



The Peninsula's Community College

**Administrative Procedures Manual**

Title:	NO:
<b>Emergency Action Plan (EAP)</b>	<b>12.2</b>
VCCS Policy Manual Reference:	Page
Page:	1 of 22

**Office of Primary Responsibility: Vice President for Finance and Administration**

- A. Mission. A crisis or emergency can happen at any time and could impact one individual, a single building or the entire college campus. This document is Thomas Nelson Community College's (Thomas Nelson) Emergency Action Plan (EAP). Emergencies cause confusion and stress for all involved. In order to minimize these effects, initial actions and implementation of the EAP should always be handled in a calm, consistent manner.
  
- B. Purpose. Thomas Nelson employees provide a valuable leadership element to students' safe and efficient reaction to an emergency situation. The instructor is an authoritative figure for the student and can influence how the student responds in an emergency. Calm, collected, and clear directions by the instructor and staff will have a reassuring effect on the students. Therefore, it is very important for faculty, staff and students to be prepared for emergencies and to familiarize themselves with proper procedures.
  - 1. Review the Emergency Action Plan periodically and know who to contact in the event of an emergency. You should also know:
    - The two (2) safest and most direct evacuation routes.
    - The location of campus emergency callboxes, storm shelters, automated external defibrillators (AED), and fire extinguishers.

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Responsible Area Vice President	Date: December 2, 2014
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Date: December 2, 2014	Date: December 12, 2014

- The designated assembly locations outside the facility.
  - Locations of storm shelter safe areas.
  - The appropriate action to take in the event of a lockdown or shelter-in-place notification.
2. Faculty should:
- Provide his/her class or audience with general information relating to emergency procedures and advise them of the evacuation routes, emergency exits and assembly locations (Appendix A). This information should be shared during the first week of class and throughout the semester.
  - Provide the location of this document to students.
  - Assure that persons with disabilities have the information they need. The instructor should be familiar with the disabled student's plan, be able to direct visitors with disabilities and know the location of the evacuation chair(s) nearest to their classroom and how to use it.
  - Take responsible charge of the classroom and follow emergency procedures for all alarms and emergencies.
  - Account for all students. Accounting for students can be very difficult; however, an attempt must be made. Faculty should take attendance and keep rosters with them.
  - Encourage students to sign up for e2Campus.
3. Staff should:
- Be familiar with the EAP and able to respond appropriately to crisis.
  - Provide students and guests with general information relating to emergency procedures and advise them of the evacuation routes, emergency exits and assembly locations (Appendix A).
  - Ensure third parties and/or contractors are familiar with the Emergency Action Plan.
4. Students should:
- Become familiar with the emergency procedures listed within the EAP and know where to seek further information.
  - Sign up for e2Campus
- C. How Thomas Nelson Communicates Emergency Information. Thomas Nelson employs an integrated alert system for the delivery of emergency warnings and information. This system is comprised of the following elements:

1. e2Campus: This system will send SMS (text messages) and email alerts to account holders. You must sign up to receive alert messages to your mobile device. Employees with a @tncc.edu address will receive alerts to their official email by default. Students will receive alerts to their VCCS email accounts also by default. Subscribers can self-manage their accounts to register or deactivate the service, update phone numbers or email addresses, and join the group Thomas Nelson Alert. Messages sent from Thomas Nelson will have a **79516** prefix.



2. Alertus: A desktop alert that overrides the computer screen. You must be logged into the network for it to work at your workstation. This system will display the same message sent by the e2Campus application. This application only works on those systems logged into the Thomas Nelson network.



3. Informacast: Informacast is a software solution that transforms Cisco phones, overhead speakers, and other devices into a paging and emergency notification system.



4. Federal Signal Mass Notification Towers: Located on the Hampton campus by the library, the Peninsula Workforce Development Center, and at the Historic Triangle campus, this system produces tone and voice messages that can be heard by personnel outside of the college buildings.



5. Campus Monitors: Located in multiple areas these screens are capable of displaying emergency data and instructions.

6. Emergency Web Page: A web page emplaced by Thomas Nelson during incidents to provide additional information in greater detail that can be sent over e2Campus. This is where to find contact numbers and the condition(s) on campus.

- D. Medical Emergencies: Medical emergencies will occur at Thomas Nelson, and it is important that members of the college community understand how to respond to protect human health and safety. Medical emergencies can occur at any time and may be the result of traffic accidents, slips or falls, pre-existing health conditions, workplace accidents, etc.
1. Preparation: To prepare for a potential medical emergency, consider the following
    - Receive CPR and First Aid training.
    - Know the locations of Automatic External Defibrillators (AED) and receive AED training.
    - Maintain an adequate supply of prescription medication(s) with you, if necessary.
    - Update your emergency contact information – in the event that someone must be contacted in an emergency.
    - Notify your supervisor and/or co-workers of health conditions, if you are comfortable doing so and it is necessary for your safety in the event of an emergency.
    - Know or maintain contact information for your primary care physician and the location of hospitals near your work and home.
  2. Procedures/Response: If someone requires immediate medical attention:
    - a. Immediately call or have someone call 911 and report the emergency. Provide the following information:
      - Type of emergency
      - Building address and the exact location of the victim
      - Condition of the victim
      - Identity of the victim suspected or known cause of the injury or illness
      - Any dangerous conditions
    - b. Provide first aid and medical assistance as necessary, if trained.
    - c. Follow instructions of the Emergency Dispatcher.
    - d. Do not move the victim, unless the person is in immediate danger.
    - e. If the victim is conscious, try to comfort him/her and obtain medical information (i.e., medical problems, medications, etc.). Any medical information will assist medical personnel if the victim loses consciousness.

- f. If the Campus Police are not on scene, have someone meet the ambulance at the building entrance or at a safe location and direct emergency personnel to the victim.
- g. Contact Campus Police at (757) 825-2732 to advise them of the situation. Police contact after hours, weekends and holidays is (757) 879-3649

D. Evacuations:

- 1. A building may need to be evacuated due to a fire or other unforeseen emergency such as utility failure, chemical spill, structural damage, or violence. In these situations, the fire alarm system or other alert notification system may be used to initiate a building evacuation; however, verbal commands from staff, faculty, police or other emergency response personnel may also be used. Whenever a fire alarm is activated or verbal commands are given, all individuals must begin exiting the building and proceed to their designated assembly area(s) (Appendix A).
- 2. All buildings must have continuously unobstructed exit paths to permit prompt evacuation and allow immediate access for emergency response personnel. Students, faculty and staff should familiarize themselves with the exit routes and assembly areas (Appendix A).
- 3. It is the responsibility of supervisors, faculty and staff to ensure that employees and students are familiar with evacuation signals, evacuation routes, exterior designated assembly areas (Appendix A), and other procedures related to evacuation.

4. Definitions:

- a. Emergency Response Personnel: Includes law enforcement personnel, fire and rescue personnel, hazardous materials units, ambulance services, emergency public safety personnel, etc.
- b. Assembly Area: An exterior area designated for each facility, which has been determined to be inherently safe due to its location (i.e., will not impede with emergency responders, not located near vehicle traffic or roadway intersections, etc.). The area is used to assemble and account for building occupants following an evacuation. These areas ensure that evacuees remain a safe distance from the building during an emergency, do not interfere with emergency response operations, and facilitate communication during an emergency. Thomas Nelson's assembly areas are

identified on the fire evacuation plans in each facility. Appendix A provides an overview of campus assembly points.

- c. Exit Path: A continuous and unobstructed way of exit travel from any point in a building or structure to a point outside of the building or structure. All facilities must have continuously unobstructed exit paths to permit prompt evacuation and allow immediate access for responding emergency personnel. An exit path consists of:
- Corridors, stairways, and/or aisles leading to an exit door.
  - An exit door.
  - The path or way outside of the exit door that leads away from the building.

Emergency exit route signs are posted throughout campus buildings. Each sign identifies primary exit routes and alternate exit routes.

5. During an Evacuation:

- Remain calm.
- Immediately stop what you are doing.
- If time, conditions and safety permit, take important personal items with you (i.e., car keys, purse, medication, glasses, etc.). Leave everything else. Instruct students to do the same.
- Walk directly to the nearest exit, assisting students and visitors with evacuation procedures. Move quickly; however, do **NOT** run, push or crowd.
- Check doors for heat before opening by touching it near the top with the back of your hand. Do **NOT** open a hot door.
- If smoke is present, stay low and crawl to your exit.
- Do **NOT** use elevators.
- Use handrails in stairwells, and stay to the right.
- Keep noise to a minimum so you can hear emergency instructions.
- Assist people with disabilities/special needs and those unfamiliar with evacuation procedures.
- Once outside, move quickly away from the building and to your assembly area, unless otherwise instructed.
- Actively assist in keeping roadways and walkways clear for emergency personnel.
- Do **NOT** return to the building until instructed to do so.

6. Accountability: Immediately following an evacuation, attempt to identify missing persons and relay the names and suspected location to emergency response personnel.

E. Fire. Deaths and damages caused by fires can be mitigated if proper preparation and response procedures are taken by individuals during a fire. This policy provides information to help individuals plan, prepare, and respond to a fire.

1. Procedures:

- Remain calm.
- Activate the nearest fire alarm pull station.
- Call 911 from a safe location. Prepare to give the following information:
  - Exact location of the fire (campus, building name and room number)
  - Location of the fire or smoke within the facility
  - Cause of fire (if known)
  - Number and type of injuries (if known)
  - Your name
  - Any other information that you think would be beneficial
- Fire extinguishers. Thomas Nelson has no expectations that untrained personnel should attempt to extinguish any fire. However, if you have had training and the fire is small (waste basket size), you may attempt to extinguish it. If, after 5 seconds of extinguisher employment, there is still fire, evacuate immediately.
- **EVACUATE** if you cannot extinguish the fire.
- For larger fires, **GET OUT**; close doors as you leave to confine fire as much as possible.
- If clothing catches fire, **STOP.....DROP.....ROLL.**
- Do not allow the fire to come between you and the exit.
- Follow the evacuation procedures found in paragraph D., Evacuations.
- Proceed to the assembly area and verbally warn others to evacuate the building as you exit the building. Direct students and visitors to the assembly area. Assembly areas are found in paragraph D., Evacuations.
- If you are unable to exit the building, notify a person who is exiting the building, notify police by dialing 911, shout for assistance, drop an object to the ground from an exterior window, or hang a highly visible object from a window to get the attention of emergency response personnel.
- Do **NOT** re-enter the building until authorized by emergency personnel.

2. Evacuation Tips:

- Feel doors with the back of your hand for heat. Do **NOT** open the door if it is hot. If the door is not hot, open it slowly. Stand behind the door and to one side; be prepared to close it quickly if fire is present.

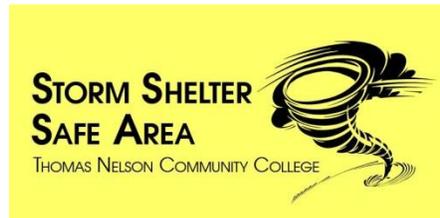
- If smoke is present, stay as low as possible and crawl to an exit door. Keep one shoulder against the wall as you exit the building to avoid becoming lost.
- Do **NOT** use elevators.
- Knock on closed doors as you leave and yell “Fire!” on your way out.
- Make note of the location of anyone who may have been unable or refused to evacuate.
- If trapped in a room:
  - Retreat. Close as many doors as possible between you and the fire.
  - Seal cracks around the door to prevent smoke from entering. Call 911 and report your location.
  - Be prepared to signal from a window but **DO NOT BREAK THE GLASS** unless absolutely necessary (outside smoke may be drawn in).
  - Open the window a few inches for fresh air and hang a highly visible object from the window.

F. Severe Weather. Weather emergencies can pose serious threats to employees and students. Severe weather includes high winds, thunderstorms, lightning storms, hail, floods, tornadoes, hurricanes, extreme heat or cold, and other weather systems that have the potential to create safety hazards or cause property damage. For the complete Thomas Nelson Inclement Weather Plan and Frequently Asked Questions (FAQ), please visit <http://tncc.edu/about-2/general-information-2/inclement-weather-procedures/>

1. Definitions:

- a. Watch: A “watch” is issued when conditions are favorable for the development of severe weather within or close to the watch/listening area, but the occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so those who need to set their plans in motion can do so.
- b. Warning: A “warning” is issued when severe weather is confirmed by radar or reported by storm spotters. Warnings advise of a threat to life or property. If you are in the affected area, you should seek safe shelter immediately.
- c. Advisory: An “advisory” is issued when a hazardous event is occurring or has a very high probability of occurrence. Advisories describe events that cause significant inconvenience.

- d. Severe Weather/Thunderstorm: Severe thunderstorms are defined as winds of 58 mph or higher and/or hail 3/4 inch in diameter or larger.
  - e. Tornado Watch: A tornado watch is issued when severe thunderstorms and tornadoes are possible in and near the watch area. When a tornado watch is issued, stay tuned to local radio, TV, or NOAA weather radio for further information and possible warnings. Consider shelter operations and be prepared to take cover if necessary.
  - f. Tornado Warning: A tornado warning is issued when a tornado is imminent. When a tornado warning is issued, seek safe shelter immediately.
2. Response. If the area is under a tornado **WARNING**, seek shelter immediately! Direct students and visitors to the shelter locations.
- Go **IMMEDIATELY** to:
    - The nearest Severe Weather Shelter Area **OR**
    - An appropriate area capable of providing protection from the event:
      - Hardened structure
      - Interior hallway or room free of windows or other glass structures
      - At the lowest level in the building; use stairs, do **NOT** use elevators
  - Use your arms to protect your head and neck. Protect your body from flying debris with any available furniture or sturdy equipment.
  - Do **NOT** open windows.
  - Take account of your co-workers and/or students and attempt to locate missing persons if safety permits.
3. Severe Weather Shelter Areas. An appropriate shelter area capable of providing protection from severe weather should have the following characteristics:
- Be located in an interior room of hardened structure (e.g., conference room, classroom, hallway, bathroom, or office). Seek shelter in a hardened structure if you are located in a modular, prefabricated, or temporary structure.
  - Be free of windows and other glass structures.
  - Be at the lowest level in the building.
  - Thomas Nelson identifies the storm shelter location with a yellow decal placed above the doorway of locations that are storm shelters.



4. Suggested Contingency Plans for Severe Weather:
- a. Open Buildings (auditoriums, gymnasiums, etc.). Try to get into the restroom or an interior hallway. If there is no time to go anywhere else, seek shelter right where you are. Try to get up against something that will support or deflect falling debris. Protect your head by covering it with your arms.
  - b. Automobiles. Get out of your vehicle and try to find shelter inside a sturdy building. A culvert or ditch can provide shelter – lie down flat and cover your head with your hands. Do **NOT** take shelter under a highway overpass or bridge.
  - c. Outdoors. Try to find shelter immediately in the nearest substantial building. If no buildings are close by, move away from the tornado's path at a right angle. If there is no time to escape, lie down flat in a ditch or depression and cover your head with your hands.
5. After a Severe Weather Event:
- Watch out for and stay away from fallen power lines. Report downed power line to Campus Police.
  - Stay out of the damaged area.
  - Help injured persons if you can do so without putting yourself in risk of injury. Provide first aid if you are trained. Report injuries. Do **NOT** move seriously injured persons unless they are in immediate danger.
  - Use the telephone only for emergency calls.
  - Be aware that utilities such as gas, power, and water lines may be damaged. If you are aware of a gas leak, power outage, utility failure, or other building damages, report the issue.
  - Wait for instructions from College officials, Campus Police and/or Security Officers.
- G. Earthquake. An earthquake cannot be forecasted; therefore, it is best to be prepared at all times. Earthquakes can seriously damage buildings and their contents and disrupt gas, electric and telephone services. Aftershocks can occur for weeks following an earthquake. In many buildings, the greatest danger to

people in an earthquake is when equipment and non-structural elements such as ceilings, partitions, windows and lighting fixtures shake loose.

1. Response:

- a. If you are indoors, stay there until the shaking has stopped and you are sure exiting is safe. Stay calm and take precautions to protect yourself from potential debris:
  - **DROP** to the floor.
  - **COVER** by getting under a sturdy table or other piece of furniture.
  - **HOLD ON** until the shaking stops. If there is no table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
  - Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
  - Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway.
  - Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
  - Do NOT use elevators.
  - Stay inside until the shaking stops and it is safe to go outside.
- b. If you are outdoors, move away from buildings, overhangs, trees, and power lines to a clear area such as a large open public area or field.

2. After the Earthquake. Once the shaking has stopped:

- Exit the building when safe to do so and move to the designated assembly area. Faculty and staff will direct students and visitors.
- Use emergency exit route information posted throughout the building to determine the quickest route out.
- Expect aftershocks.
- Use the telephone only for emergency calls.
- Be aware that utilities such as gas, power and water lines may be damaged. If you are aware of damaged utilities, report the issue.
- Wait for instructions from College officials, Campus Police and/or Security Officers.

H. Active Shooter/Threat. An active shooter/threat is an individual actively engaged in killing or attempting to kill or seriously harm people. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Active shooters usually continue to move throughout a building or area until stopped by law enforcement, suicide, or other intervention. The alert phrase for an active shooter event is “**SECURE IN PLACE**” followed by information regarding the threat.

1. Response. Do **NOT** activate the fire alarm! The building should not be evacuated using this method. You should quickly determine the most reasonable way to protect your own life. You should:

a. RUN. If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Warn individuals not to enter an area where the active shooter may be.
- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when it is safe to do so.

b. Hide. If safe evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter’s view – away from doors/hallways and behind solid objects, if possible. You can sit on the floor, out of common view, away from doorways and windows.
- Seek cover to provide protection if shots are fired in your direction (i.e., in a room with a closed and locked door). Cover is any object that can stop bullets that you can get between you and the shooter
- To prevent an active shooter from entering your hiding place:
  - Lock the door.
  - Blockade the door with heavy furniture.
  - Close, cover, and move away from windows.

- Silence your cell phone and/or pager (even the vibration setting can give away a hiding position) and turn off any source of noise (televisions, computers, radios, etc.).
  - Turn off lights.
  - Remain quiet.
- c. **FIGHT**. As an absolute last resort, and **only when you feel your life is in imminent danger**, attempt to disrupt and/or incapacitate the active shooter:
- Act as aggressively as possible against him/her.
  - Throw items and improvise weapons.
  - Work together as a group.
  - Commit to your actions.
2. **Reporting the Incident**. When possible, call 911 and provide the following information:
- Location of the active shooter.
  - Number of shooters, if more than one.
  - Physical description of the shooter(s).
  - Number and type of weapons held by the shooter(s).
  - Number of potential victims at the location.
  - Your location.
3. **Law Enforcement Role/Response and Your Actions**. The primary goal of law enforcement is to eliminate the threat and stop the active shooter as soon as possible. They will proceed directly to the area in which the last shots were heard. As the first responders' primary responsibility is to eliminate the threat, they will **NOT** be able to stop to help injured persons until the environment is safe. Officers will need to take command of the situation. Expect officers to shout orders and even push individuals to the ground for their safety. When they arrive, it is important that you:
- Remain calm and follow instructions.
  - Put down any items in your hands.
  - Immediately raise your hands and spread your fingers.
  - Keep hands visible at all times.
  - Avoid making any sudden movements.
  - Avoid pointing, screaming, and/or yelling.
4. **Information and Assembly Points**. After you have reached a safe location or assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.

5. Additional Information/Training. The interactive web based courses identified below will provide additional guidance to individuals so that they can prepare to respond to an active shooter situation:
  - IS-907 – Active Shooter: What You Can Do, available at <http://training.fema.gov/EMIWeb/IS/IS907.asp>
  - IS-906 – Basic Workplace Security Awareness, available at <http://training.fema.gov/EMIWeb/IS/IS906.asp>
  
- I. Bomb Threat/Suspicious Package. A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please **DO NOT** attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that the document be handled by as few people as possible, as this is evidence that should be turned over to the Thomas Nelson Police. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions are provided with that assumption.
  1. Bomb Threat Procedures. A calm response to the bomb threat caller could result in obtaining additional information. This is especially true if the caller wishes to avoid injuries or deaths. If told that the building is occupied or cannot be evacuated at the time, the bomb threat caller may be willing to give more specific information on the bomb's location, components, or methods of initiation.
    - a. When a bomb threat is **CALLED-IN**, perform the following actions:
      - Remain calm.
      - Attempt to keep the caller on the line as long as possible. Ask him/her to repeat the message.
      - Use the Bomb Threat Checklist (Appendix B). Obtain as much information as possible from the caller.
      - If possible, write down every word spoken by the person.
      - If you have caller ID, write down the caller's phone number. If you do not have caller ID or if the number did not appear, do not hang up the phone. The telephone where the bomb threat is received should not be hung up and should not be used again until after law enforcement arrives on the scene.
      - Remember - the caller is the best source of information you have.
      - Immediately after the caller hangs up, use a different phone to report the threat to Police (911).

- Remain available, as Campus Police will want to interview you.
  - Wait for further direction from them.
- b. When a **WRITTEN** threat is received, perform the following actions:
- Remain calm.
  - Avoid handling it unnecessarily in order to preserve possible evidence.
  - Call Police (911) and wait for directions.
- c. When a bomb threat is received by **EMAIL**, perform the following actions:
- Remain calm.
  - Print the message.
  - Do not close the email message.
  - Call Police (911) and wait for further direction from them.

2. Suspicious Item or Package Procedures:

- a. When a suspicious item or package is **RECEIVED** (i.e., by mail, courier, UPS, FedEx, etc.), perform the following actions:
- Remain calm.
  - If the object or package is un-opened, do **NOT** open, disturb or move it.
  - If the object or package is opened, do **NOT** further disturb or move it. Do **NOT** try to clean up the substance.
  - Clear all persons from the immediate vicinity.
  - Call Police (911).
  - Close any door or section off the area to prevent others from entering.
  - Move to a safe distance.
  - Be available to provide the whereabouts of the suspected object to the Police.
- b. Some physical characteristics of suspicious packages and letters include, but are not limited to:
- Excessive postage
  - Handwritten or poorly typed addresses
  - Incorrect titles
  - Title, but no name
  - Misspellings of common words
  - Oily stains, discoloration or odor
  - No return address

- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive securing material, such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address
- Foreign mail, air mail and special delivery

**NOTE:** These are simply *some* of the physical characteristics. A package containing certain characteristics may not warrant further action. Much should be based upon your own knowledge and experience of the packages and letters that you normally receive.

- c. When a suspicious item or package is **FOUND**, perform the following actions:
- **DO NOT** handle/touch the suspicious item/package.
  - **DO NOT** use a cell phone, radio or other transmitter.
  - All suspicious items should be treated as a bomb until proven or deemed otherwise.
  - Persons should be evacuated from around the item.
  - Retreat to a safe location and call Police (911).
  - It is important that employees and students are always cognizant and do not leave brief cases, backpacks, handbags, etc., unattended. These items could be construed as suspicious and cause undue time, energy and expense to determine that the item is “safe.”

3. Explosive Device Found Procedures:

- **DO NOT TOUCH – MOVE AWAY IMMEDIATELY** to a safe distance. More distance is always better. As a rule of thumb, go to a point where you can no longer see the device. Stay away from glass structures.
- Advise others to evacuate.
- Immediately call Police (911) – **DO NOT USE A CELL PHONE!**
- Use cover. More is always better.
- **STAY AWAY!**

4. Critical Safety Rules:
  - **DO NOT TOUCH** any unusual or suspicious items.
  - **DO NOT ACTIVATE THE FIRE ALARM.**
  - If informed to evacuate, scan your immediate work area for any unusual or suspicious items as you leave the area.
  - All suspicious items should be treated as a bomb until proven or deemed otherwise.
  - **NEVER** use a radio, cellular telephone, or other transmitter during a bomb incident.
  - Assembly areas should be thoroughly searched for suspicious items immediately.
  - **BE AWARE OF SECONDARY DEVICES.**
  
- J. Common Incident Actions. The effort to predict all potential events is unrealistic. In order to best prepare our students, staff and guests the following general actions work well in any situation if not covered in the EAP (gas leak, criminal event, structural failure, aircraft incident, etc.).
  - Move to safety if needed; get out of the danger area.
  - If you are in an unaffected building, remain there.
  - If you are in a building that is affected by the incident, move to an unaffected area or building.
  - Alert campus authorities at (757) 825-2732 or 911 as needed
  - Remain alert and observant; the environment may change rapidly.
  - Assist others as needed.
  
- K. Power Outage. In the event that a Thomas Nelson facility or campus loses power, the following actions are recommended:
  - If after 10 minutes the power has not been restored, faculty should dismiss their class.
  - If in an elevator during a power outage, utilize the emergency phone in the elevator to summon assistance.
  
- L. Important Phone Numbers and Websites:
  1. James City County Alert System:
    - a. The James City County (JCC) Alert is administered by James City County and is used to immediately contact you during a major crisis or emergency. JCC Alert delivers important emergency alerts, notifications and updates to you on all your devices:
      - Email account (work, home, other)
      - Cell phone (via SMS)
      - Office phone

- Pager
  - Smartphone/PDA
- b. When an incident or emergency occurs, authorized senders will instantly notify you using JCC Alert. JCC Alert is your personal connection to real-time updates, instructions on where to go, what to do or what not to do, who to report to, and other important information. For more information visit:  
<https://www.jccalert.org/index.php?CCheck=1>
2. City of Hampton Emergency Notification. The city of Hampton offers its citizens a wide range of information, from emergency notifications, business announcements, school news, regional issues, neighborhood updates, and more. For more information, visit <http://www.hampton.gov/enews/>
3. Thomas Nelson Homepage. The College homepage (<http://tncc.edu/>) will display information to assist in safety and emergency management during incidents.
- Thomas Nelson inclement weather information is available at <http://tncc.edu/about-2/general-information-2/inclement-weather-procedures/>
4. Threat Assessment Team. The Threat Assessment Team and Violence Prevention Committee are committed to improving community safety through proactive, collaborative, coordinated, objective, and thoughtful approaches to the prevention, identification, assessment, intervention, and management of situations that pose, or may reasonably pose, a threat to the safety, security, and well-being of the campus community. Students, employees and visitors can report suspected threats on line by clicking on **Report an incident** link located on the extreme lower right of the Thomas Nelson homepage. See [APM 12.10 Workplace Violence Prevention and Threat Assessment](#) for more information.
5. Thomas Nelson Important Phone Numbers. All are in the 757 area code.
- Campus Police Dispatcher: 825-2732
  - Police contact after hours, weekends and holidays: 879-3649
  - Safety Office: 825-2996
  - Emergency Preparedness: 825-3450
  - Plant Services: 825-2815
  - Closings and Inclement Weather information (recorded): 825-3662

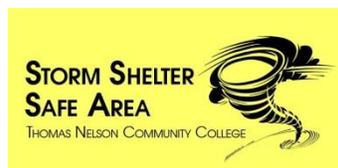
M. Important Terms and Definitions:

1. Secure in Place. When there is a potentially dangerous situation taking place in or around the College such as an armed intruder, an active shooter, or any ongoing threat of injury or death, a “SECURE IN PLACE” alert may be issued. The goal of a “SECURE IN PLACE” is to place students and staff in a safe location and isolate the intruder out of your classroom or office space. This alert is the trigger to lock your classrooms and offices and follow the Active Shooter instructions in this plan. Do not give the intruder the opportunity to enter your space or move freely from room to room and have easy access to students/staff. Please refer to [page 12](#) for active threat response options.

**\*\*\*WARNING\*\*\***

THOMAS NELSON **CANNOT** SECURE THE EXTERIOR DOORS IN A TIMELY MANNER TO PREVENT THE INTRUDER FROM ENTERING INTO A BUILDING! **YOU** MUST SECURE (LOCK) YOUR CLASSROOM OR OFFICE IN RESPONSE TO A SECURE IN PLACE ALERT.

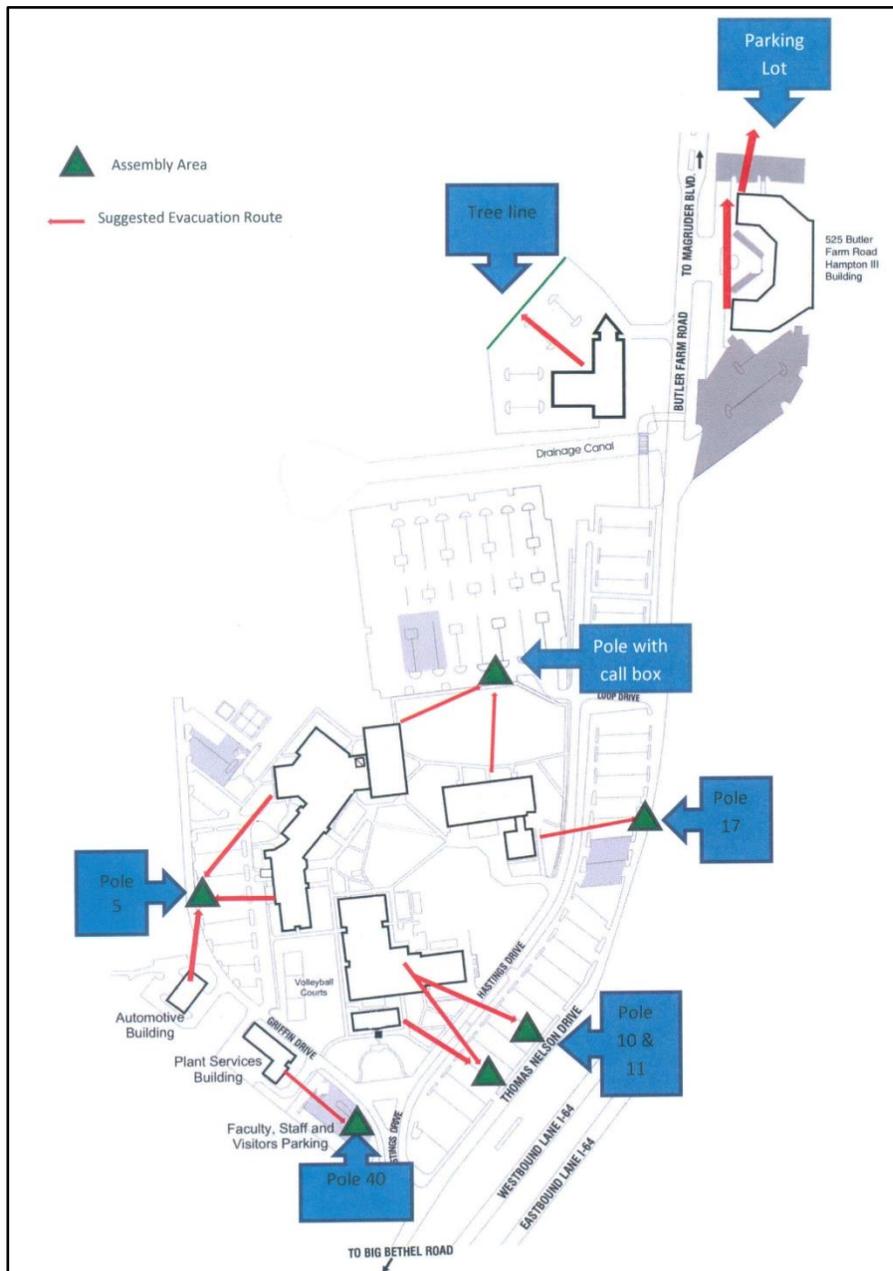
2. Shelter in Place. Seek immediate shelter inside a building. This course of action may need to be taken during a potentially dangerous situation. These situations can include the release of hazardous materials in the outside air, an aircraft incident, vehicle fire, or other hazards not associated with an active threat. When you hear the Shelter in Place alert, immediately go inside the nearest building to a safe location and use all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.
3. Storm Shelter. A location designated to shelter in during severe weather. Identifiable by the Storm Shelter decal placed above doors that lead to a safe shelter area. This is the location you move to during a tornado warning. It is YOUR responsibility to know where the closest shelter is located.



4. Thomas Nelson Emergency Alert System. An integrated system of voice, SMS, desktop display and email systems used by Thomas Nelson to deliver emergency notifications. See [page 3](#) for details.

## Appendix A Evacuation Assembly Areas

*Note: This map provides an overview of campus-wide assembly areas. Each office and classroom contains a map indicating the designated assemble area for that particular room.*



## Appendix B Bomb Threat Checklist

*Note: This checklist will be a 2-sided document. Both sides are displayed for convenience.*

<div style="background-color: #0056b3; color: white; text-align: center; padding: 5px; font-weight: bold; font-size: 1.2em;">BOMB THREAT CALL PROCEDURES</div> <p>Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.</p> <p><b>If a bomb threat is received by phone:</b></p> <ol style="list-style-type: none"> <li>1. Remain calm. Keep the caller on the line for as long as possible. <b>DO NOT HANG UP</b>, even if the caller does.</li> <li>2. Listen carefully. Be polite and show interest.</li> <li>3. Try to keep the caller talking to learn more information.</li> <li>4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.</li> <li>5. If your phone has a display, copy the number and/or letters on the window display.</li> <li>6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.</li> <li>7. Immediately upon termination of the call, do not hang up, but from a different phone, contact 911 immediately with information and await instructions.</li> </ol> <p><b>If a bomb threat is received by handwritten note:</b></p> <ul style="list-style-type: none"> <li>• Dial 911</li> <li>• Handle note as minimally as possible.</li> </ul> <p><b>If a bomb threat is received by email:</b></p> <ul style="list-style-type: none"> <li>• Dial 911</li> <li>• Do not delete the message.</li> </ul> <p><b>Signs of a suspicious package:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• No return address</li> <li>• Excessive postage</li> <li>• Stains</li> <li>• Strange odor</li> <li>• Strange sounds</li> <li>• Unexpected delivery</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Poorly handwritten</li> <li>• Misspelled words</li> <li>• Incorrect titles</li> <li>• Foreign postage</li> <li>• Restrictive notes</li> </ul> </td> </tr> </table> <p><b>DO NOT:</b></p> <ul style="list-style-type: none"> <li>• Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.</li> <li>• Evacuate the building until police arrive and evaluate the threat.</li> <li>• Activate the fire alarm.</li> <li>• Touch or move a suspicious package.</li> </ul> <div style="background-color: #0056b3; color: white; text-align: center; padding: 10px; font-weight: bold; font-size: 1.2em; margin-top: 10px;">Dial 911 to report Bomb Threat(s)</div>	<ul style="list-style-type: none"> <li>• No return address</li> <li>• Excessive postage</li> <li>• Stains</li> <li>• Strange odor</li> <li>• Strange sounds</li> <li>• Unexpected delivery</li> </ul>	<ul style="list-style-type: none"> <li>• Poorly handwritten</li> <li>• Misspelled words</li> <li>• Incorrect titles</li> <li>• Foreign postage</li> <li>• Restrictive notes</li> </ul>	<div style="background-color: #0056b3; color: white; text-align: center; padding: 5px; font-weight: bold; font-size: 1.2em;">BOMB THREAT CHECKLIST</div> <p>Date: <input style="width: 100px;" type="text"/> Time: <input style="width: 100px;" type="text"/></p> <p>Time Caller Hung Up: <input style="width: 100px;" type="text"/> Phone Number Where Call Received: <input style="width: 100px;" type="text"/></p> <div style="background-color: #0056b3; color: white; text-align: center; padding: 5px; font-weight: bold; font-size: 1.2em;">Ask Caller:</div> <p>Where is the bomb located? _____</p> <p>When will it go off? _____</p> <p>What does it look like? _____</p> <p>What kind of bomb is it? _____</p> <p>What will make it explode? _____</p> <p>Did you place the bomb? Yes No Why? _____</p> <p>What is your name? _____</p> <p>Exact words of the threat: _____</p> <div style="background-color: #0056b3; color: white; text-align: center; padding: 5px; font-weight: bold; font-size: 1.2em;">INFORMATION ABOUT THE CALLER</div> <p>Where is the caller located? (Background and level of noise) _____</p> <p>Estimated age: _____</p> <p>Is voice familiar? If so, who does it sound like? _____</p> <p>Other points:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <b>Caller's Voice:</b>  <input type="checkbox"/> Accent  <input type="checkbox"/> Angry  <input type="checkbox"/> Calm  <input type="checkbox"/> Clearing throat  <input type="checkbox"/> Coughing  <input type="checkbox"/> Cracking voice  <input type="checkbox"/> Crying  <input type="checkbox"/> Deep  <input type="checkbox"/> Deep breathing  <input type="checkbox"/> Disguised  <input type="checkbox"/> Distinct  <input type="checkbox"/> Excited  <input type="checkbox"/> Female  <input type="checkbox"/> Laughter  <input type="checkbox"/> Lisp  <input type="checkbox"/> Loud  <input type="checkbox"/> Male  <input type="checkbox"/> Nasal  <input type="checkbox"/> Normal  <input type="checkbox"/> Ragged  <input type="checkbox"/> Rapid  <input type="checkbox"/> Raspy  <input type="checkbox"/> Slow  <input type="checkbox"/> Slurred  <input type="checkbox"/> Soft  <input type="checkbox"/> Stutter         </td> <td style="width: 33%; vertical-align: top;"> <b>Background Sounds:</b>  <input type="checkbox"/> Animal Noises  <input type="checkbox"/> House Noises  <input type="checkbox"/> Kitchen Noises  <input type="checkbox"/> Street Noises  <input type="checkbox"/> Booth  <input type="checkbox"/> PA system  <input type="checkbox"/> Conversation  <input type="checkbox"/> Music  <input type="checkbox"/> Motor  <input type="checkbox"/> Clear  <input type="checkbox"/> Static  <input type="checkbox"/> Office machinery  <input type="checkbox"/> Factory machinery  <input type="checkbox"/> Local  <input type="checkbox"/> Long distance         </td> <td style="width: 33%; vertical-align: top;"> <b>Threat Language:</b>  <input type="checkbox"/> Incoherent  <input type="checkbox"/> Message read  <input type="checkbox"/> Taped  <input type="checkbox"/> Irrational  <input type="checkbox"/> Profane  <input type="checkbox"/> Well-spoken  <input type="checkbox"/> Other         </td> </tr> </table>	<b>Caller's Voice:</b> <input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Clearing throat <input type="checkbox"/> Coughing <input type="checkbox"/> Cracking voice <input type="checkbox"/> Crying <input type="checkbox"/> Deep <input type="checkbox"/> Deep breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Female <input type="checkbox"/> Laughter <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Male <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter	<b>Background Sounds:</b> <input type="checkbox"/> Animal Noises <input type="checkbox"/> House Noises <input type="checkbox"/> Kitchen Noises <input type="checkbox"/> Street Noises <input type="checkbox"/> Booth <input type="checkbox"/> PA system <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Office machinery <input type="checkbox"/> Factory machinery <input type="checkbox"/> Local <input type="checkbox"/> Long distance	<b>Threat Language:</b> <input type="checkbox"/> Incoherent <input type="checkbox"/> Message read <input type="checkbox"/> Taped <input type="checkbox"/> Irrational <input type="checkbox"/> Profane <input type="checkbox"/> Well-spoken <input type="checkbox"/> Other
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