



VALLEY COLLEGE

MARTINSBURG CAMPUS

**EMERGENCY RESPONSE &
EVACUATION PROCEDURES**

LAST UPDATED SEPTEMBER 2026

Please note: Policies on Bullying, Cyberbullying, and Anti-Hazing can be found in the Student Catalog: <https://valley.edu/catalog/>

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EMERGENCY SCENARIO CHECKLIST

FIRST STEPS

- ☐ **DETERMINE** what kind of emergency is it?
 - How urgent is the situation? How much time is available?

- ☐ **ASSESS** what is the nature of the emergency?
 - **DIAL 911 HERE IF NECESSARY!**
 - If non-urgent emergency, skip and go to next steps

- ☐ **ALERT** immediate staff, faculty, or campus director of the emergency. They will contact authorities.

- ☐ **FOLLOW** protocol for evacuation, shelter-in-place/lockdown, fire emergency, bomb threat, severe weather, or other specific event emergency

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**
- ☐ **Follow Emergency Professional advice**
- ☐ **Notify Campus Director as soon as safely possible**

Name of Institution:

Valley College – Martinsburg Campus

Physical Address:

287 Aikens Center

Martinsburg, WV 25404

Phone number:

304-263-0979

PURPOSE

During an emergency, every action matters. This emergency plan and procedures manual serves as a guide to direct and streamline emergency management and response for incidents at Valley College. It aims to ensure optimal safety of all individuals across every campus. The policies and procedures listed within this guide have been crafted with consideration of many possible solutions; they may change periodically as Valley College reviews and implements more effective routes. While this plan provides preparation for most scenarios, it may fail to address every potential situation. All communication regarding a specific incident deemed an emergency will be provided across all appropriate platforms.

To promote preparedness and safety, Valley College will:

- Routinely notify students, staff, and faculty of the emergency plan for their campus
- Maintain emergency plans and provide access to the plans to all students, staff, and faculty
- Provide training and resources to students, staff, and faculty
- Provide contact information for appropriate agencies, staff, and faculty members
- Maintain internal notification systems and ensure devices and platforms are always monitored and up to date
- Identify campus safety team members, and ensure they are properly informed, trained, and given proper tools to guide others in the event of an emergency.

PHONE NUMBERS

EMS Phone Numbers

Emergency Services (Fire, Police, or Medical):	DIAL 911
Martinsburg Police Department:	(304) 264-2100
Bedington Volunteer Fire Department:	(304) 754-3662

Mental Health Resources

National Suicide Prevention Lifeline:	(800) 273-8255
Crisis Text Line:	Text TALK to 741741
Veterans Crisis Line:	Call: (800) 273 8255 Text: 838255

Campus Personnel and Senior Staff

Regional Director of West Virginia: Marianela Alberto *	Campus: (304) 263-0979 Cell: (540) 514-6298
Online Director of Academic Affairs: Jaime Metrick	Campus: (304) 250-9855 Cell: (304) 575-0598
ADN Program Administrator: Junyanee Griffin	Campus: (304) 263-0979 Cell: (804) 543-9240
President: Matthew Jenkins	Campus: (304) 263-0979 Cell: (480) 415-2259
Chief Operating Officer: Lynn Mizanin	Campus: (304) 263-0979 Cell: (480) 415-2259

* Campus Director

IMPORTANT TERMS

Emergency – An emergency is an unplanned event requiring immediate resolution which is, or has the potential to, endanger the lives of all or some individuals attending campus activities. An event may be deemed as a minor or major emergency depending on the urgency and safety threat to those involved. Any emergency may include involvement from external emergency responders in order to be resolved. In most emergencies, calling 911 should be the first step towards resolution.

Codes - Codes are emergency threat levels as indicated by color. Codes allow administration, staff, and faculty to immediately understand the nature of an event without a specific description of the event that is occurring. Utilizing a color-coding system to indicate types of emergencies also allows responders and emergency management teams to coordinate resolutions more efficiently. The code system additionally reduces the possibility of exposing an event to further disruption through potential confusion or widespread panic. Individuals operating within the code system are expected to maintain current knowledge of each emergency code and Valley College's response procedure for that emergency.

Zones – Zones are designated safe areas either inside or outside of the campus buildings. During an evacuation or shelter-in-place procedure, all individuals will report to the closest, safest, and most available designated zone. Zones are designed to provide options for those on campus during an emergency to gather safely until the emergency is resolved. All individuals gathered at an indicated zone are required to remain in the zone until clear dismissal instructions are provided by emergency responders or campus personnel.

CODE DEFINITIONS

[RED, BLUE, GREEN, ORANGE, YELLOW, BLACK]

- **CODE RED: FIRE OR OTHER EMERGENCY REQUIRING EVACUATION**

- **EVACUATION RECOMMENDED.** Stay calm and immediately report to closest and safest zone available.

- **CODE BLUE: WEATHER**

- Follow instructions advised by Campus Director or designated staff member. **Shelter-in-place or evacuation** may be advised.

- **CODE GREEN: MEDICAL EMERGENCY**

- Follow instructions advised by Campus Director or designated staff member.

- **CODE ORANGE: INTRUDER, ACTIVE SHOOTER, SUSPICIOUS ACTIVITY REQUIRING LOCKDOWN**

- Follow instructions advised by Campus Director or designated staff or faculty member. **LOCKDOWN** procedures should be followed.
- When Announcing Code Orange:
 - Code Orange Level 1: Lockdown With Intruder
 - Code Orange Level 2: Lockdown With Warning

- **CODE YELLOW: NON-URGENT EMERGENCY**

- Follow instructions advised by Campus Director or designated staff member.

- May be used for Cyber Attacks, Civil Demonstrations, or other situation not requiring immediate action.

- **CODE BLACK: BOMB THREAT/SUSPICIOUS ACTIVITY**

- Follow instructions advised by Campus Director or designated staff member. Stay alert and away from affected areas.

TRAINING PLAN AND AWARENESS

All students, faculty, and staff will receive a notice explaining the purpose and content of the Emergency Response & Evacuation Procedures and where the plan can be accessed on the institution's website under the Consumer Information link. Individuals may request a printed copy of the plan from the designated campus office. This plan is included as an appendix to the institution's Annual Security Report (Clery Report).

The campus community will participate in emergency drills at least once per year, or more frequently if required by institutional leadership or local regulations. New students will receive an overview of the plan during Orientation, including expectations for evacuation, shelter-in-place, and communication procedures.

Employees assigned responsibilities within the Emergency Response & Evacuation Procedures must review the plan and understand their role in implementing it. The annual drill serves as practical, scenario-based training and reinforces the actions required during an actual emergency.

DOCUMENTING ACTIONS TAKEN

Throughout an emergency, the Campus Director and/or designated staff member will remain in contact with the campus' designated Chief Officer. The Chief Officer will relay necessary updates to the President at the administrative offices via appropriate channels and provide direction as needed.

Once the emergency has concluded, the incident will be documented using the Valley College Incident Report. All required information, including actions taken, notifications made, and any follow-up steps—will be recorded on the form. The completed report will be distributed according to the routing instructions printed on the Incident Report.

EMERGENCY NOTIFICATIONS AND **TIMELY WARNINGS**

EMERGENCY NOTIFICATIONS

Emergency notifications are issued by the Campus Director or designated staff member through Conext. The notification will be sent to the students' email address or phone number (via text message) on file. Faculty will be notified via email or text message by the designated employee.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Director, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through email, text message, or posted on Facebook. The staff will attempt to contact any visitors who are scheduled to be on campus. During Orientation students will be told who they should contact to update their contact information.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, a copy of the notice is posted at the front and back door of each campus, as well. Anyone with information warranting a timely warning should report the circumstances to the Campus Director or designated staff member.

BUILDING SAFETY SYSTEMS

The school building located at 287 Aikens Center has the following safety systems:

- **Alarms:** Fire alarms are located throughout the building.
- **Smoke Detectors:** Smoke detectors are located throughout the building.
- **Fire Extinguishers:** Fire extinguishers are located in various locations throughout the building and in or near all labs.
- **First Aid Kits:** First aid kits are available in the administrative office area and in all labs.
- **Panic Buttons:** Panic Buttons are located in designated areas in the building.
- **The campus is armed with security cameras.**
- **Walkie-Talkies** are located in offices of designated staff members.

Areas in all Valley College locations may be monitored by video surveillance systems.

INTERNAL EMERGENCY NOTIFICATION SYSTEMS

Walkie-Talkies

Valley College utilizes handheld walkie-talkie devices to communicate with others in the affected area of an emergency in real time. These devices are located in several locations throughout each campus and are assigned to specific staff or faculty members. Walkie-Talkie assignments for each campus can be found in the reference pages at the end of this plan.

Response App

Valley College utilizes the Response App as a notification system in the event of an emergency. The Response App is a phone application software used as a primary method of communication to notify on-campus and off-campus staff, faculty, and administrators of an emergency. It is used to notify users across every campus to ensure that all Valley College locations are informed of an event. Response App also houses emergency plans, maps, hierarchies and other vital emergency management documents and information. Access to the Response App is limited to assigned staff, faculty, and administrators across each campus. Should any employee leave the institution, change roles, or be replaced, their successor—regardless of title—will assume access.

Martinsburg Campus Response App Users

President	Matthew Jenkins
Regional Director of West Virginia	Marianela Alberto
Online Director of Academic Affairs	Jamie Metrick
Program Administrator ADN	Junyane Griffin

MEDIA PROCEDURES- OPERATIONAL

CHECKLIST

- ☐ The Campus Director or designated staff member relays verified factual information to the Chief Officer and President.
- ☐ **Establish** a media information area separate from the affected location to ensure safety and prevent interference with emergency operations.

Consider:

- Media requires timely, accurate information.
 - Privacy of students and employees must be protected when justified.
 - Media may request proximity for photographs or video but must not obstruct responders.
-
- ☐ Before holding any media briefing or news conference, **prepare and brief** all participants to ensure consistent, accurate messaging.
 - ☐ **Determine** the key message to convey. Emphasize:
 - Safety of students, employees, and visitors
 - Actions being taken to manage the situation
 - How the institution is coordinating with emergency responders
 - ☐ When appropriate, engage the media to help distribute essential public information. **Explain** how the emergency is being addressed.
 - ☐ **Protect** the privacy of victims and affected individuals. Do not release names or personal identifiable information.
 - ☐ **Provide** regular updates as information becomes available.
 - Avoid saying “No comment.”
 - If needed, request assistance from partner agencies in managing media inquiries.
 - ☐ **Maintain** a log of all media and telephone inquiries for documentation and future reference.

RESPONSIBILITY OF CAMPUS SAFETY

TEAM MEMBERS

Role	Primary Responsibilities (Daily Operations)	Emergency Responsibilities	Communication Responsibilities	Post-Incident Responsibilities
Campus Director / Designee	Oversees campus operations; ensures emergency procedures are maintained and staff are trained	Assesses incident severity; authorizes Timely Warnings or Emergency Notifications; coordinates with emergency responders	Initiates campus-wide alerts through official systems; communicates with institutional leadership	Leads debrief; ensures documentation is completed; coordinates follow-up actions
Campus Safety Monitor / Designated Safety Role	Monitors campus environment; maintains safety equipment; supports preparedness activities	Confirms incident details; assists with evacuation or shelter-in-place procedures	Provides real-time updates to Campus Director/Designee	Completes incident reports; recommends safety improvements
Front Desk / Reception Role	Greets visitors; maintains visitor logs; monitors entry points	Assists with directing individuals during evacuation; secures front-of-house areas	Notifies visitors and vendors of emergency actions when possible	Updates visitor logs; supports post-incident communication

Instructional Staff (Faculty/Adjuncts)	Maintains awareness of classroom safety procedures; reviews evacuation routes with students	Leads students in evacuation or shelter-in-place; accounts for class members	Reports missing or injured individuals to Safety Monitor or Director	Submits class accountability information; participates in debrief if requested
Student-Facing Staff (Advising, Career Services, etc.)	Supports student engagement; maintains updated contact information when applicable	Assists with directing students and visitors; supports individuals with mobility or access needs	Relays situational updates to students in their immediate area	Provides follow-up support to affected students; documents concerns
All Employees	Maintain awareness of emergency procedures; participate in training	Follow instructions from campus leadership; support safe evacuation or shelter-in-place	Report hazards, suspicious activity, or incidents immediately	Participate in after-action reviews as needed

EVACUATION PERSONNEL

The following individuals serve in communication and coordination roles during an evacuation. These roles **do not** include searching the building, reentering the building, or performing rescue activities. **Search and sweep duties are not assigned to campus employees.**

During an evacuation, all untrained employees should evacuate immediately and proceed to the designated safe area. Employees do not conduct room-to-room searches, floor sweeps, or “all-clear” checks. These activities are performed exclusively by trained emergency responders, who are responsible for all search and rescue operations.

Designated, trained personnel (e.g., Campus Safety, Facilities, or a formally assigned Emergency Response Team) may perform limited duties such as sweep checks — and only if it does not delay their own evacuation.

No one should reenter a building to search for missing people.
Accountability happens outside, not inside.

Emergency Announcer - Campus Director or designated staff member:

- **Initiates evacuation announcements** or emergency notifications as directed by campus leadership.
- **Ensures** the message reaches all occupied areas of the building.

Evacuation Coordinator – Campus Director or designated staff member:

- **Oversees** the evacuation process from outside the building.
- **Receives** head-count information from instructors and staff in a safe area.
- **Will relay any concerns** - such as missing individuals or mobility-assistance needs – to emergency responders.

Alternate Evacuation Coordinator – Nursing Program Administrator or designated staff member

- **Assumes coordination responsibilities** if the Campus Director is unavailable.

Command Center Location – The designated command center is the Campus Director's Office or another location identified by campus leadership.

- **Serves as the coordination point** for communication with emergency responders.
- **Houses emergency documentation**, rosters, and communication tools.
- **May be relocated** if conditions make the primary location unsafe.

SCHOOL CLOSINGS/DELAYS

The Campus Director will decide School Closings and delays in conjunction with the Chief Operating Officer. Announcements of such will be made on designated news stations, Facebook, Portal, and/or through email/text messaging.

School Closing Checklist:

- ☐ Campus Director decides to close/delay campus opening
- ☐ Campus Director contacts via text message/email:
 - ☐ Administrative Staff
 - ☐ Admissions
 - ☐ Financial Aid
 - ☐ Academic Staff
 - ☐ Faculty
 - ☐ Students
- ☐ Campus Director posts closing/delay by:
 - ☐ Posting on designated news station
 - ☐ Posting on Portal, Facebook or email/text blast
 - ☐ Chief Operating Officer sends email to designated leadership roles outside of campus

SEVERE WEATHER PLAN

CODE: BLUE

Tornado or Severe Thunderstorm WATCH

A Watch means conditions are favorable for severe weather.

- ☐ **Monitor** local emergency alert systems, weather radios, or National Weather Service updates.
- ☐ **Faculty and staff should be prepared** to move students to designated safe areas if conditions worsen.
- ☐ **Instructors should remind students** of the building's identified safe areas and review the route to those locations.
- ☐ **Campus leadership should remain alert** for changes in weather status.

Tornado or Severe Thunderstorm WARNING

A Warning means severe weather is occurring or imminent.

- ☐ **Campus Director or designated staff member notifies faculty, staff, and students** to move to the designated shelter immediately.
- ☐ **Close classroom, laboratory, and office doors** as you leave.
- ☐ **Instructors should bring their attendance sheet** or roster to the safe area.
- ☐ **Remain in the safe area** until the Warning expires or an official "all clear" is issued by campus leadership or emergency responders.
- ☐ **Do not leave the safe area** to look outside, check weather conditions, or retrieve belongings.

BUILDING EVACUATION

CODE: RED

- ☐ **Keep yourself and others calm.**

- ☐ **Quickly proceed outside** the building to the announced safe location 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 announced “safe area”** The safe areas are indicated on campus maps as “Zone A,” “Zone B,” or “Zone C.” Please report to the safest accessible zone.

- ☐ **Check with the 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.**

PLANNED EVACUATION ROUTES

Faculty and students will follow a planned evacuation route when exiting the building.

That route will be from the front classroom exit or from the inner classroom and lab areas through the hallway and out the front main entrance door bearing to the left to the treed island in the front parking area.

If that escape route is blocked by fire, students and faculty will exit through the hallway or Room 106 and out the back door behind Room 106 turning to the left and proceeding to the end of the parking area near the dumpster enclosure.

Students in the rear section of the building will exit out the rear door between Room 106 and Room 107, turning to the left and proceeding to the end of the parking area near the dumpster enclosure.

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

Evacuating Individuals Who May Need Assistance

- Students and employees who may require assistance during an evacuation should **inform the Campus Director or designated staff member** as early as possible. Not all disabilities or access needs are visible, and advanced communication helps ensure a safe and effective response.
- Individuals who may need assistance are encouraged to **communicate their capabilities, limitations, and preferred methods of assistance** ahead of time. Clear, concise information supports safer decision-making. When helpful, individuals may carry a pre-printed card or message that explains the type of assistance they need.
- **Establish** a personal support network consisting of people who are regularly in the same area (classmates, coworkers, or instructors). Relying on more than one person ensures support is available even if someone is absent during an emergency.
- **Pre-plan and review** all available evacuation options, including areas of refuge, stairwell locations, and accessible routes. Consider the risks and benefits of different methods of assistance. For example, being carried down stairs may pose safety risks to both the individual and the assisting person.

EVACUATION OF DISABLED INDIVIDUALS CHECKLIST

- ☐ **Pre-plan** assistance
- ☐ **Communicate** your needs to the Campus Director and/or designated staff member
- ☐ **Create multiple options** in case of emergency
- ☐ **Identify helpers/individuals** who can assist during an emergency.
- ☐ **Do not rely on just one individual** in case they are not available.

SHELTER-IN-PLACE PROCEDURES

CODE: BLUE

- ☐ Identify safe areas in each school building.
- ☐ The Campus Director or designated staff member 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 persons remain in shelter areas until a Campus Director, designated staff member, 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 the Campus Director or designated staff member, or emergency responder by whatever means possible.

FIRE EMERGENCY PLAN

CODE: RED

IF YOU DISCOVER FIRE OR SEE SMOKE DO NOT PANIC.

CALL 911 AND PROCEED WITH THE FOLLOWING:

R. A. C. E.

- ☐ **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.

**DO NOT RE-ENTER THE BUILDING UNTIL THE ALL CLEAR IS
ISSUED BY THE FIRE DEPARTMENT**

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 Coordinator or designated staff member.**

LOCKDOWN WITH INTRUDER

PROCEDURES

CODE: ORANGE LEVEL 1

- ☐ **Campus Director or designated staff member will order and announce “lockdown with intruder” procedures as “Code: Orange Level 1.” Repeat announcement several times. Be direct.**
- ☐ **Campus Director will contact local law enforcement / 911 to report the 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 closest, safest available zone.**
- ☐ **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 designated staff member will announce “all clear.”**

LOCKDOWN WITH WARNING

PROCEDURES

CODE: ORANGE LEVEL 2

- ☐ **Campus Director or designated staff member will order and announce “lockdown with warning” procedures as “Code: Orange 2.” Repeat announcement several times. Be direct.**
- ☐ **Campus Director or designated staff member will contact local law enforcement / 911 to report the incident.**
- ☐ **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 designated staff member will announce “all clear.”**

HOSTAGE/INTRUDER SITUATION

PLAN

CODE: ORANGE LEVEL 1

A hostage or armed-intruder situation is an extreme emergency requiring immediate law-enforcement response. The safety of students, staff, and faculty is the highest priority. Campus personnel should focus on protective actions, not negotiation or intervention.

IMMEDIATE ACTIONS (ALL STAFF)

- ☐ **Call 911 immediately** if it is safe to do so.
- ☐ **Provide the dispatcher with as much information as possible** (location, description of intruder, weapons, number of people involved).
- ☐ **Follow Run, Hide, Fight principles** based on your immediate surroundings and level of danger:
 - **Run:** If you can safely escape, evacuate the area and move to a safe location.
 - **Hide:** If escape is not possible, secure the room, lock or barricade doors, turn off lights, silence phones, and remain out of sight.
 - **Fight (last resort):** If confronted directly and in imminent danger, use available objects to defend yourself.
 - **Do not attempt to negotiate, confront, or disarm the intruder.**
- ☐ **Remain calm** and help others remain calm.

CAMPUS DIRECTOR/DESIGNATED STAFF MEMBER

RESPONSIBILITIES

- ☐ **Call 911 immediately** if not already done.
- ☐ **Initiate Lockdown procedures** if appropriate.

- ☐ **Communicate the emergency to instructors and staff** using the safest available method.
- ☐ **Prevent individuals from entering the building.**
- ☐ **Coordinate with law enforcement** upon their arrival and provide all available information.
- ☐ **Follow all instructions from law enforcement**, who will assume command of the situation.
- ☐ **Do not attempt to monitor or approach the hostage area** unless directed by emergency responders.
- ☐ **Prepare to initiate evacuation or student-release procedures** only if instructed by law enforcement.

<u>INSTRUCTOR AND STAFF RESPONSIBILITIES (INSIDE CLASSROOMS)</u>
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- ☐ **Immediately implement Run, Hide, Fight** based on the situation.
- ☐ **If hiding: –**
 - **Lock or barricade doors**
 - **Turn off lights**
 - **Silence phones**
 - **Keep students low, quiet, and out of sight**
- ☐ **Do not open the door for anyone** until an official “All Clear” is issued by law enforcement or campus leadership.
- ☐ **Do not attempt to communicate** with the intruder.
- ☐ **Keep students calm and quiet** until the situation is resolved.

<u>INSTRUCTOR AND STAFF RESPONSIBILITIES (OPEN AREAS)</u>

- ☐ **Move students to the nearest safe zone** if escape is possible.
- ☐ **If escape is not possible**, take cover and implement Hide procedures.
- ☐ **Use Fight only as a last resort** when in immediate danger.
- ☐ **Follow law-enforcement instructions** when officers arrive.

MEDICAL EMERGENCY PROCEDURES

CODE: GREEN

In the event of a life-threatening illness/injury or death:

Call 911 and provide:

- ☐ Your name
- ☐ Location: 287 Aikens Center, Martinsburg, WV 25404
- ☐ Type of emergency
- ☐ Injuries (if any)
- ☐ Callback number: (304) 263-0979 or your cell phone number

Notify the Campus Director as soon as safely possible.

- ☐ Campus Director set up personnel to direct emergency medical providers.

Follow emergency professional advice

- ☐ **Do not** attempt to move the person.
- ☐ If possible, **isolate** the affected person and disperse onlookers.
- ☐ **Comfort** the individual until help arrives.
- ☐ **Remain** to assist emergency medical service personnel with pertinent information.

Campus Director facilitates documentation of the incident on Valley College Incident Report form.

NON-LIFE-THREATENING INJURY OR ILLNESS

CODE: GREEN

For all non-life-threatening illness and injuries:

- ☐ **Communicate** with Campus Director or designated staff member.
- ☐ **Document** action taken on the Valley College Incident Report form and send a copy to the Administrative Office as directed.

Administrator Responsibilities (Traumatic Medical Emergency or Death)

- ☐ **Notify** the Campus Director or designated staff member.
- ☐ **Notify** the emergency contact(s) listed in the individual's file.
- ☐ **Activate** post-crisis procedures if needed.
- ☐ For all other medical emergencies, **assess** whether post-crisis support is appropriate.
- ☐ **Document** all actions taken on the Valley College Incident Report and route it as directed.

BOMB THREAT PROCEDURES

CODE: BLACK

All bomb threats must be taken seriously until assessed. Valley College will follow the direction of law enforcement and emergency responders. The decision to evacuate will be made by campus leadership unless a suspicious device is located, at which point emergency responders assume control.

IMPORTANT NOTES

- ☐ **Staff and students do not conduct building searches.**
- ☐ **Emergency responders are responsible** for all search and device-handling activities.
- ☐ Overreacting or spreading rumors can escalate the situation;
- ☐ **Remain calm and follow official instructions.**

CAMPUS LEADERSHIP RESPONSIBILITIES

- ☐ **Contact 911 and provide all available information.**
- ☐ **Coordinate with emergency responders** to determine whether evacuation, shelter-in-place, or continued operations are appropriate.
- ☐ **Communicate instructions to staff and students** clearly and calmly.
- ☐ **Ensure all information is documented** in the Valley College Incident Report.

EVACUATION CONSIDERATIONS

- ☐ **Do not use cell phones, radios, or fire alarms** near a suspected device.
- ☐ **Follow designated evacuation routes** unless directed otherwise by emergency responders.
- ☐ **Instructors take class rosters and account for students at the safe area.**

- ☐ **Leave all personal belongings and classroom items in place.**
- ☐ **Leave doors open or unlocked** unless directed otherwise by emergency responders.

IF A BOMB THREAT IS RECEIVED BY PHONE

- ☐ **Remain calm** and keep the caller on the line as long as possible.
- ☐ **Signal another staff member**, if available, to notify the Campus Director or designated staff member.
- ☐ **Listen carefully** and note any information the caller provides, especially:
 - **Location of the device**
 - **Time of activation**
 - **Description of the device**
 - **Reason for the threat**
- ☐ **Note anything you can** about the caller's voice, background noises, or tone.
- ☐ **Write down the exact wording** of the threat.
- ☐ When the caller hangs up, **do not immediately disconnect the line.**
- ☐ **Notify the Campus Director or designated staff member** if not already done.
- ☐ **Campus leadership will contact 911** and follow law-enforcement instructions.

IF A BOMB THREAT IS RECEIVED IN WRITING

- ☐ Handle the note **as little as possible.**
- ☐ **Place the note in a clean envelope** or plastic sleeve if available.
- ☐ **Photograph any written threats** found on walls or surfaces.
- ☐ **Notify the Campus Director or designated staff member.**
- ☐ **Campus leadership will notify law enforcement** and follow their guidance.

SUSPICIOUS PACKAGE PROCEDURE

CODE: BLACK

A suspicious package may include any item that appears unusual, out of place, leaking, or potentially hazardous. Treat all suspicious items with caution.

IF YOU DISCOVER A SUSPICIOUS PACKAGE

- ☐ **Do not open, move, or disturb** the item.
- ☐ If the item has already been opened, **remain calm and avoid further handling.**
- ☐ **Notify** the Campus Director or designated staff member immediately.
- ☐ **The Campus Director or designated staff member will contact 911** and the Chief Officer.
- ☐ **Keep people away** from the immediate area and close the door if possible.
- ☐ **Limit communication** near the item; avoid using radios or mobile phones in close proximity.

IF THE PACKAGE IS LEAKING AND YOU TOUCHED THE SUBSTANCE

- ☐ **Keep your hands away from your face.**
- ☐ **Avoid touching others.**
- ☐ **Wash hands and exposed skin with soap and warm water from elbows down.**

- ☐ **Do not attempt to clean** or cover any spilled material.
- ☐ **Follow all instructions** from emergency responders.

CYBER ATTACKS

CODE: YELLOW

Valley College does not tolerate malicious operation or misuse of its technology or network. Adherence to the Valley College internet and computer policies is required. Individuals found to be non-compliant with Valley College regulations will be reprimanded accordingly.

If you are experiencing the result of a cyber-attack, please immediately notify faculty or staff. Faculty and staff should report any cyber-attack activity to the IT Department. Please provide as much information as possible when reporting these incidents.

CIVIL DEMONSTRATIONS

CODE: YELLOW

Valley College acknowledges and respects the rights of all individuals, including but not limited to those outlined in the United States Constitution. Freedom of speech is often utilized in manners of protest, rallies, demonstrations, marches, and speeches. Valley College will not prohibit or interfere with gatherings or demonstrations that do not obstruct the institution's operations. The college reserves the right to request the termination or relocation of gatherings and/or demonstrations which are found to cause disruption to daily operations. To promote the safety of all individuals at Valley College, violent demonstrations will not be tolerated and may require assistance from other law enforcement agencies.

Valley College requires advance notice of planned organization. Event organizers of events such as those listed above must supply the necessary information (nature of event, date, time, and location) in advance to the Campus Director. The Campus Director must notify Senior Staff.

TO PLAN ANY GATHERINGS/EVENTS EXPRESSING FREEDOM OF SPEECH (SUCH AS PROTEST, RALLY, MARCH, DEMONSTRATION, OR SPEECH):

Provide the information in writing to the Campus Director or designated staff member.

Be sure to include:

- **Type** of Event
- **Date** of Event
- **Time** of Event
- **Location** of Event

Note: Please be mindful of other faculty, students, and staff when planning an event. Events causing disruptions may be terminated or relocated to reduce impact on educational operations of the school.

DATE OF LAST DRILL(S)/TRAININGS

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

Type of Drill	Date
Active Shooter Training – Faculty & Staff	9/2026
Fire Evacuation Drill	4/2025
Fire Evacuation Drill	9/2024
Fire Evacuation Drill	4/2024
Fire Evacuation Drill	10/2023
Fire Evacuation Drill	4/2023

MARTINSBURG CAMPUS MAP

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