PRIVACY STATEMENT
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 FOIA under Virginia Code §2.2-3705.2. Accordingly, the University of Virginia’s College at Wise is withholding this plan from public disclosure. Refer any request for a copy of this document to the University of Virginia’s College at Wise legal counsel or the Virginia Attorney General’s office.

DISTRIBUTION
This Emergency Operation Plan has been distributed internally within the University of Virginia’s College at Wise and with those external agencies that may be affected by its implementation. The Critical Incident Management Plan has been coordinated with other jurisdictions and agencies.

IMPLEMENTATION
The EOP is implemented when it becomes necessary to mobilize resources of multiple departments and offices to save lives and protect property, infrastructure, and the environment. The plan assigns major roles and responsibilities to departments and offices and requires planning, training, and exercising prior to an incident or event. Each College office or department is committed to effectively and efficiently functioning within their assigned roles while mitigating, planning for, responding to, and recovering from an incident or event.

PLAN DEVELOPMENT AND MAINTENANCE
Per the Code of Virginia Chapter 1 of Title 23 and Title 44, the University of Virginia’s College at Wise will keep the EOP current. Annually, a review team consisting of representatives from the Vice Chancellor for Finance and Administration’s Office, the Public Safety Director’s Office (Police Chief), Maintenance, and the Office of News and Media Relations, will review the EOP and revise as needed. This review will be approved in writing by the Chancellor and Vice Chancellor for Finance and Administration. The Crisis Management Team and all emergency and resource units will be requested to contribute input to the review team as part of this process.

Every four years, the College will conduct a comprehensive review and revision of the EOP. This review will be coordinated by the Office of the Vice Chancellor & Chief Operating Officer, and the revised plan will be adopted formally by the Board of Visitors. This review will be certified in writing to the Virginia Department of Emergency Management.

This plan shall be considered a ‘living plan’ and with each use, either by exercise, incident or planned event, the plan shall be reviewed by the Office of the Vice Chancellor & Chief Operating Officer in coordination with appropriate College departments and offices, to improve and adjust the plan as needed. Any updates, not part of the scheduled update process, shall be directed to the Office of the Vice Chancellor & Chief Operating Officer for review and inclusion in the EOP.
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Pursuant to §23-9.2:9 of the Code of Virginia, requires that each state institution shall prepare and maintain a current emergency operations plan. Every four years, each state institution of higher education is required to conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current, and the revised plan shall be formally adopted by the board of visitors or other governing body of the institution. Documentation of this adoption must be certified in writing to VDEM.

WHEREAS, the Board of Visitors of the University of Virginia’s College at Wise is concerned with the health and well-being of its students, faculty and staff and desires that the best possible emergency service be available to them; and, the Office of the Chancellor is concerned with the health and well-being of its students, faculty and staff and desires that the best possible emergency service be available to them; and

WHEREAS, the §23-9.2:9 of the Code of Virginia requires 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 board of visitors or other governing body. Such review shall also be certified in writing to the Department of Emergency Management; and

WHEREAS, such a plan has been developed by the University of Virginia’s College at Wise Staff in coordination with the Virginia Department of Emergency Management with input from The Wise County Office of Emergency Management.

NOW THEREFORE BE IT RESOLVED that the University of Virginia’s College at Wise Board of Visitors, on this _____ day of _________________, ______________, does hereby officially adopt the University of Virginia’s College at Wise Emergency Operations Plan, to include plans and procedures for both natural and human caused disasters. * * * * *

I, ______________, do hereby certify that the foregoing writing is a true, correct copy of a resolution unanimously adopted by the Board of Visitors of the University of Virginia’s College at Wise at a meeting held on _________________________________.

(Signatures)
Appendices

Appendix A: Authorities, Guidance and References
Appendix B: Glossary of Key Terms
Appendix C: List of Acronyms and Abbreviations
Appendix D: Response Agency Contacts

Annexes

Annex A: Bomb Threat
Annex B: Earthquake
Annex C: Explosion
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Annex E: Hazardous Materials
Annex F: Hurricane
Annex G: Infrastructure Failure
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PROMULGATION STATEMENT

To accomplish its mission of excellence in teaching, research, and public service, the University of Virginia’s College at Wise must ensure its operations are performed with minimal disruption. This document provides planning and program guidance for implementing the College’s Emergency Operation Plan (EOP) to ensure the College is capable of conducting its mission under all conditions. The University of Virginia’s College at Wise is committed to the safety and protection of its students, faculty, staff, contractors, visitors, operations, and facilities.

The EOP is implemented when it becomes necessary to mobilize resources of multiple departments and offices to save lives and protect property, infrastructure, and the environment. The plan assigns major roles and responsibilities to departments and offices and requires planning, training, and exercising prior to an incident or event. Each College office or department is committed to effectively and efficiently functioning within their assigned roles while mitigating, planning for, responding to, and recovering from an incident or event.

I hereby approve this Emergency Operation Plan which outlines the process of response to an incident at the University of Virginia’s College at Wise in Wise County, Virginia.

Approved: _________________________________ Date: ______________

Donna P. Henry
Chancellor

Approved: _________________________________ Date: ______________

Sim Ewing
Vice Chancellor & Chief Operating Office
RECORD OF CHANGES
Submit recommended changes to this document to The University of Virginia’s College at Wise, Vice Chancellor & Chief Operating Officer, Sim Ewing: see4r@uvawise.edu

Table 1
Record of Changes

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<td>April 2016</td>
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1. INTRODUCTION
A crisis or emergency can happen suddenly, creating a situation where day-to-day response and support activities are overwhelmed. During crises, the University of Virginia’s College at Wise implements special processes to address the needs of emergency response operations and recovery management. To address this need, the University of Virginia’s College at Wise has established this all-hazards emergency operations plan (EOP) as a framework to manage the immediate actions and operations required to respond to an emergency, including initial recovery activities and responsibilities. The overall priorities of the University of Virginia’s College at Wise during a disaster are the protection of life, live assets, property, the community, and the environment. The objective is to respond to emergency conditions and manage the process of restoring College business, academic and research programs and services. This emergency operations plan (EOP) is intended to be sufficiently flexible to accommodate contingencies of all types, magnitude and duration.

1.1 PURPOSE
The purpose of this plan is to direct actions intended to preserve life and protect property at The University of Virginia’s College at Wise from further destruction in the event of an emergency. The overall plan establishes an emergency organization to integrate with the locality in which the campus resides to provide the best emergency response and recovery during the 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 or human caused emergency.

1.2 PLAN INSTRUCTIONS
This plan is used by the University of Virginia’s college at Wise to efficiently and effectively manage, respond to, plan, and recover from an incident or event that might affect the College. This emergency operations plan consists of the following:

• Basic Plan—Provides an overview of the management structure, key responsibilities, and emergency assignments during and immediately after an emergency.
• Appendices—Defines the terms and acronyms used throughout the basic plan, and catalogs supporting figures, maps, and forms.
• Emergency Support Function (ESF) Annex—Outlines the scope of responsibilities associated with specific emergency operations functions.
• Support Annexes—Focuses on any additional special planning or response needs beyond the basic plan for particular event scenarios.

1.3 SCOPE
This plan and all its contents apply to all of the University of Virginia’s College at Wise students, faculty and staff, located in the Wise, Virginia vicinity. If major emergencies impact the surrounding community in addition to the Campus, the University of Virginia’s College at Wise will fulfill its responsibilities as outlined in this Emergency Operations Plan (EOP) in collaboration with local, state, and federal officials.

1.4 SITUATION
The University of Virginia’s College at Wise is located in Wise County, Virginia immediately east of The Town of Wise. The GPS coordinates for the University of Virginia’s College at Wise are 36.96997 degrees latitude, and -82.56068 degrees longitude. The College was founded in 1954.

The campus of The University of Virginia’s College at Wise encompasses 396 acres, and is situated in a rural area. The total enrollment for The University of Virginia’s College at Wise during the 2015 fall
semester was 2,028 students. Currently, during the spring 2016 semester the total student enrollment is 2,023. College facilities can provide housing for approximately 700 students, and currently has 468 students living in on-campus housing facilities. The University of Virginia’s College at Wise currently has 336 employees, and consists of 138 faculty members, and 198 staff members.

1.5 ASSUMPTIONS
The following planning assumptions outline the assumed operating conditions and provide a foundation for establishing protocols and procedures:

• An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
• Disasters may be community, regional or state-wide.
• Critical utilities and services may be interrupted, including water delivery, electrical power, natural gas, telephone communications, cellular telephones and information systems.
• Major roads, overpasses, bridges and local streets may be damaged.
• People may be injured and displaced.
• Normal suppliers may not be able to deliver materials.
• Contact with family and homes may be interrupted.
• People may become stranded at the College if conditions make it unsafe to travel.

UVA-Wise Emergency Operation Plan
April 15, 2016
• Students, faculty, staff, and the public may have to function with limited support services and some degradation of service, until a full recovery is made.
• The University of Virginia’s College at Wise may declare an emergency at any time if conditions indicate that an incident is developing or highly probable.
• The succession of events in an emergency is not predictable; innovation and improvisation may be needed to address incident requirements.

1.6 LEVELS OF EMERGENCY
Emergency conditions vary with each incident and activation. As a guide, three levels of emergency are specified as follows:

Level 1—an emergency incident that normal College emergency response resources can handle. While there may be some damage or interruption, the conditions are localized and activation of the EOP is not needed.

Level 2—an incident with substantial damages and interruptions to College operations. A partial or full activation of the EOP is needed. The College may be the only affected entity.

Level 3—an incident requiring the full activation of the EOP to address immediate emergency response. Emergency conditions are widespread and the College must be self-sufficient for a period of hours to several days. The College may request mutual aid assistance through the Wise County Emergency Operations Coordinator.

The designated level for an incident may change as emergency conditions intensify or lessen.

1.7 NON-EMERGENCY/NORMAL OPERATIONS
Examples include but are not limited to:

• Public information, educational materials, and incident-specific procedures will be provided to the campus community via email, institution newspaper/newsletters, social media, brochures, institution website and other media;
• Development, testing, and maintenance of institution’s Emergency Notification System will be conducted annually;
• Assure the viability and accuracy of emergency contact lists, resource lists, and emergency contracts;
• Maintain up-to-date contact information for Virginia Criminal Injury Compensation Fund and Virginia Department of Criminal Justice;
• Consider the implementation of a student emergency evacuation plan in the event that the institution can no longer support the residential capabilities required; include out of state, international, or special needs students; and
• Ensure that as part of the plan integration process, the local government is aware of members of the campus community with special needs and can accommodate their needs during an emergency.

RESPONSE OPERATIONS
Examples include but are not limited to:

• Suspend daily functions of the institution that do not contribute directly to the emergency operation;
• Redirect efforts and resources to accomplish emergency tasks;
• Implement evacuation orders as needed;
• Open and staff emergency shelters as needed; and
• Contact the Virginia Department of Criminal Justice Services and the Criminal Injury Compensation Fund to deploy if the event involves victims of crime as pursuant to §19.2-11.01 Code of Virginia.
RECOVERY ACTIONS
Examples to include but not limited to:
- Activate your institution’s continuity plan if necessary in whole or not
- Determine who is responsible for completing a damage assessment of campus infrastructure
  - Ex: Maintenance/Physical Plant;
- Assess infrastructure and determine viability for re-entry of the campus; and
- Begin immediate repairs to infrastructure.

2. ROLES AND RESPONSIBILITIES

2.1 Board of Visitors
In executing responsibility to protect the lives of students, faculty and staff, and the property and assets of the University of Virginia’s College at Wise, the Board of Visitors will:
- Establish the College emergency management program;
- Designate the administrator ultimately responsible for emergency management; and
- Adopt and promulgate the Emergency Operation Plan.

2.2 Chancellor
This plan is promulgated under the authority of the Chancellor and approval of the Board of Visitors. All decisions concerning the discontinuation of College functions, cancellation of classes, or cessation of operations, rest with the Chancellor or their designee.

2.3 Plan Activation
The Chancellor of The University of Virginia’s College at Wise, the Director of Emergency Services (the Vice Chancellor & Chief Operating Officer), or their designees, may activate the EOP, mobilize the Crisis Management Team to handle a crisis situation within the College, and declare a College emergency. If possible, the Chancellor of the College will be consulted on any decision to declare an emergency affecting the College.

The only persons authorized to declare a local emergency are the City, Town or County jurisdictional Directors of Emergency Services. The College Director of Emergency Services may request the City, Town or County to declare a local emergency.

The EOP may be activated to respond to any Grounds emergency, and may be activated for a lower level event that will not reach the threshold of a local emergency declaration. The declaration of a local emergency activates the EOP and authorizes the provision of aid and assistance. The EOP may also be activated to manage requests for mutual aid and cooperative assistance to other jurisdictions that have requested assistance through the local Emergency Operations Center in response to a major event or incident.

The parameters considered in determining whether to invoke an emergency declaration include:
- Any imminent threat or hazard impact on Campus that threatens or impedes the continuity of College operations.
- The Governor of Virginia declares a state of emergency and the College is within the declared impact area.
- Assessment by the College that an imminent hazard threat or actual hazard impact exists on Campus and that critical needs will exceed the capacity of response resources operating under baseline procedures.
This assessment may determine that:
- The needs of the incident related to the risk of loss of life or substantial property damage are beyond the capacity of currently available response resources during routine operations.
- The scope of the emergency exceeds the baseline management capacity for effective management of the incident or scene(s).
- The incident response requires coordination with, or support from, additional departments, offices and other emergency organizations beyond routine working relationships and operating procedures, including financial compensation for services and supply expenditures.
- The operations response phase is expected to continue for an extended period of time, exceeding the resources availability for successive operational periods.

The EOP may continue in operation beyond any emergency declaration, allowing an orderly incident response demobilization and transition to Recovery Management.

### 2.4 Director of Emergency Services

The Vice Chancellor & Chief Operating Officer is designated as the Director of Emergency Services for the College. The Director of Emergency Services assumes overall responsibility for the College’s incident management operation through the roles delineated in this EOP. Specifically the Director of Emergency Services will:

- Chair the Crisis Management Team;
- Exercise direction and control from the EOC during disaster operations;
- Direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness;
- Coordinate College resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents involving all hazards including terrorism, natural disasters, accidents, and other contingencies;
- Work with law enforcement, and/or other emergency responders to determine the need to evacuate an endangered area; establish a curfew, or order a quarantine if required by the incident;
- Working with the same officials, consider the need to alter the normal business or class schedule, including delayed openings, early closings or total closings;
- Provide leadership and play a key role in communicating to the public, and in helping the College community cope with the consequences of any type of incident.

### 2.5 Chief of Police and Director of Public Safety

As the College official tasked with promulgating the culture of emergency preparedness across Campus, the Director of Public Safety will:

- Serve as an EOC Manager;
- Maintain the EOC in a state of readiness;
- Develop and maintain the Emergency Operation Plan;
- Assume relevant duties as directed by the Director of Emergency Services;
- 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; and
- Ensure that the EOP is reviewed, revised and adopted every four years.

*If any further continuity of operations guidance is needed, contact the State Planning Assistance (SPA) office at VDEM.

### 2.6 Crisis Management Team

The Crisis Management Team is tasked with the planning as well as the external and internal communication for The University of Virginia’s College at Wise in the event of a crisis or emergency situation.
The Crisis Management Team is responsible for determining the initial scope of an incident. At a minimum, the following participate in assessing an incident to determine the level of emergency, to the extent allowable by the emerging incident:

- Vice Chancellor & Chief Operating Officer (Director of Emergency Services)
- Chief of Police and Director of Public Safety
- Director of College Services
- Director of Capital Operations and Planning
- Associate Vice Chancellor of Information Technology
- Director of News and Media Relations
- Associate Vice Chancellor for Information Management
- Director of Residence Life

2.7 Incident Commander
The Incident Commander is the individual responsible for the command and control of the on-scene operational aspects of the emergency response. The determination of the Incident Commander is based on the type of incident occurring. In an incident requiring a tactical response from police, fire, or emergency medical services the appropriate supervisor will assume the role of Incident Commander. Typically the Campus Police Lieutenant or Sergeant. In a general emergency such as a winter weather event, the Director of Emergency Services or designee will assume the role of Incident Commander.

2.8 Emergency Services Coordinator (County Government)
The responsibilities include the day-to-day activities of the local emergency management program. He or she will develop and maintain the local EOC from which in time of emergency operations will be directed. This position will contact the VEOC with requests for resources on behalf of the institution only if local capabilities are exceeded. This operational policy to channel resource requests through the local government emergency management agency is identified in the COVEOP. It is consistent with §23-9.2:9 of the Code of Virginia, which mandates a state institution of higher education to develop, adopt, and maintain an emergency management plan and ensure integration into the local government EOP.

2.9 Students, Staff and Faculty
Students, staff and faculty shall familiarize themselves with applicable emergency plans and procedures. Faculty and staff should understand that students will look to them for leadership during an emergency. They should be prepared to assess situations quickly and use common sense in determining a course of action.

All faculty and staff are responsible for emergency preparedness planning for their own work areas and securing their work areas when given warning of an impending emergency. This planning must be consistent with the guidance provided by the College. Work areas need to be secured in advance of certain weather systems (e.g., tornado’s, floods, etc.). Designated employees must have plans in place for personal obligations, knowing they will be expected to work in emergency situations.

3. CONCEPT OF OPERATIONS

3.1 General
A primary goal of the College is to provide a safe environment for the students, faculty, and staff. The EOP will be employed to swiftly handle the initial impact of the incident. If the incident exceeds the College’s emergency response capabilities, outside assistance will be requested through the Emergency Management Coordinator. College resources will be fully committed before local, state or federal assistance is requested.
3.2 Organization
During the activation of the EOP, the Emergency Operations group will implement a unified incident management strategy based on the Incident Command System to manage, coordinate, and direct resources committed to an incident. This structure supports the effective coordination across personnel, facilities, equipment, and systems by maintaining a manageable span of control, staffing functional positions only when needed and ensuring personnel accountability.

Incident Management Structure
The five basic sections of the incident management structure are:

Command—responsible for overall management of the incident, including assessment and establishment of incident priorities, assessing resource needs and orders, and coordinating with outside agencies. Public information, safety and liaison duties are executed as part of the Command staff.

Operations—responsible for managing tactical operations to reduce immediate hazards, save lives and property, establish situation control and restore normal conditions. Depending on needs created by the emergency situation, Operations can include police, fire, and medical services, hazardous materials response, sheltering and feeding, mental health support, cultural and historical properties protection, and critical infrastructure sustainment efforts. The make-up of the Operations section will vary based on incident priorities.

Planning—responsible for collecting, evaluating, and disseminating information about the incident and the status of resources to create a shared understanding of the current situation and prepare alternative strategies to address incident priorities. Planning facilitates the planning process, with cooperation and input from the entire incident management team.

Logistics—responsible for providing facilities, services, and materials to support incident response. This includes providing and establishing all incident facilities, transportation, supplies, equipment maintenance and fueling, food service, communications and technology and medical services for incident personnel.

Administration and Finance—responsible for all financial and cost analysis aspects of the incident, including estimating, tracking and approving expenses, tracking personnel time, executing contracts, ensuring adherence to rules and laws, and handling compensation and claims.

Emergency Operations Center
In the event of an extensive disaster, it will be necessary to establish a disaster command post or emergency operations center (EOC). An emergency operation center will be established when the Director of Public Safety or the Vice Chancellor & Chief Operating Officer feels that a centralized command location would benefit the operation of law enforcement or other emergency operations.

The College has identified one (1) location on Campus as the primary EOC location. The primary location is The University of Virginia’s College at Wise Resource Center conference room. The street address for the Resource Center is 9207 Coeburn Mountain Road Wise, VA. The phone number for this location is (276) 328-0240 and this line connects with The Director of Human Resources. Parking for this location is available on-site. The capacity for this location is twenty (20) people, with ten seated around the table, and room for ten more around the room. Internet access and teleconferencing capabilities are available at this location.

The College has also identified one (1) location off Campus as the secondary EOC location. The secondary location is The Wise County EOC Training room located at 5604 Patriot Drive Wise, VA. This location is approximately one quarter mile due east of The University of Virginia’s College at Wise Campus, and parking is on-site. The main telephone line number for this facility is (276) 328-3756. This 10,000 square foot facility offers two telephone lines, a dining facility, bathing facilities, audio video services, video conferencing, and high-speed internet.
3.3 Emergency Support Functions
An Emergency Support Function (ESF) is a grouping of College departments and offices with specific functional capabilities and resources to provide services most likely to be needed during incidents. Departments and programs participate in the ESF structure either as lead or support departments and offices as required to support incident management activities. The Emergency Support Function Annex outlines the purpose and scope, and identifies lead and support departments to fulfill the functional responsibilities of each defined Emergency Support Function.

3.4 Sequence of Actions
The College works through fluid, sometimes overlapping stages during an incident that could require different response actions, notifications, resource needs, and mobilization.

Preparedness
The College champions a strong commitment to preparedness, focusing on educating students, faculty, and staff on mitigation, preparedness, response, and recovery strategies. The Office of the Vice Chancellor & Chief Operating Officer assesses the College’s preparedness for natural, epidemic and terrorist emergencies and then develops and communicates the College’s strategies, plans and procedures to address these hazards. Key personnel from across the College are engaged in planning as well as training and exercising emergency response plans. These efforts are complemented through collaboration with representatives from Wise County and other local, regional, state, and federal agencies on emergency planning.

Incident Recognition
The Incident Assessment Group is alerted and conducts an immediate incident assessment to determine the scope and impact of the incident, using information provided by the emergency responders, Campus Police, unit and departmental designated personnel, and the EOC as appropriate. Input from this group results in the decision to mobilize the Crisis Management Team and activate the EOP to handle a crisis situation within the College or to support implementation of the Regional EOP. If at all possible, the Chancellor of the College is consulted on this decision. The group also advises the Director of Emergency Services on the need to request the City or County to declare a local emergency.

Incident Notification
Once the decision to mobilize the Crisis Management Team and activate the EOP is made, the Office of the Vice Chancellor & Operating Officer notifies team members of the activation, provides a brief description of the situation, and initial priorities and instructions (e.g., “arrive at designated meeting location within two hours for initial assessment”). Notification processes in the event of EOP activation may occur through pager, text message, e-mail, telephone call, in-person notification, or other notification methods. The full extent of the College’s communications tools will be used to contact Crisis Management Team members.

The College community will be informed of emergency incidents using College communications systems with the approval of the Vice Chancellor & Operating Officer. Emergency text messages are authorized by designated College officials including the Vice Chancellor & Operating Officer, and the Chief of Police & Director of Public Safety. These messages include a brief explanation of the emergency, protective actions to take and directions to the College’s website for more information. Other methods for notifying those within the College community may be used including email, telephone calling lists, sirens and public announcement systems, cell phones, two-way radios, University of Virginia’s College at Wise Police Officers, as well as other College personnel.
Activation of the Emergency Operations Center
If the Crisis Management Team is required to convene in person, the Office of Safety and Emergency Preparedness will activate an Emergency Operations Center with assistance from Information Technology Services. Activities include transporting equipment and supplies to the selected locations, setting up workspaces, computers and telephones, and associated technology support. CIMT members are expected to sign in and out of the EOC to assist in resource tracking.

Response
Once an incident occurs, priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities to preserve life, property, and the environment. Response actions, managed through the previously defined incident management structure, will be prioritized and swiftly implemented. These actions may include, but are not limited to:
• Immediate law enforcement, fire, and/or emergency medical services
• Evacuations
• Transportation system detours
• Emergency public information
• Actions to minimize additional damage
• Urban search and rescue
• Provision of public health and medical services, food, ice, water, and other emergency essentials
• Debris clearance
• Emergency restoration of critical infrastructure
• Control, containment, and removal of environmental contamination
• Protection of responder health and safety.

Response activities will be coordinated and supported by the Crisis Management Team and departmental designated employees associated within the needed Emergency Support Functions. Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations, and if applicable, hazard mitigation efforts.

Recovery
The College seeks to provide a safe work environment that supports people and the business of the College. In the event of damage to College buildings and Campus Grounds, Facilities Management shall lead the damage assessment process with the goal of determining the extent of damage, recovery activities, relocation needs, and public information needs that are immediately required. If College operations are disrupted for an extended period, the following guidelines should be followed:

• Continuity Plans will be implemented to facilitate continuation of services to students, faculty, staff, and the public at alternate work locations within the College.

• In those situations where work space is unsafe or uninhabitable due to loss of access to a facility; loss of services due to equipment or systems failure; or other incident-specific factor, the Vice Chancellor for Finance and Administration or their designee will authorize the closing of College facilities. This decision will be made in consultation with Facilities Management, Environmental Health and Safety, the University of Virginia’s College at Wise Campus Police, or the Town of Wise Fire Department, as appropriate.

• Individual departments are not authorized to close or cancel classes without prior approval. The Provost shall make decisions on alternative class schedules, including cancellations and delays. Department heads are responsible for monitoring the availability of the original workspace and for notifying staff and faculty when it is appropriate to return to the regular work area.

• To the extent possible, normal workflow should be maintained in the alternate location or through teleworking. If computers, phones, and other necessary equipment are not available, staff should engage
in planning, evaluation, or training activities, which require staff presence but not operational equipment. They also may be assigned other temporary duties to aid in the recovery, as appropriate.

- If none of the above options is feasible, staff may be required to utilize paid leave or unpaid leave, during periods of disruption. It is the University of Virginia’s College at Wise intent to avoid this option if possible.

- The College will undertake all actions to return to normal operations as soon as feasibly possible, with special effort focused on mental health support for students, faculty and staff, re-establishment of habitats to prevent subsequent damage to natural resources, and the protection of cultural resources during other recovery operations.

Mitigation
Moving through recovery, the College will take actions to reduce or eliminate long-term risk to people and property from recognized hazards and their side effects. Mitigation measures will be incorporated in the rebuilding of infrastructure damaged in the event. The College’s Hazard Mitigation Plan will be reviewed and updated as necessary, adding mitigation actions that could be of value in preventing similar impacts for a future disaster. The Vice Chancellor & Operating Officer will work with the Virginia Department of Emergency Management Mitigation Program to develop mitigation grant projects to address the most at risk areas.

4. REQUESTS FOR ASSISTANCE
All resources of the College, including people, facilities, and equipment, can be leveraged by the Chancellor of the College (or designee) to respond to an emergency on Campus. Additional resources are available should the emergency exceed the College’s emergency response capability.

4.1 Private Sector
The private sector may be contracted to assist in emergency response at the College. This could include private owners of critical infrastructure; a response organization such as private ambulance services and environmental clean-up services; or a regulated or responsible party, who would implement protective actions as requested or required by the College.

4.2 Local
Identified response needs will be addressed initially with available College resources. If the College’s capabilities are exceeded, outside assistance is available through mutual aid agreements with Wise County, Town of Wise, and their volunteer emergency organizations. Mutual aid for other than police, fire and medical services may be requested through the Virginia Statewide Mutual Aid program.

4.3 State
For assistance beyond tactical mutual aid (i.e., that which might be used in everyday incidents), a local emergency must be declared and local resources fully committed with unmet needs before state assistance is requested. However, with the onset of a major incident or event, requests for State assistance may occur prior to experiencing shortages after deployment of all local resources and based on anticipated needs.

Requests for State assistance will be made on the University of Virginia’s College at Wise behalf by the Wise County Emergency Management Coordinator through the Virginia Emergency Operations Center to the State Coordinator of Emergency Management.

In certain circumstances, if there are victims as a result of the incident or emergency, as defined in §19.0-11.01 of the Code of Virginia, the Emergency Management Coordinator will immediately contact the Virginia Department of Criminal Justice Services (VDCJS) and the Virginia Criminal Injury Compensation (VCICF) Fund to deploy assistance to the College. Private Sector/Nongovernmental and Volunteer Organizations The institution may rely on partnerships made throughout the jurisdiction for support during an emergency.
4.4 Federal
The National Response Framework (NRF), the Robert T. Stafford Disaster Relief and Emergency Assistance Action (1974 as amended April 2007), and other relevant federal statutes determine how the federal government will augment State and local response efforts when authorized. Federal assistance must be requested through the Virginia Department of Emergency Management. Federal regulations require that the request be made after the Commonwealth determines it cannot meet the identified need through statewide resources. The request for assistance must provide enough detail about the unmet needs that an accurate determination of the appropriate response resources will occur.

5. PROCESS IMPROVEMENT
After-action reviews are essential for identifying issues that impeded operations or improvised approaches introduced during the response and recovery that may be applicable for future incidents. For issues to be addressed there needs to be a process for identification and documentation. The Office of the Vice Chancellor & Operating Officer will coordinate after action reviews and provide documentation, dissemination and archiving of findings.

PLAN MAINTENANCE

§23-9.2:9 of the Code of Virginia requires each state institution to conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current, and the revised plan shall be formally adopted by the board of visitors or other governing body of the institution every four years. The institution shall coordinate with the local emergency management organization, as defined by § 44-146.16, to ensure integration into the local emergency operations plan. Documentation of this adoption must be certified in writing to VDEM.
APPENDIX A. AUTHORITIES, GUIDANCE AND REFERENCES
Table 1 outlines significant authorities, guidance and references that influenced the development of the Critical Incident Management Plan.

Authorities, Guidance and References

<table>
<thead>
<tr>
<th>Type</th>
<th>Authority/Guidance/Reference</th>
</tr>
</thead>
</table>
| University of Virginia’s College at Wise | Emergency Procedures  
University of Virginia’s College at Wise Emergency Procedures  
Emergency Action Plans (Location Specific)  
Crisis Communications Plan  
University of Virginia’s College at Wise Continuity Plan  
Information Technology Disaster Recovery Plan  
Pandemic Flu Plan  
Hazard Mitigation Plan  
Annual Agency Preparedness Assessment  
Terrorism and Security Awareness Orientation  
Regional Hazard Mitigation Plan |
| Local            | Wise County Emergency Operations Plan                                                        |
| State            | Commonwealth of Virginia Emergency Services and Disaster Law of 2006, as amended  
The Code of Virginia, Title 1 Chapter 23 and Chapter 44  
Executive Order 41 |
| Federal          | The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended  
The Homeland Security Act  
National Response Framework  
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 |
APPENDIX B. GLOSSARY OF KEY TERMS

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).

Continuity Plan
A plan that identifies essential functions including staff, systems and procedures that ensure the continuation of the agency’s ability to continue those operations.

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.

Critical Incident
A situation with the potential to cause injury or loss of life to faculty, staff, students or the public; major disruptions of regular activities; or property or environmental damage or loss; or that can threaten the financial standing or public image of the College. Examples include fire, explosion, hazardous substance spill or other damage to College property requiring closure of the site temporarily or permanently, or a major demonstration that disrupts the College’s regular functions.

Declaration of Emergency
Whenever, in the opinion of the college/university’s president or designated personnel, feels the safety and welfare of the people of the college/university require the exercise of extreme emergency measures.

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 Coordinating Officer
An individual appointed by the Chancellor of the College who 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 Operation Center
A facility from which government 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
A document which provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

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. (Code §44-146.16 for list of included services.)

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

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.

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.

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

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.

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**
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.

**Threat**
Any indication of possible violence, harm or danger.

**Unified Command**
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.
<table>
<thead>
<tr>
<th>AAR</th>
<th>After Action Report</th>
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<tbody>
<tr>
<td>CIMP</td>
<td>Critical Incident Management Plan</td>
</tr>
<tr>
<td>CIMT</td>
<td>Critical Incident Management Team</td>
</tr>
<tr>
<td>COOP</td>
<td>Continuity of Operations</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
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<tr>
<td>EOP</td>
<td>Emergency Operations Plan</td>
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<tr>
<td>ESF</td>
<td>Emergency Support Function</td>
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<tr>
<td>VC/COO</td>
<td>Vice Chancellor and Chief Operating Officer</td>
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<tr>
<td>ICS</td>
<td>Incident Command System</td>
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<td>MOU</td>
<td>Memorandum of Understanding</td>
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<tr>
<td>NIMS</td>
<td>National Incident Management System</td>
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<tr>
<td>NRF</td>
<td>National Response Framework</td>
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<td>SOP</td>
<td>Standard Operating Procedure</td>
</tr>
<tr>
<td>UC</td>
<td>Unified Command</td>
</tr>
<tr>
<td>VDCJS</td>
<td>Virginia Department of Criminal Justices Services</td>
</tr>
<tr>
<td>VCICF</td>
<td>Virginia Criminal Injury Compensation</td>
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</table>
## APPENDIX D. RESPONSE AGENCY CONTACTS

<table>
<thead>
<tr>
<th>Agency</th>
<th>Role</th>
<th>Name</th>
<th>Phone 1</th>
<th>Phone 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wise County Central Dispatch</td>
<td>Radio Communications</td>
<td>Nancy Mullins Or Sheriff R Oakes</td>
<td>911</td>
<td>(276) 328-3756</td>
</tr>
<tr>
<td>Virginia State Police Area 30 Office</td>
<td>First Sergeant</td>
<td>Jack Baldridge</td>
<td>(276) 220-6770</td>
<td>(276) 328-0198</td>
</tr>
<tr>
<td>Wise Fire Dept.</td>
<td>Chief</td>
<td>Conley Holbrook</td>
<td>(276) 393-0818</td>
<td>(276) 328-6715</td>
</tr>
<tr>
<td>Wise Police Dept.</td>
<td>Lieutenant</td>
<td>Danny W. French</td>
<td>(276) 393-9920</td>
<td>(276) 328-9046</td>
</tr>
<tr>
<td>Wise County Sheriff</td>
<td>Sheriff</td>
<td>Ronnie D. Oakes</td>
<td>(276) 393-7474</td>
<td>(276) 328-3566</td>
</tr>
<tr>
<td>Wise Rescue Squad</td>
<td>Captain</td>
<td>Tim Dotson</td>
<td>(276) 393-5381</td>
<td>(276) 328-3037</td>
</tr>
<tr>
<td>Emergency Services</td>
<td>Coordinator</td>
<td>Jessica Swinney</td>
<td>(276) 219-1793</td>
<td>(276) 328-7110</td>
</tr>
<tr>
<td>Virginia State Police Division 4 H.Q.</td>
<td>Division Captain</td>
<td>Robert P. Chapel</td>
<td>(276) 228-3131</td>
<td>(800) 542-8716</td>
</tr>
<tr>
<td>Virginia DCJS</td>
<td>Director</td>
<td>Francine C. Ecker</td>
<td>(804) 786-4000</td>
<td>(804) 371-6506</td>
</tr>
<tr>
<td>Virginia Emergency Management Haz-Mat</td>
<td>Area 6 Officer</td>
<td>Jack Tolbert</td>
<td>(276) 708-6017</td>
<td>(276) 328-2329</td>
</tr>
<tr>
<td>Criminal Injury Compensation Fund</td>
<td>Director</td>
<td>Virginia Workers' Compensation Commission</td>
<td>(800) 552-4007 (804) 399-8966 (after hours)</td>
<td>(804) 367-1018</td>
</tr>
</tbody>
</table>
The University of Virginia’s College at Wise
Emergency Operation Plan

INCIDENT ANNEXES

Donna Henry Chancellor, The University of Virginia’s College at Wise
April 2016

This document contains sensitive and confidential information that is not subject to FOIA under Virginia Code §2.2-3705.2.
Privacy Statement
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 FOIA under Virginia Code §2.2-3705.2. Accordingly, the University of Virginia’s College at Wise is withholding this plan from public disclosure. Refer any request for a copy of this document to the University of Virginia’s College at Wise legal counsel or the Virginia Attorney General’s office.

Distribution
This Emergency Operation Plan has been distributed internally within the University of Virginia’s College at Wise and with those external agencies that may be affected by its implementation. The Emergency Operation Plan has been coordinated with other jurisdictions and agencies by the Office of the Vice Chancellor for Finance and Administration.

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ANNEX A: BOMB THREAT

DESCRIPTION
A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please DO NOT attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that the document be handled by as few people as possible, as this is evidence that should be turned over to the University of Virginia’s College at Wise Campus Police. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions are provided with that assumption.

IMMEDIATE ACTION
• Remain calm and immediately refer to the attached Telephone Bomb Threat Checklist. If applicable, pay attention to your telephone display and record the information shown in the display window.
• The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
• While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
• Note any characteristics of the caller’s voice (gender, age, education, accent, etc.).
• Attempt to obtain information on the location of a device (building, floor, room, etc.).
• Attempt to obtain information on the time of detonation and type of detonator.
• Immediately after the caller has ended the call, notify the University of Virginia’s College at Wise Campus Police at 911.
• If the threat was left on your voice mail, do not erase.
• Notify the immediate supervisor within your work area.

DECISION
The decision to evacuate a College facility shall be made after a thorough evaluation of the information available, including but not limited to:
• Nature of the threat
• Specificity of location and time of detonation
• Circumstances related to the threat (i.e. political climate, series of events leading to the threat, etc.)
• Discovery of a device or unusual package, luggage, etc.

The University of Virginia’s College at Wise Campus Police or other police unit will dispatch a search team and will organize the search. Other emergency units will be alerted to the threat and asked to stand by for further instructions. Persons leaving the building should report to a specified location for further instructions.

SUBSEQUENT PROCEDURES/INFORMATION
Staff can be of assistance to the University of Virginia’s College at Wise Campus Police in several ways. Staff will be more familiar with their work area than the police officers. As the search is conducted, staff may be asked to identify boxes or objects in their work area. If an evacuation of an academic building is necessary, classes will be dismissed or relocated. If a suspicious device, package, bag, etc. is discovered, the University of Virginia's College at Wise Campus Police will notify the Virginia State Police bomb squad for assistance. The decision to resume normal activities in the building will be made jointly by the Chief of Police or a designee in consultation with the VC/COO and/or appropriate individuals in College administration.
ANNEX B: EARTHQUAKE

DESCRIPTION
Since at least 1774, people in the central Virginia seismic zone have felt small earthquakes and suffered damage from infrequent larger ones. The largest damaging earthquake (magnitude 5.8) in the seismic zone occurred in August 2011. Smaller earthquakes that cause little or no damage are felt each year or two. Most injuries occur when people inside buildings try to move to a different location in the building or try to leave. The area near the exterior walls of a building is the most dangerous place to be. Windows, facades and architectural details are often the first parts of the building to collapse. To stay away from this danger zone, stay inside if you are inside and outside if you are outside. Injuries can be avoided if you drop to the ground before the earthquake drops you.

IMMEDIATE ACTION
If you are indoors:
• Stay inside until the shaking stops.
• 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.
• Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
• If you are in bed when the earthquake strikes, stay there. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
• Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
• Do not use the elevators.

If you are outdoors:
• Stay there.
• Move away from buildings, streetlights, and utility wires.
• Once in the open, stay there until the shaking stops.

If you are in a moving vehicle:
• Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.

• Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.
• If you are in a stadium or amphitheater:
• Stay at your seat and protect your head and neck with your arms. Don't try to leave until the shaking is over. Then walk out slowly watching for anything that could fall in the aftershocks.

DECISION
• After the shaking has stopped, evaluate your surroundings:
• Look for safety hazards such as fire, smoke, smell of gas or fumes, dangerous debris or obvious structural damage.
• Look for injured or trapped persons.
• If you are in a building and there are no obvious hazards do not evacuate.
• If the structural integrity of your building is compromised or your surroundings are hazardous, evacuate. Use the stairs.
• Determine if emergency responders are needed. If yes, call 911
• Determine if the building needs to be evaluated for damage. If yes, contact Facilities Management at 276-328-0196. Facilities Management will deploy personnel for damage assessments.
SUBSEQUENT PROCEDURES/INFORMATION
Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.

• Take steps to account for people. Gather at designated assembly areas and determine if everyone is present including employees and guests.
• If the building was evacuated, there should be an evaluation of the building to address damage. Do not re-enter building until this has been completed.
• Listen to a battery-operated radio or television for the latest emergency information. The College operating status will be posted on The University of Virginia’s College at Wise website.
• Use the telephone only for emergency calls.
• Stay away from damaged areas unless your assistance has been specifically requested.
• Inspect your space for damage. Report damage to your supervisor.
• Open cabinets cautiously; beware of objects that can fall off shelves.
• Clean up spilled medicines, bleaches, gasoline or other flammable liquids immediately if you are trained to do so. Leave the area and call 911 if you smell natural gas or fumes from other chemicals.
ANNEX C: EXPLOSION

DESCRIPTION
An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage.

IMMEDIATE ACTION
• Get out of the building as quickly and calmly as possible. Call 911.
• If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.
• If there is a fire, stay low to the floor and exit the building as quickly as possible.
• If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
• Assist others in exiting the building and move to designated evacuation areas. Keep streets and walkways clear for emergency vehicles and crews.
• Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

DECISION
The emergency services Incident Commander will make decisions regarding the control and abatement of the explosion incident, and will determine if it is safe to re-enter or occupy the building.

SUBSEQUENT PROCEDURES/INFORMATION
Depending on the nature and degree of the explosion incident, other support agencies and College resource units may be brought in for services or assistance.
ANNEX D: FIRE

DESCRIPTION
A fire may include visible flames, smoke, or strong odors of burning. The appropriate emergency action is for persons to evacuate the building quickly and safely and notify the Fire Department by dialing 911.

IMMEDIATE ACTION
For the person discovering the fire:
Remember R-A-C-E
• REMAIN CALM, and RESCUE anyone in immediate danger
• ALARM—pull the nearest fire alarm
• CONTAIN the fire—close all doors but do not lock them—and CALL 911
• EXTINGUISH the fire only if you can do so safely and quickly, and EVACUATE the building using established procedures

After the fire is extinguished, call 911, if you have not already done so.
For occupants of the building:
• Close, but do not lock the doors to your immediate area
• EVACUATE the building via the nearest exit. Assist others in exiting the building
• DO NOT use elevators
• Avoid smoke-filled areas

For persons evacuating from the immediate fire area:
• Feel door from top to bottom. If it is hot, DO NOT proceed; go back.
• If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it.
• If no smoke is present, exit the building via the nearest stairwell or exit.
• If you encounter heavy smoke in a stairwell, go back and try another stairwell.

DECISION
The responding Fire Department Incident Commander will control and make decisions at the scene of the fire. The Fire Department will decide when to turn control of the scene back to the College. The University of Virginia’s College at Wise Campus Police will decide when to turn control of the scene back to the facility tenant(s).

SUBSEQUENT PROCEDURES/INFORMATION
Depending on the nature and needs of the incident, assistance and services may be brought in from other public support agencies, College resource units, or specialized contractors.
ANNEX E: HAZARDOUS MATERIALS

DESCRIPTION
A hazardous materials incident may be a spill or release of chemicals, radioactive materials or biological materials inside a building or to the environment. The user may manage simple spills. Major spills or emergencies require emergency assistance from 24-hour emergency agencies, i.e. the local Fire Department or HAZMAT team. The College does not have a fire department or HAZMAT Team.

IMMEDIATE ACTION
Simple spills should be cleaned up by the person causing the spill.
Major spills or emergencies:
- Dial 911
- Evacuate, assemble at a safe distance, and designate a person to communicate with the Fire Department
- Account for individuals
- Wait for and provide information to responders

DECISION
The decision to call for emergency assistance may be made by the user, a person discovering an incident, or the resource or emergency unit receiving the call for assistance.
• Determine if emergency responders are needed
• Determine if immediate hazards are under control and the situation is stabilized
• Determine if the site can be reoccupied or if further remediation or repair is needed

The decision that an incident is controlled and stabilized is made by the emergency response agency, i.e. the Fire Department, Environmental Health and Safety or a HAZMAT team. After immediate hazards have been controlled and stabilized, the VC/COO will transfer authority and responsibility for the site to the College.
Emergency Agencies and units may request input for decision-making from College resource units; for example, to determine that reoccupation is safe.

SUBSEQUENT PROCEDURES/INFORMATION
Depending on the nature and needs of the incident, assistance and services may be brought in from other public support agencies, College resource units, or specialized contractors.
ANNEX F: HURRICANE

DESCRIPTION
A hurricane is a severe tropical storm that forms in the southern Atlantic Ocean, Caribbean Sea, Gulf of Mexico or eastern Pacific Ocean. To form, hurricanes need warm tropical oceans, moisture and light winds. Hurricanes rotate in a counterclockwise direction around an "eye." They have winds at least 75 mph. When they come onto land, hurricanes can bring heavy rain, storm surge, strong winds and floods, and can damage buildings, trees and cars. During a hurricane or tropical storm WATCH (threat of hurricane or tropical storm conditions within 36 hours), monitor local radio or television stations for official emergency information and instructions. Make a plan to evacuate in case you are asked to do so. During evacuations, roadways can get crowded and airports might close.

IMMEDIATE ACTION
Before a Hurricane
Personal preparedness measures:
• Secure your home, close storm shutters, and secure outdoor objects or bring them indoors.
• Be sure trees and shrubs around your home are well trimmed.
• Clear loose and clogged rain gutters and downspouts.
• Check your emergency kit to make sure the food, water, medical and safety supplies are on hand and up to date. Don’t forget to gather supplies for animals.

Workplace preparedness measures:
• Review emergency responsibilities with designated employees.
• Review contact information and communication chains.
• Review continuity plans to identify operations that could be negatively affected by high winds and power outages; strategize on management of these issues if they arise.

During a Hurricane
If a hurricane is moving through the area:
• Listen to the radio or TV for information.
• Turn off utilities if instructed to do so. Otherwise, turn the refrigerator thermostat to its coldest setting and keep its doors closed.
• Turn off propane tanks. Avoid using the phone, except for serious emergencies.
• Ensure a supply of water for sanitary purposes such as cleaning and flushing toilets. Fill the bathtub and other large containers with water.

DECISION
Depending on the severity of the storm and the damages caused by high winds, you may have to consider evacuating. You should evacuate under the following conditions:
• If you are directed by local authorities to do so. Be sure to follow their instructions.
• If you feel you are in danger.

If you are unable to evacuate, go to your safe room. If you do not have one, follow these guidelines:
• Stay indoors during the hurricane and away from windows and glass doors.
• Close all interior doors—secure and brace external doors.
• Keep curtains and blinds closed. Do not be fooled if there is a lull; it could be the eye of the storm - winds will pick up again.
• Take refuge in a small interior room, closet, or hallway on the lowest level.

SUBSEQUENT PROCEDURES/INFORMATION
Your first concern after a disaster is your health and safety. You need to consider possible safety issues and monitor health and well-being.
Aiding the Injured
• Check for injuries.
• Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury.
• If you must move an unconscious person, first stabilize the neck and back, then call for help immediately.

Safety Issues
• Be aware of new safety issues created by the disaster. Watch for flooding, washed out roads, contaminated buildings, contaminated water, gas leaks, broken glass, damaged electrical wiring, and slippery floors.
• Inform local authorities about health and safety issues, including chemical spills, downed power lines, washed out roads, smoldering insulation, and dead animals.

Health
• Wear sturdy work boots and gloves.
• Be aware of exhaustion. Don’t try to do too much at once. Set priorities and pace yourself. Get enough rest.
• Drink plenty of clean water.
• Eat well.
• Wash your hands thoroughly with soap and clean water often when working in debris.
ANNEX G: INFRASTRUCTURE FAILURE

DESCRIPTION
It is understood that from time to time the University of Virginia may experience infrastructure problems that could render the work site unsafe or uninhabitable, such as electricity, computer, steam, water, or telephone failures.

IMMEDIATE ACTION - ACADEMIC
• If a critical incident is experienced relating to water, electricity, or steam, call Facilities Management at 276-328-0196
• If a critical incident is experienced relating to telephone systems, call Voice Communications at 276-376-4641
• If a critical incident is experienced relating to computer systems, call the IT Help Desk at 276-376-4509

DECISION
The first responders will determine whether a critical incident exists, and will report to the appropriate department heads. In the event that a critical incident exists, the Chief of Police & Director of Public Safety will notify the Vice Chancellor & Operating Officer, who will convene the Crisis Management Team.

SUBSEQUENT PROCEDURES/INFORMATION
Depending on the nature and needs of the incident, assistance and services may be brought in from other public support agencies, College resource units, or specialized contractors.
ANNEX H: MAJOR DEMONSTRATION

DESCRIPTION
In many cases demonstrations on Campus such as marches, picketing and rallies will be peaceful and non-obstructive. A demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:
• Disruption of the normal operations of the College.
• Obstructing access to offices, buildings, or other College property.
• Threat of physical harm to persons or damage to College property.
• Unauthorized entry into or remaining within any College facility, or other property, including but not limited to entry at any unauthorized time, or any unauthorized or improper use of any College property, equipment, or facilities.

IMMEDIATE ACTION/DECISION
The University of Virginia’s College at Wise Campus Police Department will be notified immediately of any demonstrations, marches, protests, rallies or other such gatherings so that the Police Department can determine the staff, if any, that will be required to manage the incident. If any of the above conditions exist, the Police Department will contact and inform the Vice Chancellor & Operating Officer, and other College administrators, as appropriate. Depending on the circumstances, the Vice Chancellor & Operating Officer may initiate contact with the some or all of the members of the Crisis Management Team. In addition, depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

1. Peaceful Non-Obstructive Demonstration
   A. Generally, peaceful non-obstructive demonstrations should not be interrupted. Protestors should not be obstructed or provoked and efforts should be made to conduct College business as normal.
   B. If protestors are asked, at the request of the Chancellor or Vice Chancellor & Operating Officer, or other designated College administrator, to leave a College facility by the facility’s regular closing time, but the protesters refuse to leave then arrangements will be made to monitor the situation during non-business hours, or to treat the violation of the facility’s regular closing time as a disruptive demonstration under the procedures outlined below.
   C. All demonstrations must conform to the Policy on the Use of University Facilities contained in the Graduate and Undergraduate Records.

1. Non-Violent Disruptive Demonstration
In the event that a demonstration blocks access to College facilities or otherwise interferes with the normal operation of the College:
A. The Chancellor, Vice Chancellor & Operating Officer, or another designated College administrator will go to the area and ask the protestors to discontinue their disruptive activities or to leave.
B. If the protestors persist in their disruptive activity, the following statement should be read by a College administrator as circumstances permit:

I am___________(name, _______________(title), a representative of the University of Virginia’s College at Wise authorized to make this statement. I am hereby officially directing you to please leave these premises immediately. I am also notifying you that if you do not leave immediately you will be in violation of both the College’s Standards of Conduct and Virginia Law. Violating the College’s Standards
of Conduct puts employees and students at risk of College discipline up to and including termination from the College, and violations of law may result in criminal prosecution resulting in criminal sanctions.

C. If the protestors persist in disruptive behavior after the above administrative message is read, the following statement may be read as circumstances permit:

The College has directed you to leave the premises and you have refused to do so. The College now has requested that law enforcement clear this area. Please cooperate with law enforcement. If you fail or refuse to do so, you may be arrested.

3. Disruptive Demonstration with Potential for Violence or Property Damage

In the event that a demonstration in which injury to persons or damage to property occurs or appears imminent, the following will occur:

The University of Virginia’s College at Wise Campus Police will be notified immediately and will take action intended to preserve order and public safety. The Chief of Police & Director of Public Safety, or his or her designee, will as soon as practicable contact and inform the Vice Chancellor & Operating Officer, or his or her designee, and other College administrators, as appropriate. The Vice Chancellor & Operating Officer, or his or her designee, will determine further actions to be taken by the College.

NOTE: When practicable, an attempt should be made to communicate with the protestors to ask them to refrain from or to discontinue engaging in activities that could result in injury to persons or damage to property and to avoid further escalation of possible violent confrontation.

SUBSEQUENT PROCEDURES/INFORMATION

If it becomes necessary, the Chief of Police or his or her designee will request assistance from the Wise County Sheriff’s Office or other law enforcement agencies, as needed.

Efforts should be made to secure positive identification of protestors to facilitate later witness statements and testimony, including photographs. Additionally, efforts should be made to videotape any administrative and police action for future reference.
ANNEX I: SEVERE WINTER WEATHER

DESCRIPTION
Winters in Virginia can mean snow or subfreezing temperatures, as well as strong winds or even ice or heavy rain storms. Winter weather can knock out heat, power and communications services, sometimes for days at a time.

IMMEDIATE ACTION
• Check and update your emergency supply kit before winter approaches.
• Make sure your vehicle is ready for winter.
• Check road conditions before driving by visiting the state's Web site or dialing 511.
• Look at the University of Virginia’s College at Wise Home page (www.uvawise.edu) for schedule changes or updates.

DECISION
Snow and Ice Management
• Facilities Management has primary responsibility for snow and ice control operations. The Snow and Ice Control Plan will be implemented in the event of a snow or ice storm.
• Main entrances and handicap entrances to buildings will be cleared of snow and ice. The focus will be to keep main arteries clear and safe.

College Operations
As a general practice, the College makes every effort to maintain its normal schedule of operation. However, the College may decide to alter the start or close of the working day under extreme emergency conditions; No dean or faculty member is authorized to cancel a regularly scheduled class because of inclement weather. Special programs that involve travel away from the College (field trips, evening classes, or other activities) may be canceled by the responsible dean or department chair, if in their judgment, extreme weather conditions require it.

The College will announce full and partial shift modifications through various media sources. The Office of News and Media Relations will provide announcements to local television and radio stations to cover all day, evening, and night College work schedules.

SUBSEQUENT PROCEDURES/INFORMATION
• Listen to weather-alert radios to stay informed of real-time traffic information, latest road reports, or listing of closed roads during a major winter weather event.
• Also monitor commercial radio, television and the Internet.
• Keep in mind that during a severe winter storm it could be hours, or even days, before emergency personnel are able to reach you.
ANNEX J: TERRORISM

DESCRIPTION
Terrorism is defined by the Federal Bureau of Investigation (FBI) as “the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian populations, or any segment thereof, in furtherance of political or social objectives.” Weapons of Mass Destruction (WMD) are frequently employed by terrorists and can be categorized into five groups using the acronym CBRNE—chemical, biological, radiological, nuclear and explosive.

First responders in the Wise County region have been trained to recognize the effects resulting from a CBRNE attack, and to respond accordingly.

The network of State Health Department, local hospitals, pharmacies, the Blue Ridge Poison Control Center and the federal stockpile, maintains adequate supplies of antibiotics and vaccines to treat the known biological agents. In the event of a need to vaccinate or otherwise distribute medication to a large segment of the local population, the local office of the State Health Department maintains a plan for mobilizing regional resources.

IMMEDIATE ACTION
Instruction on what to do in the event of a CBRNE attack will be disseminated through the County and College Public Information Officers. It is recommended that you have a battery-operated radio or TV available for viewing/listening for use in this type of emergency.

Prepare to deal with a terrorist incident by adapting many of the same techniques used to prepare for other crises, such as being alert to your surroundings—including any conspicuous or unusual behavior, having a personal plan and being familiar with the evacuation plan for your building. In the event of a terrorist attack, follow the directions of authorities and the procedures drawn up in the preparedness plan.

Mask: put on breathing protection such as a gas or escape mask or cover mouth and nose with a cloth.

Move: if indoors, to the highest and most interior room of a house or building. If outdoors, move laterally and upwind away from any smoke or aerosol cloud.

Shelter: seek shelter in a building or covered structure. If in a vehicle, pull over and turn off the engine, air conditioner, heater and vents and roll up the windows.
• Turn off all electrical appliances, fans, air conditions, furnaces, etc.
• Close and lock all windows, vents, doors and other openings
• Seal room windows and doors with duct or masking tape
• Seal door thresholds with wet towels
• Sit adjacent to an inner wall and away from out walls and windows. Do not smoke, light candles or use any sources of open flame

DECISION
Evacuation: be prepared to evacuate your home or workplace if circumstances require it. Follow the steps in your Family Disaster Plan to be sure you have the necessary items with you.
Listen: Keep calm and listen to the radio/TV (batter operated if appropriate) for official news updates. Stay indoors until notified by the public information officers that it is safe.
Decontaminate:
• Minimize contact with all outside surfaces
• Remove contaminated clothing and jewelry as soon as possible and place in separate, sealed plastic bags
• Wash exposed skin with soap and water and shampoo hair

Seek Care: if exposure is known or suspected, report to the nearest medical facility as directed by public health officials for evaluation and treatment. Inform the staff you may be contaminated.

Assist Others: as circumstances and your training permits, assist others in your building or neighborhood. Depending on the magnitude of the incident, assistance from emergency services personnel may be significantly delayed. Preparing beforehand by seeking training through the American Red Cross, the Community Emergency Response Team (CERT), or other organization can provide a valuable community service.

SUBSEQUENT PROCEDURES/INFORMATION
Depending on the nature and needs of the incident, assistance and services may be brought in from other public support agencies, College resource units, or specialized contractors.
ANNEX K: TORNADO

DESCRIPTION
A tornado watch means conditions are right for a tornado. During a tornado watch, students and staff should be alert to weather conditions.
A tornado warning means that a tornado has been spotted or if there are radar indications that a tornado may be possible. Tornado warnings normally are given 3-15 minutes in advance of a tornado.

IMMEDIATE ACTION
• Remain calm and avoid panic
• Go to an area of safety or Rooms and corridors in the innermost part of a building
  ▪ Avoid windows, corridors with windows or large freestanding expanses
• There is no guaranteed safe place during a tornado. However, it is important to seek shelter in the best location to help minimize your exposure.
• DO NOT use elevators during a tornado warning.
• Persons with mobility concerns should go to an area of safety at the time of a tornado watch. DO NOT wait for a tornado warning.
• Close all doors, including main corridors, making sure they latch.
• Crouch near the floor or under heavy, well-supported objects and cover your head.
• If outside, lie down in a low-lying ditch and cover your head.
• Be alert for fire. In the event of a fire, the fire plan should be utilized

DECISION
If a tornado actually affects any of the University of Virginia’s College at Wise buildings, the decision to return to your work space or vacate the affected building(s) will be made by the Chief of Police & Director of Public Safety or designee in consultation with the Vice Chancellor & Operating Officer and Facilities Management.

SUBSEQUENT PROCEDURES/INFORMATION
Your first concern after a disaster is your health and safety. You need to consider possible safety issues and monitor health and well-being.

Aiding the Injured
• Check for injuries.
• Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury.
• If you must move an unconscious person, first stabilize the neck and back, then call for help immediately.

Safety Issues
• Be aware of new safety issues created by the disaster. Watch for debris, leaking hazardous materials, gas leaks, broken glass, damaged electrical wiring, and injured animals.
• Inform local authorities about health and safety issues, including chemical spills, downed power lines, smoldering insulation, and dead animals.

Health
• Wear sturdy work boots and gloves.
• Be aware of exhaustion. Don’t try to do too much at once. Set priorities and pace yourself. Get enough rest.
• Drink plenty of clean water.
• Eat well.
• Wash your hands thoroughly with soap and clean water often when working in debris.
ANNEX L: VIOLENT INCIDENT

DESCRIPTION
Violent incidents, including but not limited to: acts of terrorism, and active shooter, assaults, or other incidents of workplace violence can occur on the University of Virginia’s College at Wise Campus or in close proximity with little or no warning. An “active shooter” is considered to be a suspect or assailant whose activity is immediately causing serious injury or death and has not been contained. The University of Virginia’s College at Wise Police Department has adopted nationally accepted law enforcement response procedures to contain and terminate such threats, as quickly as possible. The following information regarding law enforcement response will enable you to take appropriate protective actions for yourself. Try to remain calm as your actions will influence others. The following instructions are intended for incidents that are of an emergent nature (i.e., imminent or in progress).

IMMEDIATE ACTION
Secure the Immediate Area
Whether a classroom, residence hall room, office or restroom:
• Lock or barricade the door, if able. Block the door using whatever is available—desks, tables, file cabinets, other furniture, books, etc.
• After securing the door, stay behind solid objects away from the door as much as possible
• If the assailant enters your room and leaves, lock or barricade the door behind
• If safe to do so, allow others to seek refuge with you

Protective Actions
Take appropriate steps to reduce your vulnerability:
• Close blinds
• Block windows
• Turn off radios and computer monitors
• Silence cell phones
• Place signs in interior doors and windows, but remember the assailant can see these as well
• Place signs in exterior windows to identify your location and the location of injured persons
• Keep people calm and quiet
• After securing the room, people should be positioned out of sight and behind items that might offer additional protection—walls, desks, file cabinets, bookshelves, etc.

Unsecured Areas
If you find yourself in an open area, immediately seek protection:
• Put something between you and the assailant
• Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you.
• If in doubt, find the safest area available and secure it the best way that you can.

Call 911
Emergency situations should be reported to law enforcement by dialing 911. You may hear multiple rings—stay on the line until it is answered; do not hang up. Be prepared to provide the 911 operator with as much information as possible such as:
• What is taking place
• Where you are located including building name and room number
• Number of people at your specific location
• Injuries, if any, including the number of injured and types of injuries
• Your name and other information as requested

Try to provide information in a calm clear manner so that the 911 operator quickly can relay your information to responding law enforcement and emergency personnel.
What to Report
Try to note as much as possible about the assailant, including:
• Specific location and direction of the assailant
• Number of assailants
• Gender, race and age of the assailant
• Language or commands used by the assailant
• Clothing color and style
• Physical features – e.g. height, weight, facial hair, glasses, etc.
• Type of weapons – e.g., handgun, rifle, shotgun, explosives
• Description of any backpack or bag
• Do you recognize the assailant? Do you know their name?
• What exactly did you hear? – e.g., explosions, gunshots, etc.

Treat the Injured
The 911 operator will notify law enforcement and other emergency service (EMS) agencies—fire and rescue. EMS will respond to the site, but will not be able to enter the area until it is secured by law enforcement. You may have to treat the injured as best you can until the area is secure. Remember basic first aid:
• For bleeding apply pressure and elevate. Many items can be used for this purpose – e.g, clothing, paper towels, feminine hygiene products, newspapers, etc.
• Reassure those in the area that help will arrive – try to stay quiet and calm.

Un-securing the Area
• The assailant may not stop until his objectives have been met or until engaged and neutralized by law enforcement.
• Always consider the risk exposure by opening the door for any reason.
• Attempts to rescue people only should be made if it can be done without further endangering the persons inside of a secured area.
• Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area.
• If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.

Law Enforcement Response
University of Virginia’s College at Wise Police will immediately respond to the area assisted by other local law enforcement agencies if necessary. Remember help is on the way. It is important for you to:
• Remain inside the secure area
• Law enforcement will locate, contain and stop the assailant
• The safest place for you to be is inside a secure room
• The assailant may not flee when law enforcement enters the building, but instead may target arriving officers

Injured Persons
Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure.
• You may need to explain this to others in order to calm them
• Once the threat is neutralized, officers will begin treatment and evacuation

Evacuation
Responding officers will establish safe corridors for persons to evacuate
• This may be time consuming
• Remain in secure areas until instructed otherwise
• You may be instructed to keep your hands on your head
• You may be searched
• You may be escorted out of the building by law enforcement personnel; follow their directions
• After evacuation, you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.
• Once you have been evacuated, you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene

DECISION
Assistance from local and state law enforcement agencies will be provided under existing mutual aid agreements. The decision to call in outside supporting agencies or to close all or a portion of the Campus will be made by the Chief of Police or designee and other appropriate individuals in the College administration. Information will be released to the campus community as quickly as circumstances permit.

SUBSEQUENT PROCEDURES/INFORMATION
We cannot predict the origin of the next threat; assailants in incidents across the nation have been students, employees and nonstudents alike. In many cases there were not obvious specific targets and the victims were unaware that they were a target until attacked. Being aware of your surroundings, taking common sense precautions, and heeding any warning information can help protect you and other members of the community.
ANNEX M: INCIDENTS EXTERNAL TO THE REGION

DESCRIPTION
Significant events outside of our own region, either nationally or internationally, may have an impact on the College community or its operations. Heightened Homeland Security Advisory Levels, activation of certain national response organizations such as the National Medical Disaster System (NMDS) may require regional actions for mitigation and response.

IMMEDIATE ACTION
Upon receiving information from federal, state, or local authorities of a credible threat or significant event and evaluating the effects on the College community, the Vice Chancellor & Operating Officer’s office may decide to have College agencies take preventive actions, such as the completion of preparedness actions called for under each terrorist Threat Level or natural disaster response.

DECISION
The Vice Chancellor & Operating Officer’s office, in consultation with the appropriate local and College representatives, will decide on action to be taken in the event of a significant incident occurring outside of our region but which has an impact on College operations or the community.

SUBSEQUENT PROCEDURES/INFORMATION
• The activation of the appropriate level of the regional Emergency Operations Plan and the Emergency Operations Center (EOC) at the University of Virginia’s College at Wise Resource Center.
• The activation of the Emergency Operation Plan (EOP) to assist in preparedness and support College EOC operations.
• Support of the physical and emotional wellbeing of the entire Campus community.
• Assistance and support for demobilization operations and follow up support
ANNEX N: REQUIRED EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES:

DESCRIPTION
Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System. The University of Virginia’s College at Wise Police and/or other first responders may become aware of a critical incident or other emergency that potentially affects the health and/or safety of the University of Virginia’s College at Wise community. Generally, first responders become aware of these situations through reports to the police dispatch office or during routine patrol or other assignments.

IMMEDIATE ACTION
Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the College community, first responders will notify supervisors in the Campus Police Department or other authorized College officials to issue an emergency notification.

One or more of the College authorized representatives (UPD leadership will immediately initiate all or some portions of the College’s emergency notification system. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency, the College may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the College will issue the emergency notification to the Campus community.

DECISION
Determining the Appropriate Segment or Segments of the College Community to Receive an Emergency Notification. The University of Virginia’s College at Wise Police and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the College community should receive the notification. Generally, College community members in the immediate area of the dangerous situation (i.e., the building, adjacent buildings or surrounding area) will receive the emergency notification first. The College may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via the College mass notification system, the College will post applicable messages about the dangerous condition on the College website to ensure the rest of the Campus community is aware of the situation and knows the steps they should take to maintain personal and community safety. If the emergency affects a significant portion of the entire Campus, College officials will distribute the notification to the Campus community.

SUBSEQUENT PROCEDURES/INFORMATION
Determining the Content of the Emergency Notification
The office responsible for issuing the emergency notification (The Office of News and Media Relations and Director of College Services) will, in concert with College and local first responders, determine the contents of the notification. The College has developed a wide range of template messages addressing several types of emergencies. The individual authorizing the alert will select the template message most appropriate to the ongoing situation and modify it to address the specifics of the present incident. In those cases where there are no predetermined template messages in the system, the individual authorizing the alert will develop a succinct message to convey the appropriate information to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and the community’s safety. Messages are typically composed of predetermined text that requires minor modification (e.g., address). When circumstance requires a custom message, the following
authorized College officials create message content: Vice Chancellor Vice Chancellor & Operating Officer, command staff personnel of the University of Virginia’s College at Wise Police Department.

Procedures Used to Notify the College Community
In the event of a situation that poses an immediate threat to members of our community, the College has various systems in place for communicating information quickly. Emergency managers may activate some or all of these methods of communication in the event emergency notification for all or a segment of the College community as needed. Messages may direct individuals to evacuate, shelter in place, stay away from an area or contain other information pertinent to the situation. We may send follow-up messages to update or change the actions individuals should take, or provide other pertinent information. In all cases, The University of Virginia’s College at Wise will provide an “all-clear” or “end-of-incident” message when the incident is no longer a danger.

The following personnel—Vice Chancellor & Operating Officer, command staff personnel of the University of Virginia’s College at Wise Police Department—may authorize activation of the Siren/PA System.

In addition to activation of the siren system, Campus Police may also have emergency notifications through public address activation, e-mail activation (through the Office of News and Media Relations), text activation (Director of College Services), and College main Web page activation.

These methods of communication include the mass notification system, the College’s e-mail system and verbal announcements within a building and via the public address system on police cars. The College will post updates during a critical incident on the home page.

Procedures for Disseminating Emergency
Information to the larger community during critical incidents, the Office of the Vice Chancellor & Operating Officer will work with the crisis management team and each organizational unit, as necessary, to gather accurate and substantial information regarding the situation and details of the College’s response. The College’s Director of News and Media Relations, working with county and state PIOs, as appropriate, will provide information to the public on progress toward recovery, utilizing one or several of the following methods: radio, television and newspaper.

The University of Virginia’s College at Wise, at its discretion, may release information concerning a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, staff and faculty off Campus. Such information would have to be provided by another agency and release allowed by the supplying agency. (Note that The University of Virginia’s College at Wise has no way of compelling the release of information by another agency, organization or jurisdiction, nor can the College determine the time period in which that agency may provide information to the College).

Enrolling in the University’s Emergency Notification System
We encourage members of the College community to enroll in the College. Alerts system by visiting home.uvawise.edu/alertsystem College community members should update their information regularly at the same site.
# PRIORITY NOTIFICATION LIST

For emergencies occurring at The University of Virginia’s College at Wise, notify the Campus Police Immediately.

Dial 911

In an emergency situation the College must notify the campus community of an ongoing threat to health and safety immediately. The officer activating the notification list, or “call tree” shall make contact with The Director of News and Media Relations, and The Director of College Services (highlighted in gray below), who will alert the campus community by both email and text. This also may be done through Wise County Central Dispatch at the Officer’s request.

### 1. Notify The Director of Public Safety

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Home</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Ronnie L. Shortt</td>
<td>328-0190</td>
<td>796-5619</td>
<td>219-7283</td>
</tr>
</tbody>
</table>

### 2. Notify Vice Chancellor & Operating Officer

(VC will notify the Chancellor and Media Relations Personnel)

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Home</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sim Ewing</td>
<td>328-0133</td>
<td>328-8499</td>
<td>393-5753</td>
</tr>
<tr>
<td>Joe Kiser, College Services</td>
<td>328-0143</td>
<td>393-3337</td>
<td></td>
</tr>
<tr>
<td>Kathy Still, Media Relations</td>
<td>376-1027</td>
<td>393-1818</td>
<td></td>
</tr>
</tbody>
</table>

### 3. Notify Police Lieutenant

(Lt. will notify other Campus Police Personnel)

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Home</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin D. Yates</td>
<td>328-0190</td>
<td>328-8706</td>
<td>275-9086</td>
</tr>
</tbody>
</table>

### 4. Notify Housing & Residence Life

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<tr>
<th>Name</th>
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<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joshua Justice</td>
<td>376-4517</td>
<td>393-9530</td>
<td>393-9530</td>
</tr>
<tr>
<td>Tracy Barcus</td>
<td>328-0215</td>
<td>870-7411</td>
<td>870-7411</td>
</tr>
</tbody>
</table>

### 5. Notify Physical Plant Personnel as needed.

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Home</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Shortt</td>
<td>328-0196</td>
<td>973-5512</td>
<td>973-5512</td>
</tr>
<tr>
<td>Chuck Miller</td>
<td>328-0196</td>
<td>328-1107</td>
<td>365-2093</td>
</tr>
<tr>
<td>Randall Gabbert</td>
<td>328-0196</td>
<td>523-0509</td>
<td>337-0155</td>
</tr>
<tr>
<td>Jason Kelley</td>
<td>328-0196</td>
<td>328-8917</td>
<td>207-3098</td>
</tr>
<tr>
<td>Jason Houston</td>
<td>328-0196</td>
<td>328-5371</td>
<td>220-1700</td>
</tr>
<tr>
<td>Greg Sturgill</td>
<td>328-0196</td>
<td></td>
<td>870-3802</td>
</tr>
<tr>
<td>Chris Stidham</td>
<td>328-0196</td>
<td>679-4209</td>
<td>870-1306</td>
</tr>
<tr>
<td>Jeff Kiser</td>
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<td>Ken Hale</td>
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<td>328-6047</td>
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<td>Mark Ramsey</td>
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<td>Ray Asher</td>
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<td>Rick Hopkins</td>
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<td>328-3532</td>
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<td>Tim Wright</td>
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<td>606-855-9200</td>
<td>870-4148</td>
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<td>Matt Kiser</td>
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<td>Cliff Tucker</td>
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<td>365-4758</td>
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<td>Sharona Burke</td>
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<td>Bradley Cvetnich</td>
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<td>393-4625</td>
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<td>Barry Allison</td>
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<td>219-5237</td>
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<tr>
<td>Buck Winebarger</td>
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<td>275-3160</td>
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### 6. Housekeeping Services

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Rick Ratley</td>
<td>328-0196</td>
<td>639-0938</td>
<td>973-5529</td>
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<tr>
<td>Kerri Kiser</td>
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<td>365-6241</td>
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## 7. Food Dining Services

<table>
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<tr>
<td>Brett Lawson</td>
<td>328-5514</td>
<td>328-3269</td>
<td>275-3633</td>
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## 8. Off-Campus Emergency Resources

<table>
<thead>
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<th>Name</th>
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<tbody>
<tr>
<td>Jack Tolbert, VDEM</td>
<td>328-8439</td>
<td>328-2329</td>
<td>708-6017</td>
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<tr>
<td>Jessica Swinney, Wise Co. EOC</td>
<td>328-7110</td>
<td>523-7120</td>
<td>219-1793</td>
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<tr>
<td>Virginia State Police</td>
<td>1-800-542-8716</td>
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<tr>
<td>Wise County Sheriff’s Office</td>
<td>1-276-328-3756 or 911</td>
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<tr>
<td>FBI Bristol, VA Office</td>
<td>1-276-466-2631</td>
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<td></td>
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<tr>
<td>Med-Flight &amp; Wings Air Rescue</td>
<td>1-276-328-3756 or 911</td>
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<tr>
<td>Fire and Rescue Services</td>
<td>1-276-328-3756 or 911</td>
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<tr>
<td>Frontier Health</td>
<td>1-276-523-8300</td>
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## 9. Area Hospitals

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Mountain View Regional Hospital</td>
<td>1-276-679-9100</td>
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<tr>
<td>Norton Community Hospital</td>
<td>1-276-439-1000</td>
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<tr>
<td>Lonesome Pine Hospital</td>
<td>1-276-523-3111</td>
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<tr>
<td>Holston Valley Medical Center</td>
<td>1-423-224-4000</td>
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<tr>
<td>Bristol Regional Medical Center</td>
<td>1-423-844-1121</td>
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<td>Johnson City Medical Center</td>
<td>1-423-431-6111</td>
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<tr>
<td>Pikeville Medical Center</td>
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