

# Safety Plan Campus Dean

Department of Public Safety & Emergency

VERSION 002

Effective Date  
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The mission of the Department of Public Safety & Emergency Management is to provide guidance, direction and training to the College Community and visitors in the prevention, protection and response from all incidents or events.

# Preface

Faculty members 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 will have a reassuring effect on the students. Therefore, it is very important for faculty to be prepared for emergencies and to familiarize students with proper procedures.

Review this *Safety Plan* periodically and know whom to contact in the event of an emergency. You should also know:

- The two safest and most direct evacuation routes.
- The location of first aid kits, Automated External Defibrillators (AED), and fire extinguishers.
- The location of the designated Exterior Areas of the Assembly
- Location to shelter-in-place for severe weather events, Interior Areas of Assembly
- Appropriate procedures to follow in the event of an emergency, including an active shooter/violent incident.

It is recommended to Faculty:

- Provide his/her class or audience with general information relating to emergency procedures and advise them of the evacuation routes, emergency exits, and Areas of Assembly. This information should be shared during the first week of class and throughout the semester.
- Assure persons with disabilities have the information they need. The instructor should be familiar with the disabled student's plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all alarms and emergencies.
- Attempt to account for all students. Accounting for students can be very difficult; however, an attempt must be made. Faculty who take attendance should keep rosters with them. Faculty who do not regularly take attendance should work with students to develop some method of accounting for all students.
- Encourage students to sign up for TCC Alerts at <https://member.everbridge.net/index/453003085614995#/login>

## Floor Lead Program

TCC has established a Floor Lead Program, consisting of Faculty and Staff, who assist during emergencies. Leads are volunteers of the campus and building they work in. Training sessions for Leads are provided by the Department of Public Safety & Emergency Management.

## Change Record

Date	Version	Description of Change	Approved By
06/08/2022	001	Initial Document	
4/18/2023	002	Effective date changed to current year; grammatical errors corrected	

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# Medical Emergencies



Medical emergencies will occur at TCC 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, trips or falls, pre-existing health conditions, workplace accidents, etc.

## Preparation

To prepare for a potential medical emergency, consider the following:

- Receive CPR, First Aid Training, and Stop-the-Bleed 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.

## Procedures/Response

If someone requires immediate medical attention:

- Immediately call or have someone call 911 and report the emergency. Call, or have someone call TCC Dispatch Center, 757.822.7777. Provide the following information:
  - Type of emergency
  - Building address and the exact location of the victim (building, floor, and room number)
  - Condition of the victim
  - Identity of the victim
  - Suspected or known cause of the injury or illness
  - Any dangerous conditions, downed wires, chemical spills, etc...
- Provide first aid and medical assistance as necessary, if trained.
- Follow instructions of the Emergency Dispatcher.

- Do not move the victim, unless they are in immediate danger.
- 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.
- If the victim is unconscious and not breathing, locate an AED if available, turn it on and follow the instructions provided by the unit.
- Inform TCC Dispatch Center of the location and situation. Security can meet medical responders at the building entrance or at safe location and direct emergency personnel to the victim.

# Evacuations

A building may need to be evacuated due to a fire or another unforeseen emergency such as chemical spill, structural damage, or violence. In these situations, the fire alarm system or other alert notification systems (text messaging system through TCC Alert, telephone alert in classrooms and offices, automated and live broadcast calls) may be used to initiate a building evacuation; however, verbal commands from security, 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 Area(s) of Assembly. It is unlawful to not vacate a building during a fire alarm.

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 Areas of Assembly.

It is the responsibility of supervisors, faculty and staff to ensure employees and students are familiar with evacuation signals, evacuation routes, exterior designated Areas of Assembly, and other procedures related to evacuation.

## Definitions

- Emergency Response Personnel - Includes law enforcement personnel, fire and rescue personnel, hazard materials units, medical services, emergency public safety personnel, etc.
- Internal/External Areas of Assembly – An interior/exterior area designated by the Department of Public Safety and Emergency Management for each facility, which has been determined to be inherently safe due to its location. The area is used to assemble and account for building occupants following an evacuation. These areas ensure evacuees remain a safe distance from the building, do not interfere with emergency response operations, and facilitate communication.
- 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 in conspicuous locations throughout Campus buildings. All individuals should familiarize themselves with exit routes for the building(s) they occupy.



## During an Evacuation (Other than Active Threat)

- 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. Use the back of your hand, if the door is extremely hot and it burns you, you have not burned the palm of your hand so you can continue to grab or push with that hand.
- If smoke is present, stay low and crawl to your exit.
- Do NOT use elevators.
- Use handrails in stairwells, 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 Area of Assembly, unless otherwise instructed.
- Report missing persons to your floor lead, who can then tell emergency response personnel.
- Actively assist in keeping roadways and walkways clear for emergency response personnel.
- Do NOT return to the building until instructed to do so.

## **Considerations for Individuals with Disabilities/Special Needs During Evacuations**

Persons with special needs, disabilities, or are mobility challenged may have difficulty evacuating a building without assistance. Individuals who are mobility challenged and unable to exit the building should proceed to an Area of Assistance to await aid from emergency response personnel. The following procedures are acceptable alternatives for employees, students, and visitors with special needs:

- Evacuation Assistant – An *Evacuation Assistant* is a volunteer, co-worker, classmate, or friend who can aid persons with disabilities/special needs during an emergency. *Evacuation Assistants* provide instruction during an evacuation, help individuals with special needs to relocate to an Area of Assistance, notify first responders or emergency personnel of persons with special needs that are unable to evacuate a building, and provide support as necessary to ensure a safe evacuation. *Evacuation Assistants* are NOT responsible for physically evacuating an individual from a building. Carrying a person down a set of stairs or out of a building should only be done by trained emergency response personnel.
- Hearing Impaired – An *Evacuation Assistant(s)* should be designated or selected to immediately alert a person with a hearing impairment of any alarm or order to evacuate.
- Visually Impaired – Individuals with visual impairment should be familiar with their immediate surroundings, frequently traveled routes and emergency evacuation routes. However, since an evacuation route may be different from a commonly traveled route, a visually impaired person may need assistance. *Evacuation Assistant(s)* should be identified and aided as necessary during an evacuation.

### **Accountability-**

Faculty are asked to assist in student and personnel head counts. Immediately following an evacuation, attempt to identify missing persons and relay the names and suspected location to your floor lead who will contact emergency response personnel.

### **Emergency Evacuation and Fire Drills**

Emergency evacuation and fire drills are required and must be conducted in accordance with the Virginia State-Wide Fire Prevention Code and the International Fire Code.

# Fire



Deaths and damages caused by fires can be mitigated if proper preparation and response procedures are taken by individuals during a fire. This Plan provides information to help individuals plan, prepare, and respond to a fire and should be used in conjunction with the *Evacuation* Section. It is the responsibility of supervisors, faculty and floor leads to ensure employees and students are familiar with evacuation signals, evacuation routes, exterior designated Areas of Assembly, and other procedures related to fire safety and evacuation.

Students, Faculty, and Staff shall participate in fire drills. Whenever a fire alarm is activated, it is mandatory that all persons evacuate the building. Practicing evacuation procedures during drills and alarms is the best way to prepare for a real fire.

When a fire alarm is activated, all individuals must begin exiting the building and proceed to the designated Exterior Area of Assembly. The building shall be completely evacuated. It is unlawful to not vacate a building during a fire alarm.

## Procedures

If you discover or become aware of a fire in your building or work area:

- Remain calm.
- Activate the building fire alarm using a manual pull station located near an exit door.
- Call 911 from a safe location. Prepare to give the following information:
  - Exact location of the fire (campus, building address, building name)
  - 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
- If you are confident you can control the fire with a portable fire extinguisher and have been properly trained in the use of portable fire extinguishers, attempt to extinguish the fire if it is safe to do so. If the fire is larger than a trash can, evacuate.
- EVACUATE the building as quickly as possible, using the primary exit routes. Exit route signs are posted in conspicuous locations throughout Campus buildings.
- Assist individuals with disabilities and those who appear to need direction.

- For larger fires, GET OUT and close doors as you leave to confine a fire as much as possible.
- If clothing catches fire, STOP.....DROP.....ROLL. Stop immediately, drop to the ground, and cover your face with your hands. Roll over and over or back and forth until the fire is out. If you or someone else cannot stop, drop, and roll, smother the flames with a blanket or towel. Get medical help right away by calling 9-1-1.
- Do not allow the fire to come between you and the exit.
- Follow the evacuation procedures found in *Evacuations*.
- Proceed to the Exterior Area of Assembly and verbally warn others to evacuate the building as you exit the building. Direct students and visitors to the Area of Assembly.
- If you are unable to exit the building due to fire, mobility challenge, or other hazards, notify a person exiting the building, to notify the 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 response personnel.

## 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 and cautiously. Stand behind the door and to one side; be prepared to close it quickly if a 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. Notify emergency response personnel.
- If trapped in a room:
  - Retreat. Close as many doors as possible between you and the fire.
  - Call 911 and report your location. Cover vents and cracks around doors with cloth or tape to keep smoke out.
  - Be prepared to signal from a window with a light-colored cloth, if available. 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.

Additional Information: [www.usfa.fema.gov/prevention/](http://www.usfa.fema.gov/prevention/).

## **Identification of Personnel Responsible for Rescue or Emergency Medical Aid**

College Security personnel will respond to emergencies and provide aid to their training level. In addition, local fire, rescue, and police respond as necessary and assume their respective area of expertise.



# 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.

## Definitions

- Advisory – Highlights special weather conditions that are less serious than a warning. They are for events that may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.
- Watch – A “watch” is used when the risk of a hazardous weather event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so those who need to set their plan in motion can do so.
- Warning - A “warning” is issued when a hazardous weather event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property. If you are in the affected area you should seek safe shelter immediately.
- Severe Thunderstorm – A thunderstorm that produces a tornado, winds of a least 58 mph, and/or hail at least one-inch in diameter.
- Tornado Watch – A tornado watch is issued when severe thunderstorms and tornadoes are possible 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 options and be prepared to take cover if necessary.
- Tornado Warning – A tornado warning is issued when a tornado has been sighted or indicated by weather radar. When a tornado warning is issued, seek safe shelter immediately.

## 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 possible in the building.

## Tornado

Tornadoes are violently rotating columns of air that extend from a thunderstorm to the ground.

Tornadoes can:

- Happen anytime and anywhere;
- Bring intense winds, over 200 MPH; and
- Look like funnels.

If the area is under a Tornado WARNING, seek shelter immediately! Direct students and visitors.

- 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 possible in the building – use stairs, do NOT use elevators
- Go to the center of the room, away from corners, doors and outside walls.
- If possible, get under a sturdy table. 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.

Contingency Plans – If you are outside with no shelter: there is no single research-based recommendation for what last-resort action to take because many factors can affect your decision. Possible actions include:

- Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park.
- Take cover in a stationary vehicle. Put the seat belt on and cover your head with your arms and a blanket, coat or other cushion – if possible.
- Lie in an area noticeably lower than the level of the roadway and cover your head with your arms and a blanket, coat or other cushion – if possible.

In all situations:

- Do not get under an overpass or bridge. You are safer in a low, flat location.
- Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.
- Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

Additional Information: [www.ready.gov/tornadoes](http://www.ready.gov/tornadoes)

## **Hurricane**

Potential threats from hurricanes include powerful winds, heavy rainfall, storm surges, coastal and inland flooding, rip currents, tornadoes, and landslides. They can affect areas more than 100 miles inland. If a hurricane is likely in the area, listen and stay vigilant for alerts. Evacuate if instructed to do so. If a hurricane strikes and you have not evacuated:

- Stay indoors during the hurricane and away from windows and glass doors.
- Close all interior doors – secure and brace external doors.
- Keep blinds/curtains closed.
- Take refuge in the nearest Severe Weather Shelter area OR a small, interior room or hallway on the lowest level.
- Lie on the floor under a table or another sturdy object.
- Avoid elevators.
- If trapped in a building by flooding, go to the highest level of the building.

Additional Information: [www.ready.gov/hurricanes](http://www.ready.gov/hurricanes).



## After a Severe Weather Event

- Watch out for and stay away from fallen power lines.
- 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. Do not move seriously injured persons unless they are in immediate danger of further injury. Get medical assistance immediately.
- If you are trapped, try to attract attention to your location.
- 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 Leads, Officials, Police and/or Security.

For more information, visit <https://www.ready.gov/severe-weather>.

## Preparation/Planning

When a severe weather warning is issued, many times you only have a few minutes to respond. For this reason, it is essential that employees and students, as well as their family members are prepared. Severe weather can strike anywhere and anytime. Develop a safety plan for you and your family for home, work, school and when outdoors. Following is a list of some basic items that every emergency supply kit (home, office and vehicle) should include:

### ➤ Emergency Supply Kit:

- ✓ Bottled water – one gallon of water per person per day for at least three days
- ✓ Non-perishable food – minimum five-day supply
- ✓ Battery-powered /hand-crank radio, preferably a NOAA weather radio with tone alert and extra batteries for both
- ✓ Flashlight and extra batteries
- ✓ First aid kit and essential medications
- ✓ Whistle to signal for help
- ✓ Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place

- ✓ Moist towelettes, garbage bags, and plastic ties for personal sanitation
- ✓ Wrench or pliers to turn off utilities
- ✓ Manual can opener for canned food
- ✓ Items for infants/toddlers (formula, diapers, etc.)
- ✓ Items for pets (food, water, etc.)
- ✓ Personal hygiene items
- ✓ Matches in a waterproof container.
- ✓ Local maps
- ✓ Cell phone with chargers and a backup battery
- ✓ Important documents (i.e. copies of insurance policies, identification, and bank account records saved electronically or in a waterproof, portable container)

➤ Home and family:

- ✓ In your emergency supply kit, including instructions on how to turn off your home's utilities (power, water, and gas).
- ✓ Develop a communications plan with your family members in the event that phone service fails or family members are separated by a severe weather event. A pre-determined meeting location and an alternate method for contacting family members (e.g. out-of-town contacts) should be agreed upon in advance.
- ✓ If your community has an evacuation plan, become familiar with it and understand its direction and impact on your family.
- ✓ Review your plan with your family and practice it. Children and the elderly need to know what to do.

Additional Information: <https://www.ready.gov/>

# Earthquake

An earthquake is a sudden and rapid shaking of the ground caused by the shifting of rocks deep underneath the earth's surface. They can happen without warning and result in injuries and damage to property and roads. Since an earthquake cannot be forecasted, it is best to be prepared at all times. They can seriously damage buildings and their contents; 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.

## Response

- If you are indoors, stay there until the shaking stops. Do not run outside. Do not get in a doorway as this does not provide protection from falling or flying objects, and you may not be able to remain standing. Minimize your movements to a few steps to a nearby safe place. Stay calm and take precautions to protect yourself from potential debris: If an earthquake happens, protect yourself right away.

### **Drop, Cover, and Hold On:**

- **DROP:** Drop wherever you are on to your hands and knees. If you're using a wheelchair or walker with a seat, make sure your wheels are locked and remain seated until the shaking stops.
- **COVER:** Cover your head and neck with your arms. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Crawl only if you can reach better cover without going through an area with more debris. Stay on your knees or bent over to protect vital organs.
- **HOLD ON:** If you are under a table or desk, hold on with one hand and be ready to move with it if it moves. If you can't find a table or desk, cover your head and neck with both arms and hands. If seated and unable to drop to the floor, bend forward, cover your head with your arms, and hold on to your neck with both hands.

## Protect Yourself During Earthquakes!



- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
  - Do not use a doorway except if you know that it is a strongly supported, load-bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection.
  - Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on. Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking.
  - Do NOT use elevators.
- If you are outdoors, stay there. Move away from buildings, overhangs, streetlights, trees, and power lines to a clear area such as a large open public area or field.
  - If you are in a moving vehicle, stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

## After the Earthquake

Once the shaking has stopped:

- Look around. If there is a clear path to safety, cautiously leave the building and go to the designated Area of Assembly. There can be serious hazards such as damage to the building, leaking gas and water lines, or downed power lines.
- Direct students and visitors.
- If you are trapped, protect your mouth, nose, and eyes from dust. Do not move about or kick up dust.
  - If you have a cell phone with you, use it to call or text for help.
  - Bang on a pipe or wall or use a whistle, if you have one, so that rescuers can locate you.
- Expect aftershocks – be prepared to “Drop, Cover, and Hold On”.
- Text messages may be more reliable than phone calls. Save phone calls for emergencies.
- Be aware that utilities such as gas, power and water lines may be damaged. If you are aware of damaged utilities, report the issue.
- Help injured or trapped persons, if you can do so without putting yourself in risk of injury. Do not move seriously injured persons unless they are in immediate danger of further injury. Get assistance immediately.
- Wait for instructions from Floor Leads, Officials, Police and/or Security Guards.

Additional Information: [www.ready.gov/earthquakes](http://www.ready.gov/earthquakes)

# Active Threat Incident



An active threat is an individual or individuals actively engaged in killing or attempting to kill people in a confined space or other populated area. This could be a firearm, knife, vehicle, chemicals, just to name some of the more common weapons. In most cases, active threats use firearms or knives and there is no pattern or method to their selection of victims. Active threat situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the threat and mitigate harm to victims. Active shooters (threats) usually continue to move throughout a building or area killing people until stopped by law enforcement, suicide, or other intervention. Active Shooters generally do not negotiate with potential victims or take hostages. Since it may take a few minutes for police to arrive and active shooters kill or wound a victim every 20 seconds, on average, prompt decisive action by police and potential victims is imperative. Most events are over within minutes.

## Response

- Do NOT activate the fire alarm! The building will not be evacuated using this method. You should quickly determine the most reasonable way to protect your own life. Recognize the threat; Ask yourself did I hear what I think I heard? React!

You should:

- **AVOID**: If there is an accessible escape path, attempt to evacuate the premises. Getting away from the threat is the top priority. *This is your best chance of survival.* Be sure to:
  - Leave belongings. Put distance between you and the threat, quickly and quietly.
  - 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.
  - Help others escape, if possible.
  - Keep your hands EMPTY, visible, and raised at least shoulder height.
  - Follow the instructions of any police officers.
  - Do not attempt to move wounded people.
  - Call 911 and then TCC Dispatch (757.822.7777) when it is safe to do so.

**DENY**: You should:

- If safe evacuation is not possible, delay by whatever means necessary. Time is on your side, not the “shooter/threat”.
- Be out of the active shooter’s view – away from doors/hallways and behind solid objects, if possible. You should lay flat on the floor, out of common view, away from doorways and windows. Spread out. Bullets go through standard walls.
- Provide protection if shots are fired in your direction (i.e. in a room with a closed and locked door).
- Do not trap yourself you or restrict your options for movement.
- To prevent an active shooter from entering your hiding place or hearing you:
  - Lock the door and block doors (door chucks, furniture, dead bolts).
  - Close, cover, and move away from windows.
  - Silence your cell phone and electronic devices (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.
- **Defend**: You have the absolute right to defend yourself in every state. However, you have to make that individual choice. 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:
- Commit to your actions and act as aggressively as possible to subdue the shooter. Your life will depend on it.
- Recruit others to ambush the shooter with make shift/improvised weapons; chairs, fire extinguisher, scissors, laptops, even a pencil or pen
- Yell, scream, this can help disorient the attacker

## **Reporting the Incident**

When possible, call 911 first then TCC Dispatch Center (757.822.7777) and provide the following information: (TCC Dispatch will inform security of the situation and to lockdown what they can)

- Location (or last known location) of the active shooter.
- Direction of travel, if known.
- Number of shooters, if more than one.
- Physical description of the shooter(s).
- Number and types of weapons held by the shooter(s).

- Number of potential victims at the location.
- Your location.

## **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. Expect a dynamic entry from police. Everyone is a suspect at this point. Officers 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 stop to help injured persons. Other first responders will do so once the environment is safe. Officers will need to take command of the situation. Expect to experience officers shouting orders and even pushing individuals to the ground for their safety. When they arrive, it is important that you:

- Remain calm and follow instructions.
- Have nothing in your hands and do not carry backpacks, handbags or any items that may lead officers to think you are carrying a weapon. **EMPTY HANDS**, no cell phones.
- 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.
- Do NOT ask officers for help while you are being evacuated. Rescue personnel will be in a safe area to provide aid.

## **Information and Areas of Assembly**

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. Do NOT leave the safe location or assembly point until law enforcement authorities have instructed you to do so. Faculty & Staff can locate areas of assembly on SharePoint. Students can locate areas of assembly through Canvas.



# Bomb Threat/Suspicious Package



All bomb incidents and suspicious packages should be treated seriously and responded to appropriately. You should assume they are real until proven otherwise. A quick and organized response to an incident can minimize the risk of injury to students, employees, and visitors. All threats received by faculty, staff, and students must be reported immediately. Employees should print a copy of the Bomb Threat Checklist and keep it near their phone, for quick access.

## Safety Rules

- DO NOT TOUCH OR MOVE any unusual or suspicious items.
- DO NOT ACTIVATE THE FIRE ALARM. SHELTER IN PLACE, DO NOT EVACUATE UNLESS INSTRUCTED TO DO SO BY POLICE, FIRE DEPARTMENT OR SECURITY PERSONNEL.
- If directed 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.
- BE AWARE OF SECONDARY DEVICES. Assembly areas should be thoroughly searched for suspicious items immediately.

## Bomb Threat – Procedures

A calm response to the bomb threat caller could result in obtaining additional lifesaving information. This is especially true if the caller wishes to avoid injuries or deaths. If told 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, as well as the motivation for placing the bomb.

- 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. 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 the Police at 911 and TCC Dispatch Center (757.822.7777).
  - Remain available, as Police will want to interview you.
  - Wait for further direction from them.
- When a **WRITTEN** threat is received, perform the following actions:
    - Remain calm.
    - Avoid handling it unnecessarily in order to preserve possible evidence. **DO NOT** let anyone else handle the document. Once you realize what it is, set it down and do not allow others to touch it.
    - Call 911, and follow their direction, call TCC Dispatch Center (757.822.7777)
- When a bomb threat is received by **EMAIL**, perform the following actions:
    - Remain calm.
    - Print the message.
    - Do not close the email message.
    - Call 911, and follow their direction, then call TCC Dispatch Center (757.822.7777).

## **Suspicious Item or Package – Procedures**

- 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 unopened, 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 any substance. If you have a powder of other substance on you, isolate yourself from others.
  - Clear all persons from the immediate vicinity.
  - Call 911, then TCC Dispatch Center (757.822.7777).
  - Close any door or section of the area to prevent others from entering.
  - Move to a safe distance.
  - Be available to provide the whereabouts of the suspected object and its description to the police.

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 addresses
- 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 only *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 you normally receive.

- 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 immediate area of the item.
  - Retreat to a safe location and call 911, then call TCC Dispatch Center (757.822.7777).
  - 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”. They may be destroyed.



## 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 911 then TCC Dispatch Center (757.822.7777) – DO NOT USE A CELL PHONE!
- Use cover that will provide protection from a bomb’s blast and shrapnel. More is always better.
- STAY AWAY!

## Evacuation Decisions

Bomb threats require a slightly different approach compared to other emergencies requiring evacuation. Often, the bomb may be in public areas, such as foyers and stairways. There are places in a building where the bomber has the easiest access and any evacuation of the building may lead people directly into a hazardous area. All bomb threats must be taken seriously and carefully analyzed. The bomb threat should be treated as genuine until the search and investigation are completed.

The decision-making process begins by gathering as much information as possible – about the bomb report, current situation, and recent events – locally, nationally, and internationally. Once the information has been gathered, there are three possible alternatives:

- Conduct a low-profile search of the exterior grounds and public areas of the building.
- Conduct a comprehensive search having all employees search their work area, in addition to the grounds and public areas so the entire building is covered.  
NOTE: If a device is found, the evacuation can be accomplished expeditiously while at the same time avoiding the potential danger areas of the bomb.
- If a device is located, follow the Emergency Responders direction for evacuation and the safest direction.

Evacuating immediately is an alternative that at face value appears to be the preferred approach; however, under certain circumstances evacuating may increase rather than decrease the risk of injury. Bombs are more likely to be placed outside buildings than inside. A bomber wishing to cause personal injuries could place a bomb in the shrubbery near an exit. Public areas inside the facility are the second most frequent place devices are located. Any evacuation that requires individuals to move through public areas such as halls, public restrooms, lobbies, or parking lots may increase the risk of injury during any detonation.

The information must be gathered quickly to implement a proper plan.

**Tidewater Community College  
Crisis and Emergency Management  
Plan**

**Annex 3 – Bomb Threat**

**Attachment B – Telephone Bomb Threat Checklist**

Number at which call was received: \_\_\_\_\_ Date: \_\_\_\_\_  
 Number from which call was received: \_\_\_\_\_  Internal   
 External Times: \_\_\_\_\_ Call Received: \_\_\_\_\_ a.m./p.m. Call  
 Terminated: \_\_\_\_\_ a.m./p.m. Exact  
 Wording of the Threat: \_\_\_\_\_

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\_\_\_\_\_  \_\_\_\_\_

Sex of Caller:  Male  Female Ethnicity: \_\_\_\_\_  
 Age of Caller: Adult  Juvenile  Estimated Age or Range: \_\_\_\_\_  
 Questions to ask caller:  
 1. When is the bomb going to explode? \_\_\_\_\_  
 2. Where is the bomb right now? \_\_\_\_\_  
 3. What does it look like? \_\_\_\_\_  
 4. What kind of bomb is it? \_\_\_\_\_  
 5. What will cause it to explode? \_\_\_\_\_

b. Did you place the bomb?  \_\_\_\_\_  \_\_\_\_\_  
 c. Why?  \_\_\_\_\_  \_\_\_\_\_  
 d. What is your name?  \_\_\_\_\_  \_\_\_\_\_  
 e. Where are you now?  \_\_\_\_\_  \_\_\_\_\_

Caller's Voice Description: Calm Nasal Angry Stutter Excited Lisp Slow Raspy <input type="checkbox"/> Rapid <input type="checkbox"/> Deep <input type="checkbox"/> Soft <input type="checkbox"/> Ragged <input type="checkbox"/> Loud <input type="checkbox"/> Clearing Throat <input type="checkbox"/> Laughter <input type="checkbox"/> Deep Breathing <input type="checkbox"/> Crying <input type="checkbox"/> Cracking Voice <input type="checkbox"/> Normal <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Whispered <input type="checkbox"/> Slurred <input type="checkbox"/> Accent(type) <input type="checkbox"/> Familiar If so, who do you think it was? _____	Background Sounds: Street noises Factory Machinery Television Animal noises Voices Clear PA System Static <input type="checkbox"/> Music <input type="checkbox"/> Local <input type="checkbox"/> House noises <input type="checkbox"/> Long Distance <input type="checkbox"/> Motor <input type="checkbox"/> Booth <input type="checkbox"/> Office machinery <input type="checkbox"/> Other: _____
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Threat Language:  
 Well Spoken  Incoherent  Irrational  
 Foul  Taped  Message Read by \_\_\_\_\_

Caller Name of Person Receiving Call: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Location Call Received: \_\_\_\_\_  
 Other Information Relevant to Threat: \_\_\_\_\_

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**Further Instructions: Use another phone to call TCC Department of Public Safety, #757.822.7777. On a separate sheet of paper, write any further remarks/comments. For example: Did the caller appear familiar with the building (by his/her description of the bomb location)? Is the voice familiar? If so, who does it sound like? If you saw, or think you might have seen the bomber, provide a physical description. Attach this information to this checklist.**