



# VALLEY COLLEGE

## **FAIRLAWN – SCHOOL OF NURSING**

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

**INITIAL DATE: JULY 2021**

**REVIEWED ANNUALLY IN SEPTEMBER**

**LAST REVIEW: SEPTEMBER 2024**

**REVIEWED APRIL 2025**

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## **Emergency Response and Evacuation Procedures**

### **Emergency Phone Numbers:**

**Campus Director:** Amanda Long

**Associate Campus Director:** Erik Lamb

**Campus Safety Coordinator:** J.R. Reynolds

**Ambulance, Fire, Law Enforcement** 911

**Phone Number – 440-453-4032 Email: [along@valley.edu](mailto:along@valley.edu)**

**Phone Number – 330-962-1548 Email: [elamb@valley.edu](mailto:elamb@valley.edu)**

**Phone Number—330-601-5172 Email: [jreynolds@valley.edu](mailto:jreynolds@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 = 1700)**

Name of Institution: Valley College – Fairlawn

Physical Address: 2955 West Market Street, Suite R

Fairlawn, Ohio 44333

Phone Number – (330) 997 -8900

### **Building Evacuation – Main Building (Market Street)**

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

- Keep yourself and others calm.
- Quickly proceed outside the building to the announced safe location (**Street light at the SW side of the parking lot**) using the planned evacuation route.
- If you have personal belongings near your person, take personal belongings 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 at the streetlight at the SW side of the parking lot.
- Check with Erik Lamb, Associate 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 streetlight at the far SW side of the parking lot. 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 room your class is in when the alarm goes off, the following evacuation route should be used.

- All classes in rooms 102, 103, 104 and 112 should exit through the front lobby door to the streetlight at the SW side of the parking lot.
- All administrative offices; 113; 114; 115; testing center; and lounge area should exit through the front lobby door to the streetlight at the SW side of the parking lot.
- All classes in rooms 105, 106, 107, 110, and 111 should exit through the back exit door to the streetlight at the SW side of the parking lot.
- All administrative offices 109 and the copy room should exit through the back exit door to the streetlight at the SW side 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 needs 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 2955 West Market Street has the following safety systems:

- Smoke Detectors/CO Monitors: Smoke detectors and monitors are located throughout the building.
- Fire Extinguishers: Fire extinguishers are accessible through the building. One is available at each end of the hallway and one in the Staff/Student lunchroom. Never block or obstruct these with furniture or equipment.
- First Aid Kits: First aid kits are available at the Staff lounge and the receptionist's desk.

## **Evacuation Personnel:**

The following staff will serve as evacuation personnel.

**Emergency Announcer:** Director of First Impressions, PN Lead Instructor. The announcer will announce any disasters to all areas of the building.

**Evacuation Warden:** Director of First Impressions

**Alternate Warden:** PN Lab Instructor

**Command Center:** Main Lobby

Wardens will:

- Supervise evacuation procedure
- Check with searchers to get an “all clear” report or find out any problems.
- Report to the Command Center (Main Lobby) 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 (Main Lobby)
- Report any problems to the Command Center (Main Lobby).

**Searchers:** Front half of the school – Director of First Impressions  
Back half of the school - Lead Nursing Instructor

Searchers will:

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

**Note:** Campus Safety Coordinator 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 is over, document the incident in the Valley College Incident Report. Disburse the report as directed on the form.

## **Building Evacuation – Additional Classrooms/Offices (Miller Street Building, STE H & F)**

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

- Keep yourself and others calm.
- Quickly proceed outside the building to the announced safe location (**North corner of the parking lot. The corner parking spot at the edge of our lot and Billows meet.**) use the planned evacuation route.
- If you have personal belongings near your person, take personal belongings 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 at the streetlight at the SW side of the parking lot.

- Check with Erik Lamb, Associate 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 north corner of the parking lot. 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.

- Suite H:
  - All staff and students should enter through the front lobby door to the north corner of the parking lot.
  - The front half of the classroom in Suite H should exit through the door at the front of the classroom. The back half of the classroom in Suite H should enter through the front lobby when exiting.
- Suite F:
  - All staff and students should enter through the front lobby door to the north corner 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 needs 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 77 N Miller Ste H and Ste F, are equipped with the following safety systems:

- Smoke Detectors: Smoke detectors are located throughout the building.
- Fire Extinguishers:
- First Aid Kits:

## **Evacuation Personnel:**

The following staff will serve as evacuation personnel.

**Emergency Announcer:** Director of First Impressions, PN Instructor. The announcer will announce any disasters to all areas of the building.

**Evacuation Warden:** Director of First Impressions

**Alternate Warden:** PN Instructor

**Command Center:** Main Lobby

Wardens will:

- Supervise evacuation procedure
- Check with searchers to get an “all clear” report or find out any problems.
- Report to the Command Center (Main Lobby) 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 (Main Lobby)
- Report any problems to the Command Center (Main Lobby).

**Searchers:** Offices – Director of First Impressions  
Classroom - Lead Nursing Instructor

Searchers will:

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

**Note:** Campus Safety Coordinator 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 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:**

### **R A C E**

**R**emove/Relocate individuals away from danger; if possible, without endangering your safety.

**A**ctivate Alarm: Call 911

**C**onfine/Contain fire and smoke by closing doors and windows.

**E**xtinguish 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 streetlight at the SW side of the parking lot for 2955 Market Street and the north corner of the parking lot for the Miller Road offices and classrooms. 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:** Campus Safety Coordinator 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 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.
- 2955 Market St - Faculty and staff should be alerted to inform students of the building's safe areas (copy room or classroom at the end of the hallway) and be ready to relocate to those areas in case the Watch is upgraded to a Warning.
- Miller Road Ste H - Faculty and staff should be alerted to inform students of the building's safe areas (MCA lab) and be ready to relocate to those areas in case the Watch is upgraded to a Warning.
- Miller Road Ste F - Faculty and staff should be alerted to inform students of the building's safe areas (along the wall at the front of the room) 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 Facebooks, 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**

**Market Street Location** - The copy room or classroom at the end of the hallway along the inside wall has been designated as the safest areas for both students and staff since this area has no windows. The reception area, all staff offices, and classrooms at the front of the building are not to be used because of the number of windows and glass doors in those areas.

**Miller Road, Ste H** – The MCA lab has been designated as the safe areas for both students and staff since this area has no windows. The hallway, all staff offices, and classrooms on the front of the building are not to be used because of the number of windows and glass doors in those areas.

**Miller Road Ste F** – The wall at the front of the room closest to the closet has been designated as the safe area for both students and staff since this area has no windows. The entrance is not to be used because of the number of windows and glass doors in those areas.

**Note:** Campus Director and Campus Safety Coordinator 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 is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## **Shelter–In–Place Procedures**

Sheltering in place provides refuge for students, staff, and the public inside the school building during an emergency. Shelters are 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., tornadoes, environmental hazards, blocked evacuation routes).**

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

- Identify safe areas in each school building.
- The Campus Director or Campus Safety Coordinator announces that students and staff must go to shelter areas.
- Bring all the people inside the 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 the shelter area.
- All people remain in shelter areas until a Campus Director or Campus Safety Coordinator, or emergency responder declares that it is safe to leave.

If all evacuation routes are blocked:

- Stay in room and close door.
- Keep the 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 Coordinator, or emergency responder by whatever means possible.

**Note:** Campus Director and Campus Safety Coordinator 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 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 and Campus Security Coordinator (or designee) will order and announce “lockdown with warning” procedures. Repeat announcement several times. Be direct.
- Campus Director will contact local law enforcement / 911 to report incident
- Bring people inside.
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Pull shades. Keep students away from the windows.
- Control all movement but continue classes. Move on announcement only.
- Campus Director or Campus Security Coordinator will announce “all clear.”

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

- Campus Director or Campus Security Coordinator (or designee) will order and announce “lockdown with warning” procedures. Repeat announcement several times. Be direct.
- Campus Director will contact local law enforcement / 911 to report incident
- Immediately direct all students, staff, and visitors into the 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 Coordinator will announce “all clear.”

Some other threats may override lockdown, i.e., confirmed fire, intruder in the 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:** Campus Director and Campus Safety Coordinator 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 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 Coordinator.
- 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.
- The fire officer in charge will determine additional shelter-in-place or evacuation actions.
- Shut off heating, cooling and ventilation systems in contaminated areas to reduce the spread of contamination.
- Campus Director or Campus Safety Coordinator notifies the Business Office in Administrative.
- Resume normal operations when fire officials approve.

### Incident occurs near school property:

- Fire or law enforcement will notify the 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 is handled by Valley college staff who have received appropriate training. 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.

**Note:** Campus Director and Campus Safety Coordinator 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 is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

### 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 waste are clearly marked with the biohazardous symbol.
- All biohazardous material is handled by Valley College staff who have received training and are 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 the 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>

**Note:** Campus Director and Campus Safety Coordinator 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 is over, document the incident on the Valley College Incident Report. Disburse the report as directed on the form.

## Medical Emergency

Life-threatening injury or illness, or death:

- Notify Director of First Impressions to make emergency calls. If unable to reach the office immediately, call **911. Work as a team.** Give as much information to the 911 operator as possible regarding the injury or illness, whether 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 the Campus Director or Campus Security Coordinator.
  - Notify emergency contact people 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 the Campus Director, Campus Security Coordinator, 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

Considering 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. The 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 encouraging 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 temporarily 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:** Campus Director and Campus Safety Coordinator 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 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 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 possible, have a second staff member contact the Campus Director or Campus Security Coordinator 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 does 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 the note in plastic bag, if available.
- Photograph words written on walls.
- Notify the Campus Director or Campus Security Coordinator.
- Notify law enforcement.
- Campus Director or Campus Security Coordinator 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 systems** 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 the room doors either unlocked or open. Instructors take class rosters.

## Suspicious Package

- Do not open any suspicious items. If you open the item, remain calm.
- Contact the Campus Director or Campus Safety Coordinator immediately
- The Campus Director or Campus Safety Coordinator will call 911 and the Vice President
- Do not move the suspicious items.
- Get all people 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 the 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 your elbows down.
- Do not clean or cover anything that has leaked from the package.
- Follow all instructions given by the emergency responders

**Note:** Campus Director and Campus Safety Coordinator 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 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 people, the following guidelines should be followed:

Responsibilities:

### Director of First Impressions/Campus Director

- Immediately notify police (911)
- Initiate **Action Secure Building**
  - Lock down the building and do not let any students that are not in class enter the building
  - Alert all the 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 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 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 Coordinator. Acts of bullying will be dealt with appropriately.

Bullying is repeatedly 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 of 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 cyberbullying and report the incident.
- Report threats of harm and inappropriate sexual messages to the policy. In some cases, the cyberbullies 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>

## Anti-Hazing Policy

It is the policy of Valley College to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health and/or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of Valley College.

Hazing is any action or situation which recklessly or intentionally endangers the mental or physical health and/or safety of a student for purposes including but not limited to initiation or admission into, association or affiliation with an organization. Such actions shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual to extreme mental stress, such as sleep

deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

## 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 a spokesperson is unavailable, an alternate assumes responsibilities. **All staff should refer to 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 Coordinator 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 the media.
- Update media regularly. DO NOT say “No comment.” Ask other agencies to assist with the media.
- Maintain a log of all telephone inquiries for future use.

## Training

All students, faculty, and staff will be provided with 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 their 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 held at least once annually. Students are also given an overview of the emergency plan during their orientation. The campus opened in June 2021.

Smoke detectors/ CO monitors are being tested once a month to be as safe and as safety compliant as possible

Type of Drill	Date
Evacuation Drill	July 2022
Evacuation Drill	November 2022
Fire Drill	July 2023
Fire Drill	May 2024
Fire Drill	April 2025
Smoke/CO Test	April 2025