Rappahannock Community College

Campus Safety Reference Guide

Scan for the Campus Safety and Emergency Management Website

- Glenns Campus Security: 804-239-6481
- Warsaw Campus Security: 804-298-5937

INTRODUCTION/MISSION

Rappahannock Community College

RCC's Office of Campus Safety and Emergency Management strives to ensure compliance with State and Federal mandates and standards. We plan and prepare for every significant event and coordinate response efforts within our college community. We oversee and plan Rappahannock's Comprehensive Emergency Management Plan, safety, evacuation drills, seek resources and collaborate with external partners to maximize our effectiveness as a department.

The Department of Emergency Management must interface and formulate plans with various departments and organizations such as emergency services, public health, human resources, information technology, finance and legal, while continuously refining strategic plans with executive management to meet the needs of the organization and college community. RCC is committed to maintaining a safe and secure environment for all members of the College's community and visitors.

Report non-emergency suspicious activities, past crimes, or make requests for services by calling Campus Security:

Glenns campus security: 804-239-6481
Warsaw campus security: 804-298-5937
Kilmarnock, King George, New Kent, Montross: dial 911

You can also notify your supervisor or call the Campus Safety and Emergency Management Coordinator at (804) 758-6719.

Rappahannock Community College

FIRE ALARM/ DRILL

FIRE ALARM/DRILL

Rappahannock Community College

LOOK LISTEN ACT
Fire Alarm/Fire Drill Response

1. **If you discover a fire:**
   - Pull the nearest fire alarm and call 911 immediately. Follow the evacuation route shown on the map in your office or classroom.
   - Proceed to the designated meeting point outside the building.

2. **Recognize the fire alarm:**
   - Loud intermittent tone
   - Flashing strobe lights

3. **Evacuate safely:**
   - Remain calm.
   - Walk to the nearest safe exit.
   - Follow posted evacuation maps and directions.
   - Stay with your class or group.
   - Turn off lights.
   - Last person exiting should close the door.
   - Go to the designated meeting area at least 100 feet away from the building.

4. **Instructor responsibilities:**
   - Bring your class roster during evacuation.
   - Account for your students at the designated meeting point.
   - Stay together until the “All Clear” is given.

5. **Remain outside:**
   - Do not re-enter the building for any reason.
   - Wait for the official “All Clear” from emergency personnel before returning inside.

Rappahannock Community College

ACTIVE SHOOTER RESPONSE

ACTIVE SHOOTER RESPONSE

Rappahannock Community College

1. **If you see or hear a potential active shooter:**
   - Immediately alert others nearby.
   - Announce the threat using available communication systems:
     - ➛Teams phones, portable radios
   - Provide location, description of the individual(s), direction of travel if known.

2. **Call or TEXT 911 when safe**
   Provide as much information as possible:
   - Location of the shooter.
   - Number of individuals involved.
   - Physical description and clothing.
   - Type of weapon(s), if known.
   - Actions you observed

AVOID (RUN):

If it is safe:

- Immediately move away from the threat.
- Use the nearest safe exit.
- Leave belongings behind.
- Help others to safety if possible.
- Keep your hands visible when law enforcement arrives.

DENY (HIDE)

If you cannot escape:

- Move to a secure room.
- Lock and barricade doors.
- Turn off lights and pull down window shades.
- Remain quiet.
- Do not open the door for anyone until law enforcement gives the all-clear.

DEFEND (FIGHT)

As a last resort:

- Defend yourself using any available objects.
- Act aggressively and commit to your actions.
- Work with others if possible to stop the threat.

ACTIVE SHOOTER RESPONSE

The School Shooter: A Quick Reference Guide

FBI Behavioral Analysis Unit (BAU)

REMEMBER:

- There is no one "profile" of a school shooter.
- School shootings are rarely impulsive acts and are typically planned out in advance by the offender.
- Prior to most school shootings, other persons (friends, peers) knew that the offender was contemplating violence.
- Few attackers issued direct threats to their targets before the attack.
- Common motives behind an attack include revenge, a desire for dominant control, and a hope for infamy/notoriety.
- While impossible to predict violent behavior, it is possible to prevent some attacks via effective threat assessment and management strategies.

Threat Assessment: 11 Key Questions
(Safe School Initiative, USSS/ED, 2002)

1. What are the student's motives and goals?
2. Have there been any communications suggesting ideas or intent to attack?
3. Has the student shown inappropriate interest in school attacks, weapons, and/or mass violence?
4. Has the student engaged in any attack-related behaviors?
5. Does the student have the capacity to carry out an act of targeted violence?
6. Is the student experiencing hopelessness, desperation and/or despair?
7. Does the student have a trusting relationship with at least one responsible adult?
8. Does the student see violence as an acceptable/desirable way to solve problems?
9. Is the student's version of events consistent with his/her actions?
10. Are other people concerned about the student's potential for violence?
11. What circumstances might affect the likelihood of an attack?

Descriptive Statistics and Motives *(SSI, 2002)*

- 27% of attackers exhibited interest in violent movies.
- 37% of attackers exhibited interest in violence in their own writings, poems, essays, and journal entries.
- 59% of attacks occurred during the school day.
- 63% of attackers had a known history of weapons use.
- 68% acquired the weapon used from the home of or home of that of a relative.
- 93% of attackers planned out the attack in advance.
- 93% of attackers engaged in some behavior prior to the attack that caused others to be concerned.
- 95% of attackers were current students.
- 24% motivated by desire for attention or recognition.
- 27% motivated by suicidal ideation or desperation.
- 34% motivated by attempt to solve a problem.
- 54% had multiple motives.
- 61% motivated by desire for revenge.
- 75% felt bullied, persecuted/threatened by others.

Information compiled from the collective experience and research of the FBI's Behavioral Analysis Unit (BAU), the *Safe School Initiative Report*, United States Secret Service and Department of Education, (2002); *The School Shooter: A Threat Assessment Perspective*, CIRG/NCAVC, (1999); and Meloy et al., (2012).

Concerning Behaviors and Potential Warning Signs*

- Significant personal loss, humiliation, or setback that is either real or perceived.
- Inability to perceive or lack of interest in pursuing non-violent resolutions to a grievance.
- Deliberate or inadvertent disclosure of violent plans or ominous events; verbal/written expressions of intent to commit highly dramatic acts (against self or others) in the near future.
- Perceptive, persistent fantasies where the offender victimizes others through dominant violence.
- Increasing problematic or concerning interpersonal interactions with others. Others are concerned that the individual may become violent.
- Significantly diminished resiliency or compromised ability to cope with stressors or setbacks.
- Increased isolation, depression, and withdrawal from normally pleasurable activities. Decreased performance at school may appear to be on a "downward spiral".
- Contextually inappropriate or dramatically escalated interest in past attacks or attackers.
- Contextually inappropriate or dramatically escalated interest in obtaining firearms and/or explosives.
- Contextually inappropriate accumulation of or escalated interest in tactical gear, clothing or paraphernalia.
- Evaporating buffers and defeating obstacles to violence (e.g. diminishing fear of death/incarceration; loss of stable living family member).
- Increasing sense of recklessness (e.g. financial, sexual) suggesting a disregard for future consequences.
- Pre-attack research and planning (e.g. site surveillance).
- ❖ Contextually inappropriate or dramatic change in appearance (e.g. hair, tattoos).
- ❖ Abrupt and unexplained cessation in the use of alcohol, drugs, and/or medications "cleansing/purifying".
- ❖ Creation of a "legacy token" or manifesto, video designed to claim credit for an act of violence and to articulate motives behind an attack. Staging of the legacy token for discovery.
- ❖ Boundary probing/testing or circumnavigation of security measures to penetrate into a restricted area.
- ❖ Procuring the means for an attack (e.g. stockpiling of weapons/ammunition, IED).
- ❖ Pre-attack staging or "cocooning" in a secluded location to physically and mentally prepare for the attack.

Resources

- Persons suspected of planning a school shooting or other act of targeted violence should be reported via 911 to your local police department or school threat assessment team.
- The BAU's Behavioral Threat Assessment Center (BTAC) is the only multi-agency behavioral threat assessment team in the U.S. Government. Requests for BTAC assistance can be made via the BAU Coordinator in your local FBI Field Office.
- *"Making Prevention a Reality"* is a helpful guide produced by the BAU, available for download at: https://www.fbi.gov/file-repository/making-prevention-a-reality.pdf/view

* In the research and experience of the BAU, these behaviors **may** indicate a cause for concern and should prompt further inquiry. This is not intended to be used as a "checklist" of behaviors in assessing a potential for future violence. The red text denotes "red zone" pre-attack behaviors that may indicate imminence.

Rappahannock Community College

BOMB THREAT

BOMB THREAT

1. **Evacuation Notification:**
   - If a bomb threat is received, designated staff or Security will provide instructions and direct building occupants to evacuate.
2. **Evacuate Safely:**
   - Remain calm.
   - Walk to nearest exit using the evacuation map posted in your classroom or area.
   - Stay with your class or group.
   - Turn off lights and close classroom or office door when you leave.
   - Take personal belongings with you.
   - Meet at the designated area at least 300 feet from the building.
   - Remain alert and follow instructions from emergency personnel or Security.
3. **Instructor Responsibilities:**
   - Bring your class roster when evacuating.
   - Turn off the lights and close the classroom door.
   - Remain with your class.
   - Report any missing individuals or concerns to Security.
   - Remain outside until the official “All Clear” is given.
4. **Report Suspicious Items:**
   - Do not touch, move, or investigate suspicious packages or objects.
   - Immediately report any unusual or suspicious items to Security or law enforcement.
   - If you see something, say something.
5. **Building Closure Decisions:**
   - Decisions regarding college closure, delayed operations, or reopening will be made by the college president, administrator on duty, or their designee.
6. **If You Receive a Bomb Threat by Phone:**
   - Remain calm and keep the caller on the line as long as possible.
   - Note the date and precise time of the call.
   - Note if the caller is male or female.
   - Note the age of the caller.
   - Note any dialect or accent.
   - Listen for any background noises (trains, cars, music, etc.).
   - Record as many details of the conversation as possible.
7. **Ask the Caller:**
   - What time is the bomb set to go off?
   - Where is the bomb?
   - In what area of the school?
   - In what type of container has the bomb been placed?
   - How was the bomb delivered to the college?
   - Why are you picking this college?
   - What is your name?
8. **After The Call:**
   - Immediately call 911 and notify Campus Security.

BOMB THREAT

Rappahannock Community College

Protocol for Bomb Threats

1. Telephone call: Checklist should be made available for person receiving the call to write down all pertinent information.
2. Notify College President/designee/ Security and Supervisor immediately.
3. Administration contacts local police/fire department through (9/911) and the President contacts VCCS as appropriate.
4. Role of classroom teacher:
    - Exit rooms as quickly as possible in an orderly manner.
    - Account for all students; bring roster and travel log.
    - Proceed to designated area.
    - Wait for further instructions.
5. Convene Crisis Team if needed.
6. Follow plans and/or provisions for relocations of students as needed. (See evacuation plan for your campus.)
7. Notify parents if warranted (letter and/or phone calls). All media will be handled by RCC PIO Spokesperson. (Press Conference.)
8. Advise counseling for upset individuals.
9. Provide for uninterrupted education ASAP. (Return to normalcy.)

BOMB THREAT

QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THREAT:

_____
_____
_____
_____
_____
_____
_____
_____

Sex of caller: _____Race: _____

Age: _____Length of call: _____

Number at which call received: _____

_____

Time: _____Date:_____

BOMB THREAT CHECKLIST

CALLERS VOICE:

____ Calm
____ Angry
____ Excited
____ Slow
____ Rapid
____ Soft
____ Loud
____ Laughter
____ Crying
____ Normal
____ Distinct
____ Slurred
____ Whispered
____ Nasal
____ Stutter
____ Lisp
____ Raspy
____ Deep
____ Ragged
____ Clearing Throat
____ Deep Breathing
____ Cracking voice
____ Disguised
____ Accent
____ Familiar

If voice is familiar, who did it sound like?

_____

_____

BACKGROUND SOUNDS:

____ Street Noises
____ Factory Machinery
____ Animal Noises
____ Voices
____ PA system
____ Music
____ House Noises
____ Motor
____ Cellular Call
____ Other Machinery
____ Clear
____ Static
____ Local
____ Long Distance
____ Booth
____ Office

THREAT LANGUAGE:

____ Well Spoken (Educated)
____ Foul
____ Incoherent
____ Taped
____ Message read by threat maker

REMARKS:

_____

_____

_____

Report call immediately to: _____

_____

Phone Number: _____

Date: ____/____/____

Name: _____

Position: _____

Phone Number: _____

Rappahannock Community College

CRIME INCIDENT OR CIVIL DISTURBANCE

CRIME INCIDENT OR CIVIL DISTURBANCE

Rappahannock Community College

CRIME INCIDENT

Examples of Crime Incidents:

- Theft
- Assault
- Vehicle accidents
- Trespassing

1. **Report the incident by notifying Campus Security:**
   - Glenns 804-239-6481
   - Warsaw 804-298-5937
2. **Call 911 if the assault or accident involves personal injury.**
3. **Provide details:**
   - Location of the incident.
   - Description of individual(s) involved.
   - Nature of the incident
   - Immediate safety concerns.
4. **Wait for police and/or Security.**
5. **Never leave personal items unattended or in plain view in your vehicle.**
6. **Always lock your car and office door.**

CIVIL DISTURBANCE

Examples of civil disturbance:

- Riots
- Disruptive demonstrations
- Non-peaceful assemblies

1. **If you witness a civil disturbance on campus:**
   - Notify Campus Security:
   - Glenns 804-239-6481
   - Warsaw 804-298-5937
2. **Call 911 and provide the exact location and details.**
3. **Protect Yourself:**
   - Avoid becoming involved in the disturbance.
   - Do not attempt to confront participants.
   - Move to a safe location if necessary.
4. **Secure Your Area:**
   - Log off computers and secure sensitive or confidential information in the disturbance is in your area.
   - Lock doors.
   - Stay away from doors and windows.

Rappahannock Community College

MEDICAL EMERGENCY OR INJURED PERSON

MEDICAL EMERGENCY OR INJURED PERSON

Rappahannock Community College

1. **Life-Threatening Emergency:**
   - Call 911
   - Stay with the victim until help arrives
   - Notify Campus Security:
     - Glenns 804-239-6481
     - Warsaw 804-298-5937

2. **Non-Life Threatening Emergency:**
   - Notify Campus Security:
     - Glenns 804-239-6481
     - Warsaw 804-298-5937
   - Administer First Aid, if trained.
   - Remain with the individual until assistance arrives.

First Aid and AED Locations

First Aid Kit locations are indicated on emergency evacuation maps.

Automated External Defibrillators (AED) locations:

- **Glenns campus:**
  150 Hallways
  Navigator Suite Hallway
- **Warsaw campus:**
  Business Office
  Annex Hallway
  Chinn House Kitchen
- **Kilmarnock site:**
  Main Hallway
- **King George site:**
  Administrative office (RCC)
- **Montross site:**
  Welding area interior wall
- **New Kent site:**
  Welding Area Hallway

Rappahannock Community College

SEVERE WEATHER
TORNADO

SEVERE WEATHER/TORNADO

Rappahannock Community College

Calmly move to windowless rooms and hallways

1. **Move to a Safe Space:**
   - Remain calm and stay with your class or group.
   - Turn off lights and close classroom or office door when you leave.
     - ➛ Glenns campus: Rooms 112, 122, and 150
     - ➛ Warsaw campus: Rooms 110, 122, and 150
     - ➛ Hallways adjacent to library entrance (overflow)
     - ➛ Kilmarnock site: Rooms 104 and 188
   - Remain alert and follow instructions from emergency personnel or Security.

2. **Instructor Responsibilities:**
   - Bring your class roster when moving to a safe space.
   - Turn off the lights and close the classroom door.
   - Remain with your class.
   - Report any missing individuals or concerns to Security.
   - Remain sheltered until official “All Clear” is given.

SEVERE WEATHER/TORNADO

Rappahannock Community College

Inclement Weather Procedures: B.13 Policy Reference: DHRM Policy No. 1.35

The health and safety of students, faculty, staff, and visitors is a priority at RCC. When inclement weather happens, the College will exercise due caution regarding college operations. Inclement weather is defined as any condition that may affect normal college operations and/or the safety of the RCC community and may include snow, ice, flooding, high wind, tornado, hurricane or other dangerous weather events. Damage caused to the campus or sites including power outages will follow the College's continuity of operations plan. RCC's primary method of communication to alert the RCC community of inclement weather is through **RCC Alert (following page scan QR code to sign up for RCC Alert).** All faculty and staff are required to sign up for this service. Students should also sign up for **RCC Alert** to ensure accurate messaging. To sign up, visit the **RCC Alert page**. Messages will also be posted on RCC's social media channels and the website and area radio and television stations will be notified. Decisions regarding closings and delays will be made by 6:00 a.m. at the latest. A notification to cancel evening classes should be made by 3:00 pm.

Closing - The College may close a campus or site if weather prohibits safe operations. It is the responsibility of the Vice President of Finance and Administrative Services to consult with the President, Vice President of Instruction and Student Success, and other necessary personnel to determine appropriate action. If a campus or site is closed, the facility is not open to RCC personnel or the public; however, this action does not necessarily mean that classes are canceled or all services are unavailable. Online (On-Your-Time/asynchronous) classes will continue as scheduled as these classes are not time-specific. For all other classes, students should check the course's Canvas site for instructions and details from the course instructor.

When local school jurisdictions close a school where the college operates an off-campus site, the RCC operations at that site are canceled regardless of whether the college or a campus is closed. It is the expectation that employees will telework during the closing, unless otherwise notified. If conditions prevent a full-time, nonexempt employee from teleworking, such as power or internet loss, the employee will be required to inform HR and their supervisor, so inclement weather can be recorded on their timesheet.

One of the following messages related to closing will be sent via RCC Alert (text messages will be shortened):

1. Closed: All RCC campuses and sites will be closed, Month, Day, Year, due to inclement weather. Check your course's Canvas site for instructions from your instructor. Employees will not be working virtually and no college services will be available.

Note: Designated staff will work on campus except for Saturdays. Designated staff may be requested to work on a Saturday if necessary.

2 Closed: All RCC campuses and sites will be closed, Month, Day, Year, due to inclement weather. Check your course's Canvas site for instructions from your instructor. All college personnel will telework. All college services will be available virtually.

SEVERE WEATHER/TORNADO

Rappahannock Community College

Note: Designated staff will work on campus. All other employees will telework whether an agreement is on file or not. Please contact your supervisor if you have questions.

Delayed - The College may delay opening in the event of inclement weather at a campus or site. Students should arrive at the appointed hour. If, for example, the College opens at 10 a.m., and the student had a class that began at 9:30 a.m., the class will meet from 10 a.m. until the usual ending time. Employees are not expected to telework prior to a delayed opening unless otherwise informed. Nonexempt employees that perform work during a closing must have prior authorization from their supervisor and must include those hours on their timesheet. Full-time nonexempt employees may be eligible for overtime pay or may have their work week adjusted by the number of hours worked during the closing.

One of the following messages related to delayed opening will be sent via RCC Alert:

1. Delayed opening: The (Name site or campus) will open at Time, Month, Day, Year due to inclement weather. All other campuses and sites will begin as normally scheduled. Check your course's Canvas site for instructions from your instructor.

2. Delayed opening: All RCC campuses and sites will open at Time, Month, Day, Year due to inclement weather. Check your course's Canvas site for instructions from your instructor. Employees will report to work at the appointed time unless otherwise notified by their supervisor.

Closing Early (During Operating Hours) - If after the College has opened, weather conditions deteriorate in the area, RCC will close early. Employees will be expected to telework for the duration of their work schedule. If conditions prevent a full-time, nonexempt employee from teleworking, such as power or internet loss, they will be required to inform HR and their supervisor.

One of the following messages related to early closing will be sent via RCC Alert:

1. Closing early: The (Name site or campus) will close at Time, Month, Day, Year due to inclement weather. All other campuses and sites will continue to operate as normally scheduled. Check your course's Canvas site for instructions from your instructor.

2. Closing early: All RCC campuses and sites will close at Time, Month, Day, Year due to inclement weather. Check your course's Canvas site for instructions from your instructor. Employees will telework the remainder of their schedule, if they have the capability.

Approved by Administrative Council: January 27, 2022

Scan for the Campus Safety and Emergency Management Website or sign up for RCC Alert

Rappahannock Community College

GAS LEAK, FLOOD, OR HAZARDOUS MATERIALS INCIDENT

GAS LEAK, FLOOD, OR HAZARDOUS MATERIALS INCIDENT

Rappahannock Community College

1. **If a gas leak (odor), water leak/flooding, or hazardous spill is detected, notify campus security:**
   - Glenns 804-239-6481
   - Warsaw 804-298-5937

2. **Campus Security or personnel may direct an evacuation.**

3. **Evacuate safely:**
   - Remain calm.
   - Take your valuables with you.
   - Walk to the nearest safe exit.
   - Follow posted evacuation maps and directions.
   - Stay with your class or group.
   - Turn off lights.
   - Last person exiting should close the door.
   - Go to the designated meeting area at least 100 feet away from the building.

4. **Instructor responsibilities:**
   - Bring your class roster during evacuation.
   - Account for your students at the designated meeting point.
   - Stay together until the “All Clear” or other direction is given.

5. **Remain outside:**
   - Do not re-enter the building for any reason.
   - Wait for the official “All Clear” or other direction is given by emergency personnel before returning inside.

GAS LEAK, FLOOD, OR HAZARDOUS MATERIALS INCIDENT

Rappahannock Community College

HAZARDOUS MATERIALS

1. **Protect Yourself:**
   - Do not touch, clean, or attempt to contain hazardous materials unless you are trained and properly equipped.
   - Move out of the area
   - Call 911 and report the incident.
   - Notify your supervisor, facilities, and campus security.

2. **Provide Information:**
   - Name of material and quantity (if known).
   - Location and time of the incident.
   - Whether anyone has been injured or exposed.
   - Whether a fire or explosion has occurred.
   - Your name, number, and current location.

3. **When officials arrive:**
   - Follow instructions.
   - Provide Safety Data Sheets (SDS/MSDS) if available.
   - Evacuate safely:
     - ➛ Remain calm.
     - ➛ Take your valuables with you.
     - ➛ Walk to the nearest safe exit.
     - ➛ Follow posted evacuation maps and directions.
     - ➛ Stay with your class or group.
     - ➛ Go to the designated meeting area at least 100 feet away from the building.

4. **Instructor responsibilities:**
   - Bring your class roster during evacuation.
   - Account for your students at the designated meeting point.
   - Stay together until the “All Clear” or other direction is given.

5. **If Spill Occurs Outside:**
   - Move away and downwind from the spill.
   - Do not touch, clean, or attempt to contain hazardous materials unless you are trained and properly equipped.
   - Move out of the area
   - Call 911 and report the incident.
   - Notify your supervisor, facilities, and campus security.

Rappahannock Community College

EVACUATION

EVACUATION

Rappahannock Community College

EVACUATION

If instructed to evacuate for any reason:

1. **Evacuate safely:**
   - Remain calm.
   - Walk to the nearest safe exit.
   - Follow posted evacuation maps and directions.
   - Stay with your class or group.
   - Turn off lights.
   - Last person exiting should close the door.
   - Go to the designated meeting area at least 100 feet away from the building.
2. **Instructor responsibilities:**
   - Bring your class roster during evacuation.
   - Account for your students at the designated meeting point.
   - Stay together until the "All Clear" or other direction is given.
3. **Remain outside:**
   - Do not re-enter the building for any reason.
   - Wait for the official "All Clear" or other direction is given before returning inside.

EVACUATION PROCEDURES

Some campus emergencies, including gas leaks and building fires, may require building evacuation. During a building evacuation, follow these steps:

1. **Upon hearing an evacuation announcement**, or when instructed by the fire alarm or other alert notification method – leave your classroom or office space and proceed to the assembly areas marked as ASSEMBLY POINT quickly and quietly.

2. **Remain in your safe location** until everyone is accounted for and notify emergency responders if you think someone may be trapped.

3. **Do not re-enter the building** until you receive an "All Clear" and emergency personnel determine it is safe.

Rappahannock Community College

POWER OUTAGE

POWER OUTAGE

1. **If a power outage occurs:**
   - Remain calm and notify your supervisor.
   - Contact Facilities
     - → Glenns: 804-758-6840
     - → Warsaw: 804-333-6840
     - → Kilmarnock: Dominion Power 866-336-4357

2. **Await instructions:**
   - Remain in your classroom, office, or work area.
   - Allow at least 30 minutes to elapse as a standby period to allow administration to investigate the issue and timeline.

3. **If evacuation and/or remote work decision is made:**
   - Follow evacuation procedures.
   - Security will assist with evacuation.
   - Do not congregate in hallways.
   - Do not return to the building until authorized.

4. **Evacuate safely:**
   - Remain calm.
   - Take your valuables with you.
   - Walk to the nearest safe exit.
   - Follow posted evacuation maps and directions.
   - Stay with your class or group.
   - Turn off lights.
   - Last person exiting should close the door.
   - Go to the designated meeting area at least 100 feet away from the building.

5. **Instructor responsibilities:**
   - Bring your class roster during evacuation.
   - Account for your students at the designated meeting point.
   - Stay together until the “All Clear” or other direction is given.

6. **Remain outside:**
   - Do not re-enter the building for any reason.
   - Wait for the official “All Clear” or other direction is given by emergency personnel before returning inside.

7. **College Status Updates**
   - The college president, facilities, security, and campus safety and emergency management will make a decision on the College’s status.
   - Closures and openings will be announced through RCC Alerts (Everbridge).

Rappahannock Community College

SHELTER IN PLACE

Rappahannock Community College

SHELTER IN PLACE

If instructed to evacuate for any reason, calmly move to designated shelter areas shown in red on evacuation maps

1. Move to a Safe Space:

- Remain calm and stay with your class or group.
- Turn off lights and close classroom or office door when you leave.
  - ➛ Glenns campus: Rooms 112 and 122
  - ➛ Warsaw campus: Rooms 110 and 122
  - ➛ Hallways adjacent to library entrance (overflow)
  - ➛ Kilmarnock site: Rooms 104 and 188
- Remain alert and follow instructions from emergency personnel or Security.

2. Instructor Responsibilities:

- Bring your class roster when moving to a safe space.
- Turn off the lights and close the classroom door.
- Remain with your class.
- Report any missing individuals or concerns to Security.
- Remain sheltered until official “All Clear” or other direction is given.

SHELTER IN PLACE

Rappahannock Community College

EARTHQUAKE

DROP COVER HOLD ON

Calmly move to windowless rooms and hallways

1. **Move to a safe space or go outside away from potential falling debris.**
2. **Quickly move to a low position. Sit or crouch down. If inside, get under a desk or table.**
3. **Cover your head and neck with your arms and body.**
4. **Avoid windows, power lines, trees, and other hazards.**
   - Remain calm.
   - Stay with your class or group.
   - Remain alert and follow instructions from emergency personnel or Security.
   - Instructor Responsibilities:
     - Bring your class roster when moving to a safe space.
     - Turn off the lights and close the classroom door.
     - Remain with your class.
     - Report any missing individuals or concerns to Security.
     - Remain sheltered until official “All Clear” or other direction is given.
5. **If in a wheelchair, lock the wheels and protect your head with your arms.**

Rappahannock Community College

SITE SPECIFIC GUIDES

Rappahannock Community College

KEW KENT: Safety and Security Reference Guide

Preparedness
Emergency procedures at the Rappahannock Community College New Kent site are specific to the New Kent site. Faculty and staff should review the Campus Safety link for the complete RCC Safety policy.

1. Site supervisor will notify the following people, if not available Assistant Site Supervisor with be responsible to contact RCC administrator in an emergency.
2. **Emergency numbers**: In case of emergencies requiring notification of outside agencies, the following emergency departments should be notified by calling 911:
    a. New Kent County Sheriff Department
    b. Virginia State Police
    c. New Kent Fire Department
    d. New Kent Rescue Squad

Evacuation Procedures
Evacuation floor plans are posted in each classroom; these direct occupants to leave through the nearest exit. In case of fire or if instructed to evacuate the building, leave through the nearest exit and meet at the "Designated Evacuation Area."

"Designated Evacuation Area" is in front of the high school in the grass on the backside of the small parking lot.

Notification Procedures
In order to be able to contact all faculty and students throughout the school in the event of an emergency, please be aware of the number of students who are in your class each night, as we would need to account for all students and faculty in the event of any emergency.

11825 New Kent Highway, New Kent,
23124 Main number: (804)557-2959
Security: 911
Sheriff Office: (804) 966-9500
Fire Department/EMS: (804) 966-9618
Facilities Manager: Richard Lewter (804) 758-6840

Rappahannock Community College

KILMARNOCK SITE: Safety and Security Reference Guide

Preparedness
Emergency procedures at the Rappahannock Community College Kilmarnock site are specific to that site. Faculty and staff should review the Campus Safety link for the complete RCC Safety policy.

1. Site supervisor will notify the following people, if not available Assistant Site Supervisor with be responsible to contact RCC administrator in an emergency.

2. **Emergency numbers:** In case of emergencies requiring notification of outside agencies, the following emergency departments should be notified by calling 911:
   a. Lancaster County Sheriff Department
   b. Virginia State Police
   c. Kilmarnock Fire Department
   d. Kilmarnock or Lancaster Rescue Squad

Evacuation Procedures
Evacuation floor plans are posted in each classroom; these direct occupants to leave through the nearest exit. In case of fire or if instructed to evacuate the building, leave through the nearest exit and meet at the “Designated Evacuation Area.”

“Designated Evacuation Area” is in front of the school in the parking lot, three over from the first parking area of the parking lot.

Notification Procedures
In order to be able to contact all faculty and students throughout the Kilmarnock Site in the event of an emergency, Please be aware of the number of students who are in your class each night, as we would need to account for all students and faculty in the event of any emergency.

Point of Contact: Michelle March: (804) 435-8972

447 N. Main Street, Kilmarnock, 22482
Main Number: (804)435-8973

Security: Dial 911

Kilmarnock Police Department: (804) 435-1200
Kilmarnock Fire Department: (804) 435-1332
KilmarnockRescue Squad: (804-435-1552

Rappahannock Community College

KING GEORGE SITE: Safety and Security Reference Guide

Preparedness

Emergency procedures at the Rappahannock Community College King George Site are specific to this Site. Faculty and staff should review the Campus Safety link for the complete RCC Safety policy.

1. Site Supervisor will notify the following people, if not available Assistant Site Supervisor with be responsible to contact RCC administrator and high school personnel in an emergency.
   - Campus Dean, Dr. Kendra Wood: 804-238-2158
   - Vice President of Instruction and Student Success, Dr. Marlena Jarboe: 540-578-5369
   - King George High School Principal
2. Emergency number: In case of emergencies requiring notification of outside agencies, please call 911 first then notify the RCC King George Site staff.

Notification Procedures

In order to be able to contact all faculty and students throughout the high school in the event of an emergency, we utilize walkie-talkies to communicate with faculty in the building. The walkie-talkies are set to the same frequency so all faculty and staff in possession of one will hear all calls made with the walkie-talkie. Faculty and/or staff should use the walkie-talkie in an emergency when it is imperative to alert the faculty, staff and students in the building of an emergency. In the event of an emergency, press the walkie-talkie call button as an alert that more information is coming, and then press the PPT button to announce the type of situation, location and action required. Please be aware of the number of students who are in your class each night, as we would need to account for all students and faculty in the event of any emergency.

M. Terry Abell, RCC Site Supervisor, King George
10100 Foxes Way, Room 215, King George, VA 22485
540-775-0087
tabell@rappahannock.edu

Evacuation Procedures

Evacuation floor plans are posted in each classroom. In case of fire or if instructed to evacuate the building, leave through the nearest exit and meet at the “Designated Evacuation Area.” “Designated Evacuation Area” is in front of the high school in the grass on the backside of the small parking lot. Please be aware of the number of students who are in your class each night, as we would need to account for all students and faculty in the event of any emergency.



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