating to external and internal communications. The PIO is the college's point of contact with all media agencies, and is responsible for informing the college community about Germanna Community College's Emergency Operations Plan and other emergency preparedness initiatives. The college President

has designated the college's Vice President of Academic Affairs and Workforce Development as the official college spokesperson.

If a college State of Emergency is declared, the Public Information Officer will:

- Obtain a briefing(s) from the Emergency Coordinating Officer/Incident Commander
- Collaborate with the College President and Executive Policy Group, and ensure representation in the Joint Information Center (JIC),
- Maintain information security controls,
- Distribute emergency information to students, faculty and staff via the college's notification resources,
- Advise Emergency Coordinating Officer on information dissemination and media relations,
- Obtain information from and provide information to the Planning Officer,
- Coordinate/direct press conferences for the college's spokesperson,
- Obtain information from and provide information to community and media,
- Maintain a Unit Log (ICS Form 214).

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

*Position assigned to:* College Chief of Police or designee. The highest-ranking official from an outside agency may assume a dual role in Operations with the College Police Chief or his designee.

*Authority:* Directs actions taken by the Operations section and supervises the staff.

*Immediate Actions:*

- Issue initial emergency alerts (if needed)
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources, confirms correct emergency services have been notified
- Attends to life threats as needed
- Direct evacuation efforts
- Control access to incident scene

*Ongoing Actions:*

- Monitor situation
- Provide a point of contact for Assisting and Cooperating Agencies,
- Coordinate emergency services operations as needed
- Coordination of traffic control and crowd control
- Accountability of college community members
- Maintain a Unit Log (ICS Form 214)

**LOGISTICS:** The Logistics Section Chief 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 pick up of needed items; and, monitoring longer term needs as directed by the IC.

*Positioned assigned to:* Director of Facilities Management or designee

**Authority:** Directs actions taken by the Logistics section, supervises staff, and makes expenditures within authority granted by Incident Commander and Executive Policy Group.

**Immediate Actions:**

- Issue initial emergency alerts (if needed)
- Obtain a briefing from the Emergency Coordinating Officer
- Assist with set up of EOC site
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources
- 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 (Organize the clearance and removal of debris, Provide utility assessment and shut down services, Conduct preliminary damage assessments, Maintain communication systems, Evaluate building safety, etc.)
- Coordinate feeding, sleeping, rehab, sanitation and other worker needs
- Maintain a Unit Log (ICS Form 214)

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

**Position assigned to:** Human Resources and Organizational Planning, or designee.

**Authority:** Directs action taken by the Planning section and supervises section staff.

**Immediate Actions:**

- Obtain a briefing(s) from the Incident Commander
- Attends briefings with the Incident Commander and Executive Policy Group on current situation
- Gather, analyze, and disseminate information and intelligence
- Formulates operational plan
- Maintain accountability for college personnel and account for personnel involved in or affected by a campus emergency
- Work with Academic Component of the Incident Response Team to identify alternate locations for academic functions.

**Ongoing Actions:**

- Ensures that financial commitments are consistent with college policy
- Maintains logs, worksheets, and journals documenting financial operations
- Maintains and documents information from Operations and Logistics sections
- Develop an Incident Action Plan utilizing appropriate ICS forms
- Generates periodic written Situation Reports and Resource Status Reports for the Incident Commander, Operations and Logistics section officers
- Organize faculty, students and staff crisis counseling services through Human Resources and College Counseling
- Maintain a Unit Log (ICS Form 214)

## **FINANCE AND ADMINISTRATION:**

*Position assigned to:* Director of Financial Services, or designee.

*Authority:* Directs action taken by the Planning section and supervises section staff.

*Immediate Actions:*

- Issues initial emergency procurement authorization if needed
- attends briefing with the Incident Commander and Executive Policy Group on current situation
- formulates operational plan

*Ongoing Actions:*

- negotiates and monitors contracts as needed
- keeps timekeeping records
- maintains cost analysis
- manages compensation for injury or damage to property as needed
- maintains documentation for reimbursement (e.g., under mutual aid agreements and assistance agreements)

## **Roles and Responsibilities**

### **State Board of Community Colleges**

- Protect the lives of students, faculty and staff and the property and assets of the college;
- Establish the college emergency management program;
- Designate the **College President** ultimately responsible for emergency management; and
- Adopt and promulgate the college's Emergency Operations Plan (EOP). *\*Designated authority to Local College Board\**

### **President (or designee)**

- Work with College Police, other emergency responders, Executive Policy Group, Incident Commander, Incident Response Team and the Coordinator of Emergency Management to determine the need to evacuate any endangered area;
- Working with the same officials, consider the need to alter the normal business or class schedule of the institution, including delayed openings, early closings or total closings;
- Exercise direction and control from the EOC's EPG area during emergency operations;
- Hire and support the College Coordinator of Emergency Management; and
- Hold overall responsibility for the maintaining, exercising and updating the plan.

### **College Emergency Coordinating Officer (Chief of Police)**

- Maintain the EOC in a constant state of readiness;
- Develop and maintain the Emergency Operations Plan (EOP);
- Assume relevant duties as directed by the president or her designee;
- Develop and implement a test, training, exercise and drill schedule to assure all involved parties for emergency response and recovery are fully prepared to fulfill their tasks. A relevant exercise should be held at least annually; and
- Ensure that the EOP is reviewed, revised and adopted every four years.

**Emergency Coordinating Officer (ECO)** – Serves as the communication liaison between the Office of Commonwealth Preparedness, VDEM and each agency. Pursuant to Executive Order 65 (2004), the ECO is assigned the following responsibilities which may have been delegated to others within the organization:

- Coordinate with the Department of Emergency Management on emergency preparedness, response, and recovery issues;
- Prepare and maintain designated parts of the Continuity Plan for which the college is responsible.
- Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the plan;
- Maintain a roster of institution's faculty and staff to assist in disaster operations and ensure that persons on the roster are accessible and available for training, exercises and activations of the plan;
- Coordinate appropriate training for college's faculty and staff assigned to disaster operations;
- Prepare and maintain internal emergency preparedness, response, and recovery plans for the college's resources (facilities, faculty, staff and assets) that outline a comprehensive and effective program to ensure continuity of essential state functions under all circumstances;
- Assure the State Coordinator of Emergency Management that preparedness plans for its facilities are coordinated with the applicable local emergency management agency.

**Local Emergency Manager:** The day-to-day activities of the emergency preparedness program for the locality have been delegated to the local Coordinator of Emergency Management. The local Coordinator of Emergency Management will direct and control emergency operations for the local government in times of emergency and issue directives to other services and organizations concerning emergency preparedness.


**Local Emergency Coordinator (Local Government Role):** Develops and maintains a primary Local Emergency Operations Center (EOC) from which to direct operations in time of emergency. The local government will appoint an individual by title to serve as a point of contact to the institution(s) of higher education within its jurisdiction. This position will contact the VEOC with requests for resources on behalf of the institution.

This operational policy to channel resource requests through the local government is consistent with the Code of Virginia [§44-146.18](#), and [§23.1-804](#), which mandates a state institution of higher education to maintain an EOP, keep it current and integrate it with the local emergency operations plan.

## FACULTY & STAFF:

### General Emergency Management Responsibilities

Faculty and staff are seen as campus leaders and **must** be prepared to direct students, visitors, and colleagues to safe locations in the event of an emergency. Faculty and staff are responsible for being familiar with applicable emergency plans, procedures and evacuation routes for their assigned work locations. This information is accessible the Germanna Community College Police website at <http://www.germanna.edu/college-police-department/>. In addition, Emergency Response Placards are located in every classroom and throughout various college locations. Examples of emergency situations that may occur on campus are listed on each placard. When a particular emergency occurs, go to the placard and read the emergency procedure information. Follow the instructions and do not panic. Below you will find a sample Emergency Placard.

 <b>EMERGENCY PROCEDURES</b> Germanna Community College Fredericksburg Area Campus		
<p style="text-align: center;"><b>SEVERE</b></p> <p style="text-align: center;"><b>SHOOTER/ACTIVE THREAT</b></p> <ul style="list-style-type: none"> <li>If safe to do so, <b>run</b> to a place of cover and <b>avoid</b> the area. Seek protection behind a secure or solid object.</li> <li>If you can't run, seek secure shelter and <b>hide</b>. <b>Deny</b> or delay access to area.</li> <li>Cover any door windows, turn off lights and silence cell phones.</li> <li><b>Call College Police at 540-727-2911 or dial 2911 from any campus IP phone.</b></li> <li>If necessary, <b>fight back/defend</b> yourself.</li> </ul>	<p style="text-align: center;"><b>SEVERE</b></p> <p style="text-align: center;"><b>FIRE</b></p> <ul style="list-style-type: none"> <li><b>Activate the nearest fire alarm pull station</b></li> <li>Evacuate the building and go to the Evacuation Assembly Areas (Parking Lot areas, etc...). <b>Do not use elevators!</b></li> <li>Advise emergency personnel of anyone still in the building.</li> <li>Do not enter the building until authorized by emergency personnel.</li> </ul>	<p style="text-align: center;"><b>HIGH</b></p> <p style="text-align: center;"><b>VIOLENT ACTS</b></p> <ul style="list-style-type: none"> <li>Do not confront the individual</li> <li>If possible, move to a safe location</li> <li><b>Call College Police at 540-727-2911 or dial 2911 from any campus IP phone</b></li> <li>Provide responding officer(s) as much information as possible</li> </ul>
<p style="text-align: center;"><b>ELEVATED</b></p> <p style="text-align: center;"><b>EVACUATION INFORMATION</b></p> <ul style="list-style-type: none"> <li>Evacuate the building using the nearest exit (or alternate exit if nearest exit is blocked).</li> <li>Take personal belongings (keys, purses, wallets, etc.)</li> <li>Secure any hazardous materials or equipment before leaving.</li> <li>Assist persons with disabilities.</li> <li><b>Do not use elevators!</b></li> <li>Follow directions of emergency personnel.</li> <li>Do not leave the campus until your status is reported to your supervisor or instructor.</li> </ul>	<p style="text-align: center;"><b>ELEVATED</b></p> <p style="text-align: center;"><b>TORNADO/HIGH WINDS</b></p> <ul style="list-style-type: none"> <li>Go to an interior hall or room designated as Severe Weather Shelter.</li> <li>Stay away from windows and tall furniture. Look for shelter signs on wall.</li> <li>Lie under something sturdy and/or protect your head and neck from flying debris.</li> <li>If outdoors, lie flat in a low spot.</li> </ul> <p style="text-align: center;"><b>ACCIDENT OR INJURY</b></p> <ul style="list-style-type: none"> <li><b>Call the College Police Department at 540-727-2911 or dial 2911 from any college IP phone</b></li> </ul>	<p style="text-align: center;"><b>ELEVATED</b></p> <p style="text-align: center;"><b>HAZARDOUS MATERIALS</b></p> <ul style="list-style-type: none"> <li><b>If an emergency or if anyone is in danger, call College Police at 540-727-2911 or dial the extension 2911 from any campus IP phone.</b></li> <li>Move away from the site of the hazard to a safe location.</li> <li>Follow the instructions of the emergency personnel.</li> <li><b>Alert others to stay clear of the area.</b></li> <li>Notify emergency personnel if you have been exposed or have information about the release.</li> </ul>
<p style="text-align: center;"><b>GUARDED</b></p> <p style="text-align: center;"><b>SUSPICIOUS OBJECT</b></p> <ul style="list-style-type: none"> <li>Do not touch or disturb the object.</li> <li>Notify your faculty and/or any other administrative personnel.</li> <li>Attempt to determine if any associated threat or reason for object being present.</li> <li><b>Call College Police at 540-727-2911 or dial 2911 from any college IP phone.</b></li> <li>Clearly describe object and location.</li> <li>Be prepared to evacuate if directed by College Police Department personnel.</li> </ul>	<p style="text-align: center;"><b>LOW</b></p> <p style="text-align: center;"><b>SUSPICIOUS PERSON</b></p> <ul style="list-style-type: none"> <li>It is okay to inquire if you can provide assistance (if appropriate). Do not physically confront the person.</li> <li>Do not let anyone into a locked building/ office or area.</li> <li><b>Call College Police if you feel threatened 540-727-2911 *You can also call the College Police non-emergency number at 540-891-3079 or dial 3079 from any college IP phone.</b></li> </ul>	<p style="text-align: center;"><b>EMERGENCY NUMBERS</b></p> <p style="text-align: center;">College Police Department  <b>Emergency: 540-727-2911</b>  <b>Non-Emergency: 540-891-3079</b>  <b>Office: 540-891-3079</b></p> <p style="text-align: center; background-color: #ff0000; color: white;"><b>Classroom Phone direct to College Police</b></p> <p style="text-align: center; background-color: #ff0000; color: white;"><b>2911</b></p> <p style="text-align: center; background-color: #ff0000; color: white;"><b>Local Jurisdiction Emergency Operator</b></p> <p style="text-align: center; background-color: #ff0000; color: white;"><b>911</b></p> <p style="text-align: center;">911 operators will dispatch an officer on <b>ALL</b> 911 hangups</p> <p style="text-align: center; background-color: #ff0000; color: white;"><b>Give Address and YOUR Room Number</b></p>

Germanna Community College utilizes E2 Campus and InformaCast Alerts, communication service that enables key administrators and college police department personnel to reach students and employees quickly with personalized e-mail, text messages, and college IP speakers to provide valuable information to maximize the college's capability to notify them of a life threatening emergency and issue appropriate protective actions. Faculty and staff are responsible for maintaining their emergency contact information with the Department of Human Resources and their respective supervisor.

In addition to the items listed above, faculty members are encouraged to include the following public safety and emergency preparedness information in their course syllabus, and review this information with their students at the beginning of each term:

Phone Number of College Police: Dispatch (Emergency) 540-727-2911 or Ext 2911 from any college phone.

- Program the College Police emergency number in your cell phone
- Information on what to do in an emergency: <http://www.germanna.edu/college-police-department/>
- Register to receive Germanna Community College Emergency Alerts: <https://www.germanna.edu/alerts/>
- Participate in annual college Emergency Preparedness Exercises and Trainings
- Completion of the state mandated Terrorism Awareness Training offered by GCC Human Resources

### **Emergency Response Role**

If faculty and staff are involved in or witness a life-threatening emergency, they are required to immediately call College Police at (540) 727-2911 or Ext. 2911 from any college VoIP phone. Faculty and staff may also call 911 and the College Police will be notified by the local jurisdiction. Faculty and staff must be prepared to assess emergency situations quickly but thoroughly, and use common sense in implementing protective actions. During a declared college State of Emergency, faculty and staff who are not assigned a specific crisis management responsibility are required to take action as directed by the Incident Response Team, Emergency Responders or their supervisor/manager.

### **STUDENTS:**

#### **General Emergency Management Responsibilities**

Students are responsible for familiarizing themselves with emergency preparedness resources, campus emergency procedures, and evacuation routes in the buildings that they use frequently. This information is accessible on the Germanna Community College's College Police website at <http://www.germanna.edu/college-police-department/>

Additionally, students are responsible for maintaining their own contact information via SIS for emergency situations.

#### **Emergency Response Role**

If students are involved in or witness a life-threatening emergency, they are required to immediately call College Police at 540-727-2911 or Ext. 2911 from any college phone. Students may also call 911 and the College Police will be notified by the local jurisdiction. Students must also familiarize themselves with the college's emergency response procedures and be prepared

to assess emergency situations quickly but thoroughly, and use common sense in implementing protective actions. Students are required to implement protective actions in an orderly manner when directed by faculty, staff, emergency response personnel or the Germanna Emergency Alert Notification Systems. During emergency situation, please ensure you follow the directions of faculty, staff and emergency response personnel to ensure you are accounted for at the designated assembly/shelter area.

### Emergency Support Functions (ESFs)

ESF are function-specific plans that identify key college units and response strategies that are necessary to conduct critical operations to respond to or recover from an emergency. Each ESF is assigned a lead unit and supported by additional units as appropriate. A supporting unit(s) may not be appropriate in some cases due to the nature of the function. See below ESF Coordinating Units for a list of the lead units and support agencies or departments.

ESF	Title	Unit(s)
#1	Transportation	Facilities and Business Office – Fleet Services (DGS may be called upon), College Police, local jurisdictions, FRED Transit, VACLEA
#2	Communications	GCC IT, VCCS IT, College Police Emergency Communications Center, Local Jurisdiction, State Police (STARS/SIRS), VITA, Verizon, UMW PD
#3	Public Works	Facilities Building & Grounds, Local Public Works, Emergency Management, College Police
#4	Fire Fighting	Local Fire Department, Virginia Department of Forestry, Campus CERT, College Police, Facilities, State Fire Programs
#5	Emergency Management	College Police/College Emergency Coordinator, Local Emergency Coordinator, VDEM
#6	Mass Care, Housing and Human Services	Local Social Services, Local chapter of the American Red Cross, VDH, Campus communications, Law enforcement (security for shelter or evacuation), Department of General Services, Campus CERT.
#7	Resource Support	Facilities, Local Emergency Coordinator, Emergency Management, Finance & Administration, Campus CERT. ESF #2 – Communications, ESF #15 – External Affairs, local red cross

#8	Public Health and Medical Services	Local EMS, Local area hospitals, GCC Nursing, Local Department of Health, Virginia Department of Health, Virginia Medical Examiner's Office Locality
#9	Search and Rescue	College Police, Local Emergency Responders, Campus CERT, State Police, VDEM
#10	Oil and Hazardous Materials Response	Local/State Fire and Haz Mat Response Team, Facilities, Environmental Health and Safety, Virginia DEQ, VDH
#11	Agriculture & Natural Resources	Facilities, Environmental Health and Safety, Virginia Department of Agriculture and Consumer Services
#12	Energy	Facilities, Public Utilities, Dominion Power, Rappahannock Electric
#13	Public Safety and Security	College Police, Local Jurisdictions, UMW PD, State Police, Local Park Rangers, VACLEA
#14	Long-term Community Recovery	College President, Executive Policy Group, Emergency Management Personnel, Virginia Community College Systems, State Board of Community Colleges, State Council of Higher Education for Virginia
#15	External Affairs	College PIO, Marketing, VP of Workforce Development & Community Relations, VDEM, Virginia State Police, VDOT,
#16	Military Support	Department of Military Affairs – Virginia National Guard
#17	Volunteers & Donation Management	GCCEF, Student Services, Admin Services, Local Jurisdiction

## Student, Staff and Faculty Involvement

### **CAMPUS COMMUNITY EMERGENCY RESPONSE TEAM (C-CERT)**

In 2012 Germanna Community College received grant funding from the Virginia Department of Emergency Management to assist with establishing a Campus CERT team. Initial prerequisite Campus CERT instructor training has been completed and a Campus CERT Coordinator was identified. In 2013 initial training of the first Campus CERT team members was done and in 2014 a second group of Campus CERT team members were trained. The program has continued to training additional Campus CERT volunteers that will be available to assist with emergency preparedness, response and recovery activities

College's Campus CERT team responsibilities:

- Develop and maintain a listing of trained Campus CERT volunteers;
- Provide initial first-responder response to events as requested by the college Coordinator of Emergency Management; and
- Assist in additional emergency response activities as requested by the college Coordinator of Emergency Management.

### **GERMANNA EMERGENCY EVACUATION TEAM (GVAC)**

In August of 2018, the college established a Germanna Community College Emergency Evacuation Team (GVAC). The team is composed of volunteer college faculty and staff members tasked with assisting the College Police Department and Campus CERT team members in college evacuations, severe weather emergencies and during various college emergency drills/exercises. The purpose for establishing the team was to have additionally trained personnel at each college location that can assist with evacuations and severe weather emergencies. Training for these team members is provided by the college police department.

## V. Administration, Finance and Logistics

All assets (human resources and facility and equipment resources) of the college will become the purview of the President of the college to direct in any way to respond to an emergency on campus.

The President may also appoint this authority to her designee or the Coordinator of Emergency Management as written in a formal Delegation of Authority statement on file.

If the emergency exceeds the college's capability to handle, the college will utilize outside resources availability through the site's locality, nearby localities, state, and or federal assists. The college has worked with external localities, agencies and non-profits to address those needs that may overwhelm the internal capability to respond. Memorandums of Understanding are in place and the college has signed Mutual Aid Agreement between the College Police Department and Virginia State Police. All college MOU's and MAA's are maintained by the Vice President for Administrative Services.

### Plan Development and Maintenance

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

Every four years, each institution shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure the plan remains current, and the revised plan shall be adopted formally by the board of visitors or other governing body.

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

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

Plan participants include:

- College President
- College Executive Policy Group and Incident Response Team
- Coordinator of Emergency Management
- College Police
- College Director of Facilities
- Representatives from internal groups:
  - Academic Services,
  - Administrative & Financial Services,
  - Human Resources,
  - Information Technology
  - Student Services, and
  - College Emergency Planning Team

- Representatives from external groups:
  - Locality Emergency Management,
  - Locality Emergency Medical Services,
  - Locality Fire Department,
  - Locality Police Department's and Sheriff's Offices,
  - State Law Enforcement and Emergency Response Agencies,
  - Local Hospitals,
  - Red Cross, and
  - Local Health Departments.
  - Local Community Services Boards

The Coordinator of Emergency Management will review and update the Emergency Operations Plan at least annually. The Coordinator of Emergency Management will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability.

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

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

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

## VI. Authorities and References

### Succession of Authority

Continuity of emergency operations is critical to the successful execution of emergency operations. Below are positions at the college that typically have a role in emergency management.

### Authorities

#### Federal

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
2. The Homeland Security Act
3. National Response Framework
4. Local and Tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures, V. 1, Department of Homeland Security
5. Homeland Security Directive 5 (2003)

#### State

1. Commonwealth of Virginia Emergency Services and Disaster Law of 2006, as amended.
2. The Code of Virginia, Title 1 Chapter 23 and Chapter 44.
3. The Commonwealth of Virginia Emergency Operations Plan,
4. Executive Order 41 (2011)
5. Executive Order 102 (2005)

#### College

1. GCC Policy 70140: Inclement Weather
2. GCC/VCCS Workplace Violence Prevention Policy
3. VCCS/State Procurement Policy

### References

#### Local

1. Regional or Local Hazard Mitigation Plan
2. Local Emergency Operations Plan

#### College

1. Disaster Resistant College Plan
2. College Comprehensive Plan
3. Continuity of Operations Plan (by Executive Order 41)
4. Annual Agency Preparedness Assessment
5. Pandemic Flu Plan
6. Terrorism and Security Awareness Orientation
7. SEC 2001 and SEC501 Security Audit Review and Checklist
8. VITA Risk Management
9. Information Technology Contingency Planning
10. Information Technology Systems Security
11. Logical Access Controls

12. Data Protection
13. Facilities Security
14. Personnel Security
15. Threat Management
16. Information Technology Asset Management
17. Agency Risk Management and Internal Control Standards (ARMICS)
18. CFATS: Critical Facility Anti-terrorism Standards

## Appendix A – Glossary of Key Terms

### Accessible

Having the legally required features and/or qualities that ensure entrance, participation and usability of places, programs, services and activities by individuals with a wide variety of disabilities.

### Agency

A division of business or government with a specific function offering a particular kind of assistance. ICS agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

### American Red Cross

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

### Catastrophe (catastrophic incident)

Any natural or manmade incident, including acts of terrorism, that results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy and/or government functions.

### Command Post

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

### Command Section

One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

### Continuity of Operations

A process of identifying the essential functions - including staff, systems and procedures that ensure the continuation of the agency's ability to operate.

### Continuity of Operations Plan (COOP)

In the context of Virginia state government, the Governor has required all executive branch agencies to complete and exercise a plan that identifies essential functions and

provides the resources to ensure the agency's ability to continue those operations. Essential functions for VERT agencies include their ability to perform their VERT roles.

### **Coordination**

The process of systemically analyzing a situation, developing relevant information, and informing appropriate personnel of viable alternatives for selection of the most effective combination of available resources to meet specific objectives

### **Crisis Management**

A predominantly law enforcement function that includes measures to identify, acquire and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

### **Declaration of Emergency**

Whenever, in the opinion of the college president or designated personnel, feels the safety and welfare of the people of the college require the exercise of extreme emergency measures

### **Decontamination**

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

### **Emergency**

As defined by the *Code*, "any occurrence, or threat thereof, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources".

### **Emergency Alert System (EAS)**

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission to operate in a controlled manner, according to the State EAS Plan to inform the public of needed protective actions in the event of an emergency or disaster situation.

### **Emergency/Disaster/Incident**

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

### **Emergency Coordination Officer (college and university)**

An individual appointed by the president of the college as directed by Executive Order # 41 actively plans, trains and acts in the interest of the protection of the institution's community and coordinates with the Office of Commonwealth Preparedness.

## **Emergency Management**

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include fire-fighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

## **Emergency Operations Center (EOC)**

A facility from which government/college directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

## **Emergency Operations Plan (EOP)**

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

## **Emergency Responder**

Includes college, local, state and federal emergency services public safety, law enforcement, emergency medical services (pre-hospital and hospital), search and rescue, fire services, and related personnel, agencies and authorities.

## **Emergency Services**

The preparation for and carrying out of the functions to prevent, minimize and repair injury and damage resulting from natural or man-made disasters, together with all other activities necessary or incidental to the preparation for and carrying out of the forgoing functions.

## **Emergency Support Function (ESF)**

A function which takes agencies to provide or to coordinate certain resources in response to emergencies or disasters.

## **Evacuation**

Assisting people to move from the path or threat of a disaster to an area of relative safety.

## **Exercise**

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

## **Federal Disaster Assistance**

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of 1988 (PL 93-288)

### **First Responder**

Skilled personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence and the environment, such as government and non-governmental police, fire, emergency medical, search and rescue, emergency management, public health, public works and authorities.

### **Geographic Information System (GIS)**

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

### **Hazardous Materials**

Substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

### **Hazardous Materials Emergency Response Plan**

The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for our community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions. This plan is separate from the county's Emergency Operations Plan.

### **Incident**

An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property.

### **Incident Action Plan (IAP)**

An oral or written plan containing general objectives reflecting overall strategy for managing an incident.

### **Incident Command System (ICS)**

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

### **Incident Commander (IC)**

The individual responsible for the management of all incident operations.

### **Initial Damage Assessment Report**

A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

### **Integrated Communications Plan**

This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

### **Joint Information Center (JIC)**

A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene for the incident. Public information officials from all participating agencies should collocate at the JIC.

### **Joint Field Office (JFO)**

A temporary federal facility established near a declared disaster area to provide a central point for federal, state, voluntary and local officials with responsibilities for incident oversight, direction and assistance.

### **Local Emergency**

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

### **Major Disaster**

Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion in any part of the United States that, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and federal warning centers or other federal agencies to the state warning points.

### **Mitigation**

Activities that actually eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances, State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations.

### **Mutual Aid Agreement (MAA)**

A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and equipment in an emergency situation.

### **National Incident Management System (NIMS)**

A system mandated by the federal Homeland Security Presidential Directive (HSPD) #5 that provides a consistent, nationwide approach for governments(federal, state and local), voluntary agencies and the private sector to work effectively and efficiently together to prepare for, respond to, and recovery from incidents, regardless of cause, size or complexity. NIMS uses a core set of concepts, principles and terminology.

### **National Response Framework**

Establishes a process and structure for the systematic, coordinated, and effective delivery of federal assistance to address the consequences of any major disaster or emergency.

### **Preparedness**

The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises and resources necessary to achieve readiness for all hazards, including Weapons of Mass destruction incidents.

### **Recovery**

Activities that address the short-term and long-term needs and the resources to assist, restore, strengthen and rebuild affected individuals and communities.

### **Response**

Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property and meet basic human needs.

### **Shelter In Place**

The term Shelter-In-Place means to seek immediate shelter and remain there during the emergency. Some emergencies require evacuation, but often, during tornadoes, exterior hazardous material releases, hostile intruder, and similar emergencies, it is safer to remain where you are, and await instructions. The most important aspect of a Shelter-In-Place directive is to TAKE ACTION QUICKLY.

The basic concept behind Sheltering-In-Place is to put barriers between yourself and the danger, while maintaining awareness, communications, and safety.

At GCC, an emergency Shelter-In-Place directive will be initiated through all possible communication methods, however, the most immediate and effective method of notification may be through the [e-2 Campus](#) and InformaCast Alert Messaging Systems. A Shelter-In-Place alert will be given followed by the type of shelter in place reason (Weather, Hazardous Material, or Police Incident)

**Threat**

Any indication of possible violence, harm or danger.

**Volunteer**

Any individual accepted to perform services by any agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed. Washington Area Warning System (WAWAS) – A regional warning system that serves Northern Virginia, the District of Columbia, selected federal agencies, and certain southern Maryland jurisdictions in the National Capital Region (NCR).

**Unified Incident Command (UIC)**

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations and maximizing the use of all assigned resources.

## Appendix B – List of Acronyms and Abbreviations

ARC	American Red Cross
AAR	After Actions Report
CONOPS	Concept of Operations
CONPLAN	Concept of Operations Plan
COOP	Continuity of Operations Plan
C-CERT	Campus Community
ECO	Emergency Coordinating Officer
EOC	Emergency Operations Center
EAS	Emergency Alert System
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOP	Emergency Operations Plan
ESF	Emergency Support Function
EPG	Executive Policy Group
EPZ	Emergency Planning Zone (Radiological term)
GCC	Germanna Community College
GVAC	Germanna Emergency Evacuation Team
HAZMAT	Hazardous Material(s)
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
ICP	Integrated Communications Plan
IDA	Initial Damage Assessment

IDAR	Initial Damage Assessment Report
IRT	Incident Response Team
JFO	Joint Field Office
JIC	Joint Information Center
MAA	Mutual Aid Agreement
MACC	Multi-Agency Coordination Center
MACS	Multi-Agency Coordination System
MOU	Memorandum of Understanding
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NRF	National Response Framework
NWS	National Weather Service
OSHA	Occupational Safety and Health Administration
PDA	Preliminary Damage Assessment
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SOP	Standard Operating Procedure
UC	Unified Command

## Appendix C – Maps and Charts

### Matrix of Responsibilities

	ESF # 1 Transportation	ESF # 2 Communications	ESF # 3 Public Works	ESF # 4 Fire Fighting	ESF # 5 Emergency Management	ESF # 6 Mass Care	ESF # 7 Resource Support	ESF # 8 Health & Medical	ESF # 9 Search & Rescue	ESF # 10 Hazardous Materials	ESF # 11 Agriculture & Natural Resources	ESF # 12 Energy	ESF # 13 Public Safety	ESF # 14 Long-Term Recovery	ESF # 15 External Affairs
Local Law Enforcement	X	X			X		X	X	X	X	X		X	X	X
Local Fire, EMS, Emergency Management		X	X	X	X	X	X	X	X	X	X				
Student Services						X	X	X						X	X
College Police Department	X	X		X					X				X	X	
GCC Facilities Management	X	X	X		X		X		X	X		X		X	
Executive Policy Group		X			X									X	X
Academic Services		X												X	X
GCC Information Technology Services		X	X		X							X			
Germanna C-CERT				X		X	X	X	X				X		
Administration/Finance							X							X	
GCC Incident Response Team	X				X	X	X	X							
State Board for Community Colleges		X					X						X	X	X
GCC Human Resources		X				X									X
GCC Public Affairs/JIC		X			X										X
Rappahannock Electric / Dominion Virginia Power VDH /DEQ		X			X					X		X			X

## **Appendix D – Memorandums of Understanding/Agreement and Mutual Aid Agreements**

In addition to other college MOU's/MAA. The Germanna Community College Police Department maintains a Mutual Aid Agreement with the Virginia Department of State Police, Virginia Department of Alcohol Beverage Control (Bureau of Law Enforcement), and the Rappahannock Community Services Board, as well as a Memorandums of Understanding with the Rappahannock-Rapidan Community Services Board, Services to Abused Families (SAFE, Inc.), and Rappahannock Council Against Sexual Assault (RCASA).

(These agreements are on file and maintain by the college's Vice President of Administrative Services)

## Appendix E – Emergency Call List

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(Sensitive Information withheld from plan but on file with College Police emergency communications dispatch center. This list has also been distributed to the Executive Policy Group and college's Incident Response team members. In addition, the list is also stored in the college leadership team section on the Germanna Central intranet site)

## Appendix F – Incident Response Procedures

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### REPORTING AN EMERGENCY

To ensure the safety of all college employees and facilities, all emergencies must be reported immediately.

1. To report an emergency, call the college's Police Emergency Communication Dispatch Center by dialing -2911 from any college IP phone system or 540-727-2911 from your cellular phone.
2. Provide the following information to the officer:
  - Your name and telephone number.
  - Exact location of the incident (building and room number, if applicable).
  - Description of what is happening.
  - Any other relevant information.
3. Do not hang up the telephone until the officer has indicated that you have provided all the necessary information.

### DURING THE EMERGENCY

- Remain calm.
- Account for your staff, students or visitors.
- Account for movements and activities during the event.
- Report locations of any disabled individuals or any other person needing assistance.
- Allow emergency responders to provide verified information.
- Contact the College Police Department's Emergency Communications Center ONLY if you have additional information regarding the ongoing event or to report any additional emergency situation that you encounter.

### FOLLOWING THE EMERGENCY

When it has been determined that the threat is over and it is safe to return to normal operations, the college Emergency Coordinator or his designee shall broadcast an "ALL CLEAR". Please only respond to an "All Clear" given by the college's Emergency Coordinator or his designee; not outside emergency response personnel.

The Emergency Coordinator will notify the College President and Vice President of Administrative and Financial Services and any other senior college Administrator (if needed) that the college should resume normal operations and it is safe to resume duties. It shall be the responsibility of college police department, facilities personnel, and designated emergency responder personnel to check for potential hazards in the classrooms and work areas prior to resuming normal operations. Faculty and staff should assist by contacting the College Police Emergency Communications Center if any of the following hazards are observed:

- Broken glass and other sharp objects

- Electrical wires
- Malfunctioning equipment/electrical shortages
- Chemical/biological hazards
- Objects obstructing passage
- Suspicious Packages/material
- Suspicious Odor/Gas Smell

Emergency hazards should be immediately reported to the College Police Emergency Communication Center by dialing -2911. No attempts to repair these hazards should be made without prior approval from facilities personnel or emergency responders. It shall be the responsibility of the Director of Facilities Management to coordinate salvage activities if it is determined this is necessary.

### **Medical Emergency**

1. Shout for help to alert nearby employees or visitors.
2. Assess the medical emergency. Determine type of injury or illness.
3. Contact College Police at Ext -2911.
4. Assist emergency responders if needed.
5. Complete a college police witness statement form (if requested).
6. If required, initiate a college Risk Management First Report of Accident form.

### **Severe Weather**

1. Stay away from windows or outside doors.
2. Shut down equipment as necessary.
3. Seek shelter inside the building in designated shelter areas or in another specified location by authorized emergency personnel.
4. Account for people with you in building and shelter areas.
5. Stay in shelter areas until “all-clear” signal is given.
6. Be aware of potential hazards from downed electrical lines and structural damage.
7. Always remember the “Safety is Everyone’s Responsibility.” Prepare for situations like this by familiarizing yourself with the college emergency procedures and shelter areas, participating in various college emergency drills/exercises, and programming the college police emergency number (540-727-2911) in your phone.

### **Earthquake**

#### *If Indoors-*

1. Keep calm. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
2. DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn’t a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
3. Protect your head and neck. Stay away from glass, windows, outside doors, or loose items that could fall.

4. After the earthquake, stay away from windows, skylights, and items that could fall. If evacuation is necessary, use stairways to leave the building. Do not use elevators.
5. Be aware of potential hazards from broken gas lines, downed electrical lines, and structural damage.
6. Account for all people in the building.
7. If an evacuation is warranted, facilities personnel and police and security services staff will assess the safest location to evacuate to.

If Outdoors-

1. Stay there.
2. Move away from buildings, streetlights, and utility wires.
3. Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake and 2018 earthquake in Indonesia occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If In A Moving Vehicle-

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

# Earthquake Assessment Checklist

What are some of the potential items in your workspace/office that can cause injury or damage during an earthquake?

- Loose items on desk or tables?
- Moving furniture that can cause an injury
- File cabinets that can fall over and cause damage?
- Broken or flying glass from windows or personal objects?
- Hazardous chemicals that can spill or splash?
- Sharp objects that could potentially turn into projectiles?
- Hanging plants or pictures that could fall and cause injuries?
- Plugged in lamps or coffee pots that could start a fire?

Fill in the concerns you discovered after assessing your work area:

- 
- 
- 
- 

Take a more active role in keeping yourself safe and protected from injury when the next earthquake happens.

## **Chemical Spill**

1. Confine the hazard. Close doors and restrict access to the area. Do not attempt to clean up the spill unless trained to do so. If spilled material is a flammable liquid, shut down or eliminate sources of ignition.
2. Immediately report the spill to college Police and your supervisor.
3. Evacuate nonessential personnel from the area. Assist any injured personnel. Keep bystanders from entering the spill area. Isolate those who have been contaminated from the others that have not.
4. Do not reenter the building until told to do so by Emergency Personnel and an "All Clear".

## **Human Body Fluids**

1. Notify the College Police Department at -2911 in the event of exposure to human body fluids. Remember human blood may carry blood borne pathogens, which can cause disease.
2. If contact is made with skin, wash the area immediately with soap and water
3. Do not attempt to clean fluids unless properly trained and equipped.
4. Always use rubber or non-latex gloves when in the proximity of bodily fluids and consider them infectious.
5. Gloves that have been in contact with bodily fluids must be disposed of in a biohazard container and hands must be washed with soap and water.

## **Aircraft Disaster - Aircraft crash into or near a college facility**

1. Immediately notify college Police at extension 2911 who will then notify the appropriate authorities.
2. Utilize the appropriate emergency exit plan to maximize the safety of faculty, staff, students, and visitors
3. Account for all building occupants and determine the extent of injuries.
4. Assist emergency response personnel as needed.
5. Remain in designated area until authorized to disband.

## **Bomb Threat**

If you receive a telephone threat, bomb threat, etc...:

1. Remain calm.
2. Listen carefully and try to keep the caller talking so that you can gather as much information as possible. Take notes (refer to bomb threat checklist below). Be polite and show interest.
3. If possible, write a note to a co-worker to call College Police or notify them as soon as the caller hangs up. Relay as much information as possible.
4. The College Police Emergency Communications Dispatch Center will notify the proper authorities.
5. Remain available to assist with any information requested. Have your notes available to ensure correct information.
6. Be guided by College Police and other authorized personnel. If evacuation is ordered, proceed as instructed. Do not activate the fire alarm or use any wireless devices.

If you receive a written threat, suspicious parcel or if you find a suspicious object anywhere on the premises:

1. Remain calm.
2. Keep anyone from handling it or going near it.
3. Notify Police IMMEDIATELY.
4. The College Police will notify the proper authorities.
5. Promptly assist as requested in as much detail as possible.
6. Do not discuss the threat with anyone.
7. Be guided by College Police and other authorized personnel. If evacuation is ordered, proceed as instructed.

# BOMB THREAT CHECKLIST

## When receiving a bomb threat over the telephone:

1. Stay as calm as possible.
2. Do not transfer the call or put the caller on hold.
3. Listen attentively and speak politely—avoid interrupting.
4. Express your concern for potential loss of life.
5. Keep the caller talking as long as possible.

Exact time of call: \_\_\_\_\_ Date: \_\_\_\_\_ Line #: \_\_\_\_\_

Exact initial words of caller: \_\_\_\_\_

## Ask the caller the following questions:

1. When is the bomb going to explode: \_\_\_\_\_
2. Where is the bomb located: \_\_\_\_\_
3. What does it look like: \_\_\_\_\_
4. What kind of a bomb is it: \_\_\_\_\_
5. What will cause it to explode: \_\_\_\_\_
6. Did you place the bomb: \_\_\_\_\_
7. Why: \_\_\_\_\_
8. Where are you calling from: \_\_\_\_\_
9. What is your address: \_\_\_\_\_
10. What is your name: \_\_\_\_\_
11. If voice is familiar, who did it sound like: \_\_\_\_\_
12. Were there any background noises: \_\_\_\_\_
13. Person receiving call \_\_\_\_\_
14. Position of person receiving call: \_\_\_\_\_
15. Did the caller mention anyone by name (as a target): \_\_\_\_\_

## Caller's Voice Characteristics (Circle):

Calm	Disguised	Nasal	Angry	Broken	Stutter	Slow
Sincere	Lisp	Rapid	Giggling	Deep	Crying	Squeaky
Excited	Stressed	Accent	Loud	Slurred	Normal	Muffled

## **Suspicious Packages or Mail**

1. Never touch or move any item that appears suspicious. Only you know what is suspicious to you so trust your instincts. Leave it exactly where it was found and immediately notify the College Police Department at 540-727-2911 or 2911 from any college VoIP phone. Be sure to give the location of the device.
2. If the suspicious package was discovered as it was being delivered to you, avoid dropping, throwing or other abrupt movements. Gently set the package down.
3. Do not use a cell phone or any wireless device within 250 feet of the package.
4. Isolate the package by evacuating the room.
5. The College Police Department will determine if a full scale evacuation is in order however, the immediate classroom or office can be evacuated by any staff or faculty member. College Police, Facilities and emergency responders will assist with evacuating the building when necessary.
6. College Emergency responders will follow the NIMS/ICS incident response protocol.

### **\*Handling of suspicious materials:**

- Do not open suspected container. Lay it down gently and keep it level.
- Do not immerse in water.
- Do not lock in cabinet or file/desk drawer.
- Isolate container and clear an area within 250 feet of all personnel.
- If windows are available, open them.
- If you locate a device DO NOT APPROACH IT. Notify College Police of its whereabouts when they arrive on site.

No one will be allowed to reenter building until the all clear is given from College Police or other responding Law Enforcement personnel.

## **Power Outage**

Contact, the College Police Department at 540-727-2911 or 2911 from any college VoIP phone, if you experience a power outage. Some campus buildings are equipped with backup generators that should normally kick in after an outage.

Do not evacuate unless told to do so by College Police or emergency response personnel. If an evacuation is ordered turn off equipment and unplug electrical items which may be damaged when normal power is restored.

The Director of Facilities or his designee will have operational command over the incident. Notification to the power company will be made by facilities personnel via a request to the College Police emergency communications center.

## **Gas Leak**

Natural gas leaks, with odor expelled in the building, may occur and bring danger of an explosion. Natural gas rises and leaks will often occur outdoors because most gas lines are located outside the building. Natural gas is mixed with Mercaptan to provide an odor. The gas rises and the odor falls.

If a leak occurs in or near the building:

1. DO NOT ACTIVATE THE FIRE ALARM – DANGER OF EXPLOSION.
2. Notify the College Police Department at 540-727-2911 or 2911 from any college VoIP phone. Be sure to give your campus/center location and the possible area of the leak.
4. College Police will notify facilities to turn off the main gas valve.
5. College Emergency Responders will follow the established NIMS/ICS incident response protocol and the Director of Facilities or his designee will have operational commander over the incident.
6. Notification to the Gas Company and local public works will be made by the Director of Facilities or his designee via request to the College Police emergency communications center.
7. College Police and other college emergency responders will assist with evacuations and keep students, faculty, staff and visitors a safe distance from the building/area until the problem has been corrected.
8. If College President or her designee cancels classes for the remainder of the day, College Police, Facilities, and emergency responders will arrange an orderly dismissal of students, faculty, staff and visitors from the college parking areas.
9. Any inquiries for information from the media will be referred to the Public Information Officer.

### **Active Shooter/Hostile Intruder (Run/Hide/Fight and Avoid/Deny/Defend)**

I. If you are involved in a situation where someone has entered the area and started shooting, the following are a list of recommended actions:

1. If safely possible, exit the building immediately, and run to a place of cover.
2. Notify anyone you may encounter to exit the building immediately.
3. Notify the Police by calling 911 or if using a GCC phone, call 2911 for emergency assistance.
4. Give the 911 Operator the following information:
  - Your name
  - Your location
  - Location of the incident (be as specific as possible)
  - Number of shooters (if known)
  - Identification of shooter(s) (if known)
  - Description of shooter or shooters
  - Number of shooting victims, their condition and their location

II. If you are unable to safely exit the building/location, the following actions are recommended:

1. Go to the nearest room or office.
2. Close the door, lock if possible or block the door with an inanimate object such as a desk or chair and stay low. Deny or Delay access to your location.
3. Cover the door windows if possible.
4. Keep quiet and act as if no one is in the room.
5. DO NOT answer the door.
6. Notify the Police by calling 911 or if using a GCC phone call 2911 for emergency assistance.

7. Give the 911 Operator the following information:

- Your name
- Your location
- Location of the incident (be as specific as possible)
- Number of shooters (if known)
- Identification of shooter(s) (if known)
- Description of shooter or shooters
- Number of shooting victims, their condition and their location

III. If for some reason you are caught in an open area such as a hallway or lounge type area, you must decide what action to take.

1. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.

2. If you think you can safely make it out of the building by running, and then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s). Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.

3. If you are unable to run or hide, you may choose to play dead if other victims are around you.

4. The last option may be to fight back. This is dangerous, but depending on your situation, this could save your life. Most objects, such as pens, pencils, chairs and even rolled up magazines can be used as weapons.

5. If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.

6. Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons. Once circumstances are evaluated by the police, they will give you further directions to follow.



**EMERGENCY PREPAREDNESS  
ACTIVE SHOOTER / ACTIVE THREAT**



College Police Department

**I. If you are involved in a situation where someone has entered the area and begins actively killing or attempting to kill, below is a list of recommended actions:**

- A. If safely possible exit the building immediately and **run** to a place of cover and **avoid** the area. Seek protection behind a secure or solid object.
- B. Notify anyone you may encounter to exit the building immediately. Try and account for individuals in your area.
- C. Notify the Police by calling 911 or if using a GCC campus phone, call college police by dialing 2911 for emergency assistance.
- D. Give the Police Operator the following information:

- **Your name**
- **Your location**
- **Location of the incident (be as specific as possible)**
- **Number of shooters (if known)**
- **Identification of shooter(s) (if known)**
- **Description of shooter or shooters**
- **Number of shooting victims, their condition and their location**

**II. If you are unable to safely exit the building, the following actions are recommended:**

- A. Go to the nearest room or office, **deny** access and **hide**.
- B. Close the door, lock it possible or block the door with an inanimate object such as a desk or chair(s) and stay low.
- C. Cover the door windows if possible and turn off the lights.
- D. Keep quiet and act as if no one is in the room.
- E. **DO NOT** answer the door. **Do Not** pull the fire alarm.
- F. Notify the Police by calling 911 or if using a GCC campus phone, call college police by dialing 2911 for emergency assistance.
- G. Give the Police Operator the following information:

**III. If for some reason you are caught in an open area such as a hallway or lounge type area, you must decide what action to take.**

- A. You can try to **hide**, but make sure it is a well-hidden space where intruder access can be **denied/delayed** or you may be found as the intruder (s) moves through the building and or grounds looking for victims.
- B. If you think you can safely make it out of the building by running, then do so. If you decide to **run**, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other solid object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
- C. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may have to develop a plan of counter attack and fight.
- D. The last option you have if caught in an open area may be to **defend/fight** back. This is dangerous, but depending on your situation, this could be your only option.
- E. If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
- F. Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

**Finally, plan ahead and be familiar with your surroundings!**

### **Shelter In Place (Police Incident)**

A shelter in place (police Incident) is used when there is an active threat in a specific college location or college community as a whole and evacuation could put the community at risk.

In active shooter cases for example;

When in a police incident shelter in place, remain calm and stay with your group of people. Lock doors and windows and close shades, if possible. Turn off interior lighting. Stay away from doors and windows. If possible barricade the door to obstruct immediate access into the room/location.

If the College Police Department issues a shelter in place-police incident (Sometimes referred to as "lockdown") notice. **DO NOT** open your locked door.

Notify the College Police Department at 540-727-2911 or 2911 from a college VoIP phone if possible concerning facts at your location.

If you hear a gunshot, get on the floor and remain quiet. Do not leave while under a shelter in place. Only the College Police or the responding law enforcement agency can cancel a shelter in place (Police Incident).

### **Shelter In Place (Weather/Hazardous Situation)**

A shelter in place is issued when it is more dangerous to evacuate a location than to remain. Should an emergency situation arise, notification will come from College Police to the college community. The ideal option of remaining inside a college facility can be the safest option in these instances. Additional notification may also be shared via radio, television, internet, and through other communication devices. The college community will be required to remain in their current facility until the all clear notice has been issued by the College Police or authorized official.

If you're inside a facility remain in the facility until the "all clear" has been issued by College Police. Close and secure all windows and doors to the facility. If you have access to a telephone, contact the College Police at 2911 on a campus VoIP phone or local police using 911, to let them know where you are located, and how many people are assembled with you. Facilities personnel will shut down the affected location's HVAC systems.

We recommend in an emergency situation that you try to remain calm and manage the stress associated with the situation. Remain alert and give relevant information to the responding officer(s) and take care of each other.

If you have computer and internet access, log onto the College Police website:

<http://www.germannna.edu/college-police-department/>

for additional information and instructions.

### **Fire Emergency or Building Evacuation**

1. Sound the local alarm (i.e., activate fire alarm via pull station, contact College Police and notify a supervisor).
2. Shut down equipment as necessary.
3. Leave the building via designated evacuation routes.
4. Assemble at designated campus assembly area out of the way of responding emergency vehicles.
5. Account for people in building or you group.
6. Remain outside building until told it is safe to reenter.

Key things to remember:

- If you are on fire, Stop Drop and Roll. Do Not Run.
- If you have had training in the use of fire extinguishers and the fire is small (small office size trash can), you may attempt to put out the fire, if safe to do so utilizing the PASS (Pull, Aim, Squeeze, Sweep) method.
- If you encounter smoke, the best quality breathing air will be nearest the floor.

## Evacuation Plan:

It is the policy of Germanna Community College, that in the event of an emergency, which would require the evacuation of a building, the following procedures will be utilized to ensure all students, faculty, staff and visitors exit a building in a safe, orderly and expeditious manner.

This Evacuation Plan shall be revised or updated annually as appropriate. Further, the College Emergency Coordination Officer will have it reviewed annually with all employees. Each instructor, for both day and evening classes, shall review the evacuation plan at the first meeting of every class each new semester or term class. The internal FIRE ALARM SYSTEM will be used to sound evacuation alarms. Do not try to guess whether the alarm has been accidentally set off or whether it is a "false" alarm, a minor disturbance, or a "crackpot" telephone call. Each time the building alarm sounds or an emergency evacuation alert is sent, react immediately to evacuate the building according to the following plan:

There are two (2) reasons that can require the evacuation of a building on the GCC campus or one of its college facilities.

- a. An emergency situation that presents a serious threat of injury, or life to the students, staff, or visitors of GCC.
- b. A planned operation, or drill for training, or for administrative purposes. In these cases, the Germanna Community College President, or her designee, will be the authority to approve the time, date, and conditions for such an event or drill.

1. When the alarm sounds everyone should immediately stop what you are doing and proceed from the building to the exit highlighted on the evacuation plan corresponding with the room/area you are currently occupying.

2. Instructors should make sure they have an accurate accounting of students and upon evacuation check his or her respective classrooms before leaving the building to ensure that everyone is out.

Instructors shall have the primary responsibility to see that disabled students receive appropriate evacuation assistance, or are directed to the nearest area of rescue assistance, instructors will alert the College Police or emergency responders and provide the students name and location in the building. Lights should be left on in the empty classrooms, and doors should be closed. **Remember – Lights on! Doors Closed!**

3. College Police, Facilities, and college emergency responders will immediately assist with and ensure that all occupants have been evacuated. After the assigned areas have been evacuated and the area is deemed safe, College Police or facilities personnel will give an "All Clear".

4. College Police, Facilities, and college emergency response personnel will see that handicapped persons are given the appropriate assistance when local Fire & Emergency

Services arrive on scene. In the absence of a College Police, Facilities, and college emergency responders, designated college personnel shall assume the leadership role.

5. All Students, faculty, and staff (other than facilities staff, College Police and Security, and the college emergency responders) should immediately proceed to the areas outlined below:

*Fredericksburg Area Campus (Spotsylvania County) Safe Area* - All students, faculty and staff that have evacuated the building will gather with their respective classes or department personnel beyond the Emergency Call Boxes on either the east or west side of the main parking area and/or at least 75-100 yards from the sidewalks, unless directed to a secondary gathering place by emergency response staff. **DO NOT LEAVE THE CAMPUS** until you confirm with your supervisor or instructor, your safe evacuation from the building and emergency responders inform you to do so.

*Locust Grove Campus (Orange County) Safe Area* –All students, faculty, staff and visitors will gather with their class, department personnel or visitors in the main parking area beyond the Faculty/Staff parking driveway at least 75-100 yards from the sidewalk, unless directed by emergency responders to a secondary gathering place. **DO NOT LEAVE THE CAMPUS** until you confirm with your supervisor or instructor, your safe evacuation from the building and emergency responders inform you to do so.

*Joseph R. Daniel Technology Center (Culpeper County) Safe Area* –All students, faculty, staff and visitors will gather with their class, department personnel or visitors in the main parking area and/or at least 75-100 yards from the sidewalks, unless directed to a secondary gathering place by a college emergency response team member. **DO NOT LEAVE THE CENTER** until you confirm with your supervisor or instructor, your safe evacuation from the building and emergency responders inform you to do so.

*FredCAT and Central Park Offices (City of Fredericksburg) Safe Area* –All employees and visitors will gather with their department personnel and visitors at least 75-100 yards from the building, unless directed to a secondary safe gathering place by a college emergency response team member. **DO NOT LEAVE THE CENTER** until you confirm with your supervisor or college personnel, your safe evacuation from the building and emergency responders inform you to do so.

*Barbara J. Fried and Stafford Automotive Centers (Stafford County) Safe Area* –All employees and visitors will gather with their department personnel and visitors at least 75-100 yards from the building, unless directed to a secondary safe gathering place by a college/local emergency response team member. **DO NOT LEAVE THE CENTER** until you confirm with your supervisor or college personnel, your safe evacuation from the building and emergency responders inform you to do so.

*Caroline County Center (Caroline County) Safe Area* –All employees and visitors will gather with their department personnel and visitors at least 75-100 yards from the building, unless directed to a secondary safe gathering place by a college/local emergency response team member. **DO NOT LEAVE THE CENTER** until you confirm with your supervisor or college personnel, your safe evacuation from the building and emergency responders inform you to do so

6. College Police, Facilities, or college emergency responders shall clear all driveways and sidewalks for arrival of emergency vehicles and personnel.

7. Upon completion of evacuation and confirmation that the building is safe to occupy, an “All Clear” will be given by College Police or Facilities personnel will inform students, faculty, staff and visitors that they may return safely to the building.

**Note: Do NOT use the elevators in cases of Fire, Earthquake, Power Outages, or Bomb Threat.**

***Finally – Safety is everyone’s responsibility. Plan ahead and always be aware of your surroundings!***

### **Information Security Breach:**

## Germanna Community College Computer Incident Response Plan

### **Purpose**

The purpose of the Germanna Community College Computer Incident Response Plan (CIRP) is to provide technical and managerial guidance to enable a quick and efficient recovery from security incidents, perform the necessary steps to correctly handle an incident, prevent or minimize disruption of mission critical services, and minimize loss or destruction of confidential or sensitive information. Germanna Community College will also use the information gained during incident handling to better prepare for future incidents and provide for stronger protection for systems and data.

### **Scope**

The Germanna Community College CIRP is applicable to all users of the Germanna Community College computer services.

### **Roles and Responsibilities**

All users of the College’s computer resources are responsible for being vigilant for unusual system behavior which may indicate a security incident in progress and for reporting computer incidents.

Supervisors must ensure their employees are aware of reporting procedures and that employees complete security awareness and training.

System administrators who are familiar with college systems are responsible for reporting computer incidents. They may also be called upon to determine and implement a solution during an incident.

Employees, contractors and third party users must not to attempt to prove suspected security weaknesses. Testing weaknesses might be interpreted as a potential misuse of the system and could

also cause damage to the information system or service and result in legal liability for the individual performing the testing.

### **Computer Incident Response Team (CIRT)**

The Germanna Community College CIRT is established to provide the expertise and judgment for the discovery, response, and reporting of computer incidents. Various members may be needed based on the type of incident including:

- The College's Information Security Officer (ISO).
- The College President and Vice-Presidents who will make administrative decisions.
- Information Technology employees with technical expertise.
- The Crisis Communication Team who is authorized to communicate with the media if required depending on the nature and impact of the incident.
- Human Resources personnel who are authorized to assist in disciplinary or employee relations.
- College Police that may need to make reports internally or externally in physical breach or law breaking situations. These officers may also be needed in situations that require law enforcement intervention (i.e., removal of a disgruntled employee).
- Facilities Management personnel who may be needed to access physical office locations during an incident (i.e., to obtain a workstation from a locked office).
- Business Continuity Planning or Continuity of Operations Planning personnel who may need to be aware of incidents that may require a review of risk assessments and continuity of operations plans.

This is not an all-inclusive list and different incidents may require different personnel. The CIRT will remain active until the incident is closed.

### **Resource Prioritization**

A summary of critical systems, in order of criticality was obtained during the Business Impact Analysis and Risk Assessment process completed on <date>. The information is housed at <drive location of information> and hard copies housed at <location>. This information will allow the College to handle incidents based on the critical nature of the affected resource and on the current and potential effects of the incident.

### **Specialized Incident Response Training**

Reference the Germanna Community College *Security Awareness and Training Plan*.

### **Confidentiality of IT Security Incident Reports**

All information technology employees and CIRT members will maintain the confidentiality of all IT security incidents. Compromised communication channels will not be used to communicate incident information.

### **Incident Reporting Forms**

Germanna Community College will use the appropriate forms when documenting and reporting incidents.

### **Controls**

The College completed a Business Impact Analysis and Risk Assessment in <Date> to identify and rank all IT systems. Those processes along with various questionnaires identified vulnerabilities in the infrastructure that would require mitigating controls. The information from these processes is housed at <file location> and in hard copy format at <location>.

Controls may include patch management, security configurations based on least privilege, secure network configurations, malicious code prevention, security awareness and training and technical training of information technology staff as needed.

## **CIRT Services**

The objectives of Germanna Community College CIRT is to:

- Limit immediate incident impact,
- Recover from the incident,
- Determine how the incident occurred,
- Find out how to avoid further exploitation of the same vulnerability,
- Avoid escalation and further incidents,
- Assess the impact and damage in terms of financial impact, loss of image etc.
- Update policies and procedures as needed,
- Determine who initiated the incident.

## **Responding to an Incident**

### Planning and Preparation

- Implementing information security policies and procedures.
- Providing technical support.
- Security awareness and training.
- Incident management testing.

### Detection and Reporting

- Information security event detection and reporting.

### Assessment and Decision

- An assessment of an event and decision on if it is an information security incident.

### Response

- Responding to an incident, including forensic analysis. The CIRT may be called up to 24 hours per day, 7 days a week, and up to 365 days a year during a critical incident.
- Recovering from an incident.
- Restoring a system back to its normal business status.

### Follow-up/Lessons Learned

- Providing further forensic analysis if required.
- Identifying lessons learned.
- Identifying and making improvements to information security.
- Identifying and making improvements to security risk assessments.

## Incident Categorization

In order to clearly communicate incidents and events (any observable occurrence in a network or system) it is necessary for the CIRT to adopt a common set of categories and actions that should be used when handling an incident.

Incident Level	Description	Example Incidents	Reporting Timeframe	Action
Low	Not classified as attacks and have no effect on system operations.	Isolated activities by a potential attacker; password policy violations by an employee; detection and removal of viruses prior to it entering the College's network.	As time allows but at least monthly.	Noted in open College Help Desk ticket and available for review and audit by CISO and ISO as desired.
Medium	Attempted intrusion; no impact on business activities. Small impact on operations.	Repeated activity by potential attackers; an attack that is blocked by the College's security infrastructure; successive attempts to gain unauthorized access to a system.	As time allows but at least weekly unless the incident is escalated.	Take defensive measures.  Alert the Vice President of Finance and Administration (this may be a different authority depending on the college), the CISO and the ISO.  Escalate to the next level if required.
High	Successful breaches of the College's security policies.	Unauthorized access to sensitive systems; financial frauds using the College's IT systems; improper use of high level accounts, denial of service against a server; unauthorized modification of hardware, software or configuration information; theft of computer systems containing sensitive information.	Within one hour of discovery.	Alert the Vice President of Finance and Administration (this may be a different authority depending on the college), the CISO and the ISO.  Form the CIRT.  Start an event log.
Critical	Major attack against the College's IT infrastructure. Impact on the ability to meet the College's mission. Major impact on operational activities.	<i>Successful</i> installation of malicious software (e.g., virus, worm, Trojan horse, or other code-based malicious entity) that infects an operating system or application. The College is NOT required to report malicious logic that has been <i>successfully quarantined</i> by antivirus (AV) software.	Within one hour of discovery.	Notify the College President and Vice-Presidents, CISO and the ISO.  Notify the CIRT.  Start an event log.  Form the CIRT.  Implement other plans as needed (COOP, Crisis Communication Plan, etc.)

Incident Level	Description	Example Incidents	Reporting Timeframe	Action
Mission Driven	These incidents can cause financial or reputation damage to the College.	Unusual transactions such as those exceeding pre-defined limits; fraudulent transactions detected by functional areas; unusual system activities reported by faculty or staff.	Within one hour of discovery.	Notify the College President and Vice-Presidents, CISO and the ISO.  Form the CIRT.  Start an event log.  Implement other plans as needed (COOP, Crisis Communication Plan, etc.)

NOTE: An incident that involves Personally Identifiable Information (PII) should be reported within 1 hour regardless of the category.