



# VALLEY COLLEGE

## CLEVELAND CAMPUS

### **EMERGENCY RESPONSE & EVACUATION PROCEDURES**

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# EMERGENCY PREPAREDNESS PLAN VALLEY COLLEGE – CLEVELAND CAMPUS

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# VALLEY COLLEGE

## Emergency Response and Evacuation Procedures

Emergency Phone Numbers : Ambulance, Fire, Law Enforcement 911  
Campus Director: Lynn Mizanin Phone Number – 216-630-3242 Email: lmizanin@valley.edu  
Campus Safety Monitor: Kelly O’Connell Phone Number -216-338-6359 Email: koconnell@valley.edu  
Connie Gardner Phone Number- 216-534-4726 Email: cgardner@valley.edu

### Building Emergency Evacuation Plan

#### How to Report an Emergency

Call 911 and Calmly State:

- Your name
- Address
- The nature of the emergency
- Whether injuries have occurred
- A phone number near the scene where you can be reached

**Call reception desk to notify reception of emergency. (Reception Desk extension = 1505)**

Name of Institution: Valley College – Cleveland Campus

Physical Address: 8700 Brookpark Road  
Cleveland, Ohio 44129

Phone number: 216 453-8201

#### Building Evacuation

Upon hearing the fire alarm or announcement, begin evacuation procedures.

- Keep yourself and others calm.
- Quickly proceed outside the building to the announced safe location (**Safe location is our digital sign**) using the planned evacuation route.
- If you have personal belongings near your person, take personal belongs with you.
- Close doors as you leave. If possible, unplug or disable any device that could make a dangerous situation even worse.
- Instructors will take the **Attendance Sheet/Book** for correct head count.
- Report immediately to the designated “safe area” located near the digital sign located at the south parking lot, closest to Brookpark Road.
- Check with Lynn Mizanin, Campus Director, who will take a head count from the instructors.
- Wait for instructions from emergency response personnel. Do not re-enter the building until told it is safe to do so.

#### Safe Area Location

The safe area for the staff, faculty, and students is designated as the front parking area closest to the digital sign. This will provide room for emergency vehicles in the front of the campus and back of the campus.

## **Planned Evacuation Route**

Faculty and students will follow a planned evacuation route when exiting the building. Depending on what floor you are on when the alarm goes off, the following evacuation route should be used.

- **3<sup>rd</sup> Floor – Rooms 306, 308, and 309 Evacuation Route** – Faculty and students should exit out of their classroom and proceed West towards the restrooms. Use the staircase to the first floor and out the Vendor Exchange main entrance. All Faculty and students should gather at the digital sign in the front of the parking lot.
- **3<sup>rd</sup> Floor – Rooms 302, 303, 304, 305, 310, 311, 312 Evacuation Route** – Faculty and students should exit out of their classroom and proceed East to the main staircase. Take the staircase to the first floor and exit through the double glass doors and proceed to the exit door. Faculty and Students can also take the staircase to the second floor and the side door or the main entrance. All Faculty and students should gather at the digital sign in the front of the parking lot.
- Elevator for handicap accessibility will be unavailable, anyone unable to ambulate down the stairs independently will need additional assistance by faculty.
- **2<sup>nd</sup> Floor – Evacuation Route** – Staff, Faculty and students should exit out of the building either through the main entrance or the extra door leading into the courtyard. An additional exit would be taking the stairs to the first floor and out the Exit door. All Staff, Faculty and students should gather at the digital sign in the front of the parking lot.
- **1<sup>st</sup> Floor – Evacuation Route** – Exit through the Vet Assistant door into the courtyard. An additional exit is down the hallway and out Vendor Exchange main entrance. All Faculty and students should gather at the digital sign in the front of the parking lot.

**ALL EVACUATION ROUTES ARE CLEARLY POSTED AND MARKED BY EXIT SIGNS THROUGHOUT THE BUILDING.**

### **Evacuating the Disabled:**

- Students and staff members should make the Campus Director and/or Director of Academic Affairs aware if they will need assistance evacuating in an emergency. It may not be apparent to staff and faculty if a student or coworker has a disability and need assistance during an emergency.
- Communicate ahead of time what your capabilities and limitations are. Be clear and concise. If necessary, carry a preprinted message that will help others assist you.
- Establish a personal network consisting of people who are regularly in the same as you are. Do not depend on just one person as they may not be there during an emergency.
- Preplan and determine all evacuation options. Consider the pros and cons of being carried, for example. There is a possibility that you or others may be injured if you are carried down the stairs.

### **Building Safety Systems:**

The school building located at 8700 Brookpark Road has the following safety systems:

- Smoke Detectors: Smoke detectors are located throughout the building on each floor.
- Fire Extinguishers: Fire extinguishers are accessible through the building. One is available in the hallway of each floor at a minimum. Never block or obstruct these with furniture or equipment.
- First Aid Kits: First aid kits are available at the faculty lounge and the receptionist's desk.
- Defibrillator is available in the faculty lounge on top of refrigerator. Only trained personnel can operate the defibrillator.

## **Evacuation Personnel:**

The following staff will serve as evacuation personnel.

**Emergency Announcer:** Campus Director, Director of First Impressions, MCA Program Head. Announcer will announce any disasters to all areas of the building.

**Evacuation Warden:** Lynn Mizanin, Campus Director

**Alternate Warden:** Kelly O'Connell, MCA Program Head

**Command Center:** Lynn Mizanin, Campus Director's Office – Room #204

Wardens will:

- Supervise evacuation procedure
- Check with searchers to get an "all clear" report or find out any problems.
- Report to the Command Center (Room 204) if areas were unsearched due to lack of personnel.
- Ensure that all people from the area proceed to the designated meeting place to check in and wait for "all clear" which will come from the Command Center (Room 204)
- Report any problems to the Command Center (Room 204).

**Searchers:** 1<sup>st</sup> Floor – Jeanette Kwiatkowski, Vet Assistant Program Head  
2<sup>nd</sup> Floor – Lynn Mizanin, Campus Director or Adrienne Schultz, Director of First Impressions.  
3<sup>rd</sup> Floor – Kelly O'Connell, Medical (MCA) Program Head

Searchers will:

- Check all rooms including restrooms, conference rooms, and remote areas, closing all doors behind them.
- They will advise remaining employees or other persons on the floor about the emergency and the requirement to evacuate.
- When the area is "clear" they will proceed out of the building.

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## **Fire Emergency Plan**

**If you discover fire or see smoke do not panic. Call 911 and proceed with the following:**

### **RACE**

Remove/Relocate individuals away from danger; if possible, without endangering your safety.

Activate Alarm: Call 911

Confine/Contain fire and smoke by closing doors and windows.

Extinguish fire only if trained and fire is small by using the nearest fire extinguisher.

### **Follow Instructions for the Building Evacuation Plan**

- Check doors with the back of your hand to ensure it is cool before opening.
- Walk quickly – Do Not Run – out of the building to the designated safe place.
- Instructors should lead students to the designated safe area.
- Instructors should take the Attendance Sheet/Book with them.
- Instructors should take attendance once at the safe area and report to the Evacuation Warden.

### **Safe Area Location:**

The safe area for the staff, faculty, and students is designated as the front parking area closest to the digital sign. This will provide room for emergency vehicles in the front of the campus and back of the campus.

**Do Not Re-Enter the Building until the ALL CLEAR is issued by the FIRE DEPARTMENT**

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## Severe Weather Plan

**Severe weather includes tornados, severe thunderstorms, violent snowstorms, and flooding.**

### **Tornados/Severe Thunderstorm Watch:**

If a tornado or severe thunderstorm watch has been issued in an area that includes the campus:

- Monitor local emergency alert weather stations or the National Weather Service.
- Faculty and staff should be alerted to inform students of building's safe areas and be ready to relocate to those areas in case the Watch is upgraded to a Warning.

**Definition of a Watch:** A severe thunderstorm or tornado watch is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm, a tornado, or both, are more likely to develop and you should be prepared to move to a designated safe area.

**Definition of a Warning:** A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or tornado has been sighted or indicated by weather radar. At this point the danger is very serious and you should move to a designated safe area.

**If a tornado or a severe thunderstorm WARNING has been issued in the area that includes the campus:**

- Move students and staff to safe areas IMMEDIATELY.
- Close classroom, laboratory, and office doors.
- Instructors should take the attendance sheet/book to the safe areas with them.
- Remain in safe area until warning expires or until the "all clear" has been issued.

**School Closings and delays will be decided by the Campus Director. Announcements of such will be made on Facebook, Portal, or TextAim.**

A phone tree has been established if calls need to be made to staff in emergency situations.

- Campus Director /Director of Academic Affairs will call or text the Administrative staff, Admissions Representatives, Financial Aid Advisor, and faculty

### **Safe Area Location**

The stairwell at the bottom of the first floors is the safe areas for both students and staff since this area has no windows. The reception area, and all staff offices on the 2<sup>nd</sup> floor on the front of the building are not to be used because of the number of windows and glass doors in those areas.

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## Shelter–In–Place Procedures

Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

**Sheltering in place is used when evacuation would put people at risk (i.e., tornado, environmental hazard, blocked evacuation route).**

**Shelter areas may change depending on the emergency.**

- Identify safe areas in each school building.
- Campus Director or Campus Safety Monitor announces that students and staff must go to shelter areas.
- Bring all persons inside building(s).
- Instructors take class rosters.
- Close all exterior doors and windows, if appropriate.
- Turn off ventilation leading outdoors, if appropriate.
- Instructors account for all students after arriving in shelter area.
- All persons remain in shelter areas until a Campus Director or Campus Safety Monitor, or emergency responder declares that it is safe to leave.

If all evacuation routes are blocked:

- Stay in room and close door.
- Keep air as clean as possible.
  - Seal door.
  - Open or close windows as appropriate.
  - Limit movement and talking in room.
- Communicate your situation to Campus Director or Campus Safety Monitor, or emergency responder by whatever means possible.

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.



## Lockdown Procedures

One means of securing the school is to implement lockdown procedures. These procedures may be called for in the following instances:

- 1) Lockdown with warning – The threat is outside of the school building.  
The school may have been notified of a potential threat outside of the building.
- 2) Lockdown with intruder, shooter, or other internal threat – The threat/intruder is inside the building.

### Lockdown with warning procedures

- Campus Director or Campus Security Monitor will order and announce “lockdown with warning” procedures. Repeat announcement several times. Be direct.
- Bring people inside.
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Pull shades. Keep students away from windows.
- Control all movement but continue classes. Move on announcement only.
- Campus Director or Campus Security Monitor will announce “all clear.”

### Lockdown with intruder procedures (these actions happen rapidly)

- Campus Director or Campus Security Monitor will order and announce, “lockdown with intruder.” Repeat announcement several times. Be direct.
- Immediately direct all students, staff, and visitors into nearest classroom or secured space. Classes that are outside of the building SHOULD NOT enter the building. Move outside classes to primary evacuation site.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from windows and doors. Turn off lights.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Campus Director or Campus Security Monitor will announce “all clear.”

Some other threats may override lockdown, i.e., confirmed fire, intruder in classroom, etc. Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus’ designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## Hazardous Materials

### Incident occurs in school:

- Notify Campus Director or Campus Safety Monitor.
- Call **911**. If the type and/or location of hazardous material is known, report that information to 911.
- Evacuate to an upwind location taking class roster. Instructors take attendance after evacuation.
- Seal off area of leak/spill. Close doors.
- Fire officer in charge will determine additional shelter-in-place or evacuation actions.
- Shut off heating, cooling and ventilation systems in contaminated area to reduce the spread of contamination.
- Campus Director or Campus Safety Monitor notifies the Business Office in Administrative.
- Resume normal operations when fire officials approve.

### Incident occurs near school property:

- Fire or law enforcement will notify Campus Director or designated Staff Member.
- Consider closing outside air intake, evacuating students to a safe area or sheltering students inside the building until emergency passes or relocation is necessary.
- Fire officer in charge of scene will instruct Campus President or designated Staff Member on the need for sheltering or evacuation.
- Follow procedures for sheltering or evacuation.
- If evacuating, instructors take class rosters and take attendance after evacuation.
- If evacuation is not ordered, be aware of and remain alert for any change in health conditions of students and staff, especially respiratory problems. Seek medical attention if necessary.
- Resume normal operations when fire officials approve.

Rooms that contain biohazardous materials are labeled with signage. All biohazardous material are handled by Valley college staff who have received appropriate trainings. All biohazardous material is removed from the building and disposed of by an outside vendor. MSDS sheets are available in rooms that contain biohazardous materials.

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### Biohazardous materials

Biohazardous materials (medical waste) may include things like used syringes or other tools contaminated with human blood, bacteria, or other microorganisms.

- Valley College only uses approved Biohazardous disposal containers. These containers are clearly marked with the biohazardous symbol. Room doors that may contain biohazardous wastes are clearly marked with the biohazardous symbol.
- All biohazardous material is handled by Valley College staff who have received training and is removed from the building and disposed of by an outside vendor.
- Students are taught how to properly handle biohazardous material collected during clinical-related courses.

- Blood-borne Pathogens

Accidental Needle Stick Policy - If you pierce or puncture your skin with a used needle, follow this first aid advice immediately:

1. Immediately "bleed" the injured site by holding their finger or area of puncture under cold running water for several minutes. Apply slight pressure to ensure the blood is flushed out - this will try to prevent potential infection or virus from entering the bloodstream and just flushing out through the wound.
2. Wash the injured sight with soap - which can kill the bacteria/infection. Do not scrub the wound while you're washing it. Do not suck the wound.
3. Wrap the site with gauze.
4. Go immediately to a healthcare facility to get tests ran for HIV/HCV/Hep, any blood borne pathogens. The individual should tell receptionist that they had an accidental needle stick injury. It is possible that the provider may prescribe prophylactic antibiotics. The hospital/facility will also make sure they get follow up testing done as well - after 6 weeks, 3 months, 6 months, a year, and then three years from exposure date.
5. Document. Supervising instructor (instructor witnessing the event) will fill out an incident report with time, date, details, student comments, their signature, etc. You will be asked to sign/date the report.

Ohio: Students in clinical or externships classes should use the universal blood and fluid precautions established by Chapter 4723-20 of Ohio Administrative Code. <http://codes.ohio.gov/oac/4723-20>

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## Medical Emergency

Life-threatening injury or illness, or death:

- Notify Campus Director to make emergency calls. If unable to reach office immediately, call **911**. **Work as a team**. Give as much information to the 911 operator as possible regarding the injury or illness, whether or not the victim is conscious or unconscious. Do not hang up unless directed to do so by the 911 operator.
- Give full attention to the victim(s).
- Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
- If possible, isolate the affected student/staff member. Disperse onlookers and keep others from congregating in the area.
- Check breathing. Is the airway clear? Is the victim in a position to facilitate breathing?
- Help stop bleeding.
  - Applying pressure on wound or elevating wound may help stop or slow bleeding.
  - Protect yourself from body fluids. Use gloves if available.
- Check for vital signs. Initiate first aid, if you are trained.
- Comfort the victim(s) and offer reassurance that medical attention is on the way.
- After immediate medical needs have been cared for, remain to assist emergency medical services personnel with pertinent information about the incident.
- Document action taken on Valley College Incident Report form and send a copy to the Administrative Office as directed

### Administrator:

- In case of traumatic medical emergency or death at school:
  - Notify Campus Director or Campus Security Monitor.
  - Notify emergency contact persons listed in victim's file.
  - Activate post-crisis procedures if necessary.
- In all other medical emergencies, assess individual's need for post-crisis intervention.
- Document action taken on Valley College Incident Report form and send a copy to the Administrative Office as directed

*Non-life-threatening injury or illness:*

- For all non-life-threatening illnesses and injuries, communicate with Campus Director, Campus Security Monitor, or the front desk.
- Document action taken on Valley College Incident Report form and send a copy to the Administrative Office as directed

## Infectious Diseases Epidemic

In light of the Covid-19 Virus, Valley College has established the following procedures if there is an infectious disease epidemic. Valley College will follow all directives from the local, state or federal government.

However, the Covid-19 virus isn't the only infectious disease that students and staff must be concerned about. Flu season can impact the students and staff at Valley College. If there is an outbreak of an infectious disease, Valley College will follow the recommendation of the CDC and/or the WV or Ohio Department of Health. This may include but not limited to:

- Wash your hands frequently.
- Stay home if you are sick (so you do not spread the illness to other people).
- Use a tissue, or cough and sneeze into your arm, not your hand. Turn away from other people.
- Use single-use tissues. Dispose of the tissue immediately.
- Wash your hands after coughing, sneezing or using tissues.
- Do not touch your eyes, nose or mouth (viruses can transfer from your hands and into the body).
- Do not share cups, glasses, dishes or cutlery.

Workplaces can help by having an infection control plan which includes:

- Providing clean hand washing facilities.
- Offering alcohol-based hand sanitizers when regular facilities are not available (or to people on the road).
- Providing boxes of tissues and encourage their use.
- Providing disinfectant wipes, especially for use in common areas.
- Cleaning surfaces more often, such as doorknobs, handles, stair railings, desks, phones, kitchens, shared computers.
- Reminding staff to not share cups, glasses, dishes and cutlery. Be sure dishes are washed in soap and water after use.
- Removing magazines and papers from waiting areas or common rooms.
- Considering cleaning a person's workstation or other areas where they have been if a person has suspected or identified with an infection.
- Making sure ventilation systems are working properly.

Sometimes it is necessary to practice Social Distancing: Social distancing is a strategy where you try to avoid crowded places, large gatherings of people or close contact with a group of people. In these situations, viruses can easily spread from person to person. In general, a distance of one to two meters (3 to 6 feet) will slow the spread of a disease, but more distance is more effective.

If the emergency elevates to the point that the campus has to temporary close the campus, the students and staff may be able to conduct business (attend classes) by practicing the following social distancing steps:

- Use telephone, video conferencing, or the internet to conduct class and as much business as possible.
- Allow students/employees to work from home, or to work flexible hours to avoid crowding the classroom/workplace. (If allowed, a clinical lab course may be conducted if we limited students in the classroom.)
- Increase the distance between desks or workstations.
- Increase the number of times surfaces are cleaned.
- Cancel or postpone any travel, meetings, workshops, etc. that are not necessary.
- Drive, walk, or cycle to work, but try to avoid public transit. Schedules may need to be altered if students/staff can arrive early/late so they can use public transit when it is less crowded or take advantage of carpooling situations.
- Have more staggered lunch hours to avoid crowded breakrooms.
- Spend as little time as possible at the photocopy centers.
- When meetings are necessary, have the meeting in a larger room where people can sit with more space between them (at least about one to two meters apart).
- Avoid shaking hands or hugging.

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## Bomb Threat

- Schools are responsible for assessing bomb threats to determine credibility.
- All bomb threats must be taken seriously until they are assessed.
- The decision whether or not to evacuate rests with the **school**, not the responding agencies, unless a device is located.

### Procedures upon receiving a bomb threat:

#### By phone call:

- **Remain calm.**
- **Do not hang up. Keep the caller on the line as long as possible and listen carefully.** If at all possible, have a second staff member contact the Campus Director or Campus Security Monitor while you keep the caller on the line and ask the following questions:
  - Where is the bomb/chemical or other hazard?
  - When will it explode/be activated?
  - What does it look like?
  - What kind of bomb/hazard is it?
  - What will cause it to explode/activate?
  - What is your name?
  - Did you place the bomb/hazard? WHY?
  - Where are you?

Exact wording of the threat: \_\_\_\_\_

If voice is familiar, who did it sound like?     Male    Female    Adult    Juvenile    Age    

#### Caller's voice: Note pattern of speech, type of voice, tone. Check all that apply.

Calm	Excited	Loud	Soft	Deep	Nasal
Raspy	Distinct	Slurred	Normal	Crying	Laughter
Slow	Rapid	Disguised	Accent	Lisp	Stutter
Drunken	Familiar	Incoherent	Deep breathing		

#### Background sounds: Check all that apply.

Voices	Airplanes	Street noises	Trains	Quiet	Bells
Clear	Static	Animals	Party	Vehicles	
Horns	House noises	PA system	Music	Factory machines	
Motor	Phone booth	Other:			

#### Threat language: Check all that apply.

Well-spoken (educated)	Foul	Taped	Incoherent	Irrational	Message read from script
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Did caller indicate knowledge of the building? Give specifics: \_\_\_\_\_

Person receiving call: \_\_\_\_\_ Phone number where call received: \_\_\_\_\_

**LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER CALLER HANGS UP.**

### By written note

- Preserve evidence.
- Place note in plastic bag, if available.
- Photograph words written on walls.
- Notify Campus Director or Campus Security Monitor.
- Notify law enforcement.
- Campus Director or Campus Security Monitor orders evacuation or other actions according to threat assessment and school policy.

Caution: Overreacting may encourage additional threats.

### Scanning process considerations:

- Scan classrooms and common areas for suspicious items. Scans should be made by people who are familiar with the building. Assign staff to certain areas of the building. Keep in mind that a bomb could be placed *anywhere* on school property— inside or outside.
- Any suspicious devices, packages, etc., should be pointed out to emergency responders. **Do not touch.**
- Once a device is located, emergency responders take responsibility for it.

### Evacuation considerations:

- If a decision is made to evacuate, an announcement will be made. **Do not use cell phones, radios or fire alarm system** because of risk of activating a device.
- While notification is being made, other staff should survey the grounds to clear exits and areas where students and staff will be going. Exit routes should be altered accordingly if the location of the device is known.
- When evacuating, leave everything as-is. Leave room doors either unlocked or open. Instructors take class roster.

## Suspicious Package

- Do not open any suspicious items. If you opened the item, remain calm.
- Contact the Campus Director or Campus Safety Monitor immediately
- The Campus Director or Campus Safety Monitor will call 911 and the Vice President
- Do not move the suspicious items.
- Get all persons out of the immediate area of the suspicious package. Close area if possible.
- Limit communication to two-way radios and mobile phones in that area.
- If package is leaking a substance and you touched that substance keep your hands away from any part of your face. Do not touch others or allow anyone to touch you.
- Wash your hands with soapy, hot water from elbows down.
- Do not clean or cover any thing that has leaked from the package.
- Follow all instructions given by the emergency responders

**Note:** Note Campus Director and Campus Safety Monitor is to keep in contact with the campus' designated Vice President throughout the emergency. The Vice President will relay necessary messages to the College President. Once the emergency situation is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## Hostage/Intruder Situation Plan

If an intruder enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, the following guidelines should be followed:

Responsibilities:

### Director of First Impressions/Campus Director

- Immediately notify police (911)
- Initiate **Action Secure Building**
  - Lock down building and do not let any students that are not in class enter the building
  - Alert all rooms of the event.
  - Instructors will lock classroom doors.
- If the Campus Director is not present, notify Instructors of the situation.
- Monitor hostage situation the best you can without doing anything to exacerbate it.
- Follow instructions of law enforcement officials who will take over when they arrive on site.

### Staff

- Remain calm. Talk with the individual in a low-key, non-threatening manner. Do not argue with or antagonize the individual in any way.
- Keep your distance. Give the intruder ample personal space.
- Do not attempt to deceive or threaten the intruder.
- Do not buy into the delusions of the intruder.
- Suggest marching the students or staff quietly out the back door. Back off if this approach angers the intruder.
- Be constantly alert and prepared for violence. I
- Initiate **Flight Hide or Fight** if the intruder opens fire.
- **Flight** – Move quickly, low and never in a straight line, out of the area of imminent danger.
- **Hide** – Seek cover, if possible, lock or secure door and notify police by calling 911, remain quiet and calm, be alert and look for force multipliers (car keys, chemicals, fire extinguishers, objects and etc.)
- **Fight (last resort, imminent danger)** – Control Distance, Dominate, Disarm and Disable.

**Note:** If the school becomes involved in a hostage situation the primary concern must be the safety of the students, staff, and faculty. Individuals who take hostages are frequently emotionally disturbed and the key to dealing with them is to make every attempt to AVOID antagonizing them.

### Campus Director/Designee

- Inform staff supervising students in the classroom to initiate **Flight, Hide or Fight**.
- Immediately notify police by calling 911.
- If the Campus Director is not present, notify the MCA Program Head, Kelly O'Connell. of the situation.
- Work in coordination with supervisors of law enforcement until the situation is resolved.
- Initiate student release procedures and or evacuation procedures only if it becomes necessary.

### Staff

In classrooms, maintain **Flight, Hide or Fight** until the situation is resolved.



In open areas, move the students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate *Flight, Hide or Fight*. This should be done only when there is no chance for the students to reach safer areas.

## Bullying

Valley College prohibits acts of bullying. If a student feels like he or she is being bullied they should discuss the matter with the Campus Director or the Campus Security Monitor. Acts of bullying will be dealt with appropriately.

Bullying is repeated aggressive behavior that can be physical, verbal, or relational, in-person or online.

**Physical bullying** – includes hitting, kicking, or pushing you (or even just threatening to do so), as well as stealing, hiding, or ruining your things, and hazing, harassment, or humiliation.

**Verbal bullying** – includes name-calling, teasing, taunting, insulting, or otherwise verbally abusing you.

**Relationship bullying** – includes refusing to talk to you, excluding you from groups or activities, spreading lies or rumors about you, making you do things you don't want to do.

## Cyberbullying

Technology means that bullying is no longer limited to schoolyards or street corners. Cyberbullying can occur anywhere, even at home, via smartphones, emails, texts, and social media, 24 hours a day. Cyberbullies use digital technology to harass, threaten, or humiliate an individual.

Tips for dealing with cyberbullying;

- Spend less time on social media, checking texts or emails.
- Don't respond back to any message or posts about you regardless how hurtful they can be
- Delete communications without reading them.
- Do not share personal information or friends' personal information online
- Never share Internet passwords
- Don't seek revenge
- Don't send an email message or post when angry or upset
- Save evidence of the cyberbullying and report the incident.
- Report threats of harm and inappropriate sexual messages to the policy. In some cases, the cyberbully's action can be prosecuted by law.
- Prevent communication from the cyberbully by blocking their email, cell phone number and deleting them from social media contacts. Report their activities to their Internet service provider (ISP) or to any social media or other websites they use to target you. The cyberbully's actions may constitute a violation of the website's terms or service.
- Be mindful of what you post online. Don't post something that you would not want an employer to see.

Source: <https://www.helpguide.org/articles/abuse/bullying-and-cyberbullying.htm>

## Communication of Emergency Information and Instructions

Emergency conditions occurring during business hours will require expeditious communication of instructions to faculty, staff, and students. Uncertainty and confusion should be prevented or minimized, and the protection of lives should be paramount over all else.

Instruments of communication will include but are not limited to text messaging, email, voicemail, postings on social media (Facebook etc.) or by word of mouth depending upon the unique circumstances of the emergency. In the event of an actual emergency, the institution will provide up to date information as long as that information does not impede upon the effectiveness of the plan and risk the safety of any individual.

## Media Procedures

The Campus Director or Vice President serves as media spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities. **All staff should refer media contacts to the Campus Director.** The Campus Director should speak to the Vice President. The Vice President will speak with the Valley College President or Chief Compliance Officer before addressing the media.

### Media checklist:

- Campus Director or Campus Security Monitor relays all factual information to Vice President / President or Chief Compliance Officer.
- Establish a media information center away from the affected area. Consider:
  - Media need timely and accurate information. However, protect the privacy of staff and students when necessary and justified.
  - Media will want to be close enough to shoot video footage and photographs, but they should not be allowed to hinder responders.
- Before holding a news conference, brief the participants and coordinate information.
- Determine the message you want to convey. Emphasize the safety of students and staff.
- Engage media to help distribute important public information. Explain how the emergency is being handled.
- Respect privacy of victims and families of victims. Do not release names to media.
- Update media regularly. DO NOT say “No comment.” Ask other agencies to assist with media.
- Maintain log of all telephone inquiries for future use.

## Training

All students, faculty, and staff will be provided a direct notice explaining the content of this plan and where it can be retrieved at [www.valley.edu](http://www.valley.edu) under the Consumer Information link. A student or staff member can request a hard copy of the plan from the Financial Aid Office. This plan is Appendix C of the Campus Security Report (Clery Report).

The campus community will participate in drills which are conducted annually at a minimum. This plan is also reviewed for all new students during the Orientation process.

Staff and Faculty that are part of the Emergency Plan Team will be required to review the plan and understand his role in the plan. The annual drill will serve as “on the job training” which will prove critical in the event of an actual emergency.

## **Date of Last Drill(s)/Trainings**

Campus Wide Evacuation Drills are to be held approximately every six months. Students are also given an overview of the emergency plan during their orientation.

Type of Drill	Date
Evacuation Drill	August 6, 2019
Evacuation Drill	October 30, 2019
Active Shooter Drill/Training	
Shelter in Place Drill/Training	

## **Animal Emergency Plan**

Animals housed at our college include the resident rodents which are housed in Room 101A, on the right-hand side by the animal intake area on the lower level. Guinea pigs are housed in wire cages, while the other rodents (rats and mice) are housed in plastic shoe box cages with stainless steel tops. Water bottles are used in both types of cages. Dogs and cats are currently here on Tuesdays from 8-5PM. They are obtained from local rescues and shelters and are housed temporarily for no longer than 24 hours. The dogs are in the Kennel Room 101C and the cats are housed near the Animal Intake Room 101B. Dogs and cats are not routinely held in the facility on holidays and weekends.

## **Plan**

The first plan of action will be to evaluate whether the animals will remain in place or be relocated if necessary. This decision will be made by the program director or the attending Doctor of Veterinary Medicine (DVM). In the absence of the above-mentioned individuals, the Dean of Academic Affairs (DOAA) will be notified.

Sheltering in place: Animals will remain in their primary enclosures during the emergency and employees on the premises will provide animal care. This care will include both husbandry and basic care needs (food, water, and bedding) and access to a veterinarian if needed. This also requires the animal to have adequate environmental conditions (temperature, ventilation, and lighting).

The decision to shelter or relocate animals will be made after consideration of amount of time the emergency is expected to last and the integrity of the building. If, for example, electrical power is estimated to last for less than 12 hours, the animals will most likely remain in place. Fortunately, most of our emergencies are short term electrical outages or snowstorms. If the emergency is expected to last more than 12 hours, rescues and shelters will be contacted and will pick up their animals. The decision to relocate the rodents will depend on environmental conditions. If the building is safe, and temperature and ventilation are stable, the animals will be given additional food and plenty of water and extra bedding will be supplied. Supplemental heat can be provided by adding additional heaters if the electrical supply is available. Additional shredded paper and/or Carefresh bedding can be supplied to provide additional coverage. If temperatures are too warm, additional fans will be provided to help cool and ventilate the area. These additional fans are in our storage room on the lower floor. If the electricity is out for a longer period and extends past 12 hours, and temperature extremes are present, rodents may be relocated to staff homes.

## **Evacuation and Relocation:**

If the animals are to be evacuated and relocated the dogs and cats will be sent back to the shelters and rescues. Contact information for each shelter is identified both on the front page of the animal record as well as the main laboratory bulletin board. Additionally, the Program faculty office will have contact information on hand.

Rodents housed on site will be left in primary enclosures, with water bottles, extra food, and bedding, and sent with employees to be housed in their homes. Rodent cage cards will remain attached to the cages and employees will sign out the animals with the Program Head or DVM.

This documentation will remain in the building or if deemed unsafe will be held by the Program Head or DVM.

### **Other:**

In the case of disease outbreak, the animals will first be evaluated by the attending DVM and the Registered Veterinary Technicians on staff. Animals free of disease (as determined by fecal testing, physical exam, bloodwork, skin scrapping tape testing etc.) will be returned to the shelter/rescue with the completed medical records. Animals with disease or suspected disease will also be immediately returned to the shelter/rescue with completed medical documents. Rodents will be tested as above and treated appropriately by the attending DVM. The Program Head and/or Animal Care Coordinator will notify outside rescue and shelters.

Animals that are injured may be assessed by the attending DVM or RVT's on staff and treated on location if feasible. If injuries are too severe to treat on site, animals may be transported to a local emergency clinic, such as, Metropolitan Veterinary Hospital 330-666-2976. Or other local veterinary facilities. Directions to Metropolitan Veterinary Hospital are attached to this plan and are hanging in the Veterinary Medical Lab.

In the case of escaped animals, rodents that escape their cages but are still located within the building will be caught, identified by matching the cage card and returned to the primary enclosure. If the building is destroyed and the animals have escaped to the outside, attempts will be made to locate the animals in the immediate vicinity and may be returned to the primary enclosure. Dogs and cats that have escaped their primary enclosures will be identified by descriptions and temporary collars and returned to their cages. Dogs and cats outside the building will require the use of personnel, food, treats, leashes, and live traps as needed. Rescues and shelters will be notified immediately of escaped animals and will be asked to assist in the recovery if necessary.

In case of a tornado, dog and cat cages may be moved to inside the animal lab or under the stair well of the second floor if time permits.

In case of a fire, people will be evacuated first. As soon as the fire department personnel deem it safe to enter the building, staff may remove animals into carriers, on leashes or in plastic shoe box cages. If staff/student has an animal out of its cage, it will be evacuated with personnel. If animals are under anesthesia the following protocol will be in place.

If the animal is under inhalation anesthesia but has not had an abdominal incision made at the time of fire, inhalation anesthesia will be discontinued, and the animal carried out with staff and personnel during evacuation. If the animal has an open abdominal incision, the area will be covered by sterile drape material and left under anesthesia at maintenance dose and personnel evacuated.

### **Identification of Key personnel:**

In case of an emergency, the following should be notified:

Veterinary Assistant program Head:	Jeanette Kwiatkowski 216-316-5250
Dean of Academic Affairs:	Jeanette Kwiatkowskie 216-316-5250
Animal Care Coordinator:	Beth Bello 330-984-5673
Attending Veterinarian:	Dr. Spansky 330-224-3067

Emergency phone numbers are in the Veterinary Faculty Office. Contact information for each Shelter/Rescue are located on the animal record as well as the Veterinary Faculty office. The main laboratory Room XXX will also have the Shelter/Rescues contact information.