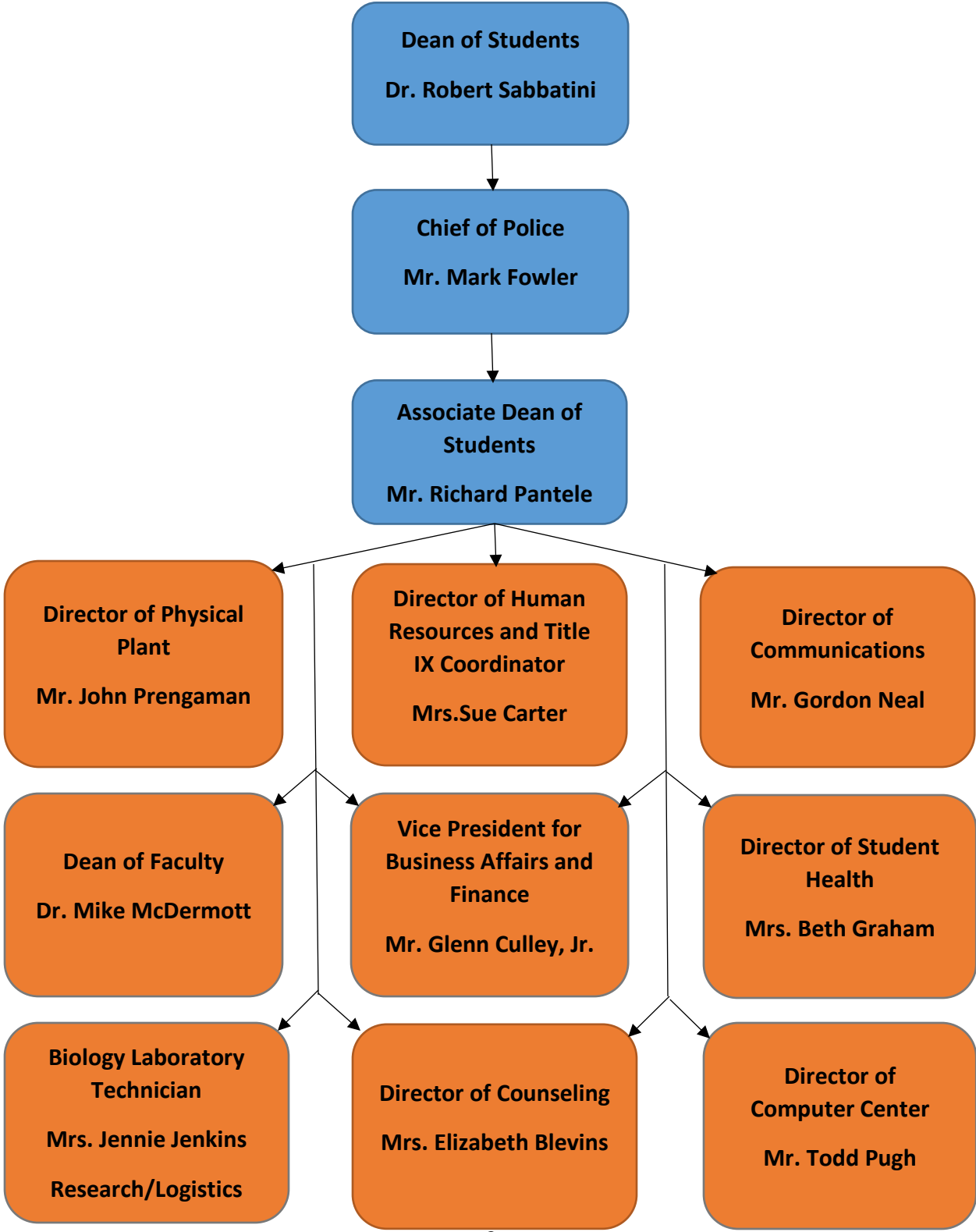


**Hampden-Sydney College**  
**Critical Incident Management Plan**

# Hampden-Sydney College

## Critical Incident Management Team Members



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# Critical Incident Management Plan

## Introduction/Overview

### **Purpose**

The purpose of the Critical Incident Management Plan is to provide guidance for a coordinated approach to preparing for, responding to, and managing an emergency incident at Hampden-Sydney College. Ensuring the safety and well-being of students, faculty, staff, and visitors is the primary goal of College administrators and the Department of Public Safety and Police.

Members of the Critical Incident Management Team (CIMT) will review the Critical Incident Management Plan on an annual basis and revise as needed. Before a date is set for review of the plan, notification will be sent to the Critical Incident Management Team.

Additionally, the plan will be reviewed as appropriate following an event that requires the activation of the Critical Incident Management Team.

### **Shared Responsibility**

Although this document addresses the College's plan for emergency incidents, and the responsibilities of the Critical Incident Management Team, it also requires the participation of those in the community. Safety and security are the shared responsibility of everyone in the campus community. Federal government and Commonwealth of Virginia concepts of emergency management recognize that emergency management is relational. It is everyone's responsibility.

### **Emergency Response**

Hampden-Sydney College police officers are trained to respond to emergency incidents on campus by using the principles and procedures of the National Incident Management System (NIMS). NIMS is a standardized, on-scene, all-hazards incident management approach that allows for a coordinated and integrated response to an emergency incident. When a serious incident occurs that causes an immediate threat to the campus, first responders to the scene are normally the H-SC Police Department, adjoining law enforcement agencies, local fire departments, and local Emergency Medical Services (EMS). They respond, assess the situation, and work together to manage the incident. Depending on the nature of the incident, other HSC personnel, state, and federal agencies might be involved in responding to the incident.

If the emergency incident warrants additional resources and/or requires decisions to be made for the welfare of the campus community and/or property, the H-SC Critical Incident Management Team (CIMT) will be contacted and will meet.

## Critical Incident Management Team (CIMT)

The CIMT is comprised of key College administrators and other support personnel who are responsible for providing a coordinated approach to preparing for, responding to, and managing an emergency incident at Hampden-Sydney College. Any member of the CIMT should contact any other members at any time regarding emergency incidents.

During an emergency incident, the public safety official at the incident scene, who is acting as the incident commander, will initiate communication with the CIMT. This communication is to ensure support and resources are available for scene management and that accurate information is provided to College officials for prompt decision making, and to the community for protective actions.

When time and circumstances permit, the CIMT makes recommendations to the President of the College. If the President is inaccessible, then the CIMT makes recommendations to the Provost and/or Dean of the Faculty. The CIMT executes the President's (or Provost's) decisions and directives to ensure the safety and security of students, faculty, and staff.

### **CIMT members are as follows:**

Dean of Students – Dr. Robert Sabbatini

Director of Public Safety and Chief of Police – Mr. Mark Fowler

Associate Dean of Students – Mr. Richard Pantele

Director of Physical Plant – Mr. John Prengaman

Director of Human Resources & Title IX Coordinator – Mrs. Sue Carter

Director of Communications – Mr. Gordon Neal

Dean of the Faculty – Dr. Mike McDermott

Vice President for Business Affairs and Finance – Mr. Glenn Culley, Jr.

Director of the Student Health Center – Mrs. Beth Graham

Director of Counseling – Mrs. Elizabeth Blevins

Biology Laboratory Technician – Mrs. Jennie Jenkins (Research/Logistics)

Director of the Computer Center – Mr. Todd Pugh

**Operations:** Any member of the CIMT should contact any other member at any time regarding emergency incidents. Additionally, any member should take the initiative to convene a meeting of the CIMT whenever it is necessary to do so before, during, or after an emergency incident.

The CIMT makes appropriate decisions and executes those decisions to ensure the safety and security of students, faculty, and staff.

## Emergency Notification System (ENS)

Hampden-Sydney College relies on an approach which integrates emergency management, police, information technology, and communications principles and practices to notify the campus community of emergencies.

In the event of a campus-wide emergency, the College uses its “Emergency Notification System (ENS)” to notify the campus community. The system is only used for emergency communications.

In the event of an emergency, the ENS will send critical information, news, and instructions as follows:

- A message will be sent to all student, faculty, and staff H-SC email addresses.
- A text message will be sent to all H-SC student, faculty, and staff cell phones that have been registered (“opted in”) with the ENS.
- A message will be posted to the home page of the H-SC web site.
- A message will be posted on the computer monitor of all faculty, staff, and laboratory computers.
- A message will be posted on the electronic bulletin boards in Bagby Hall, Bortz Library, the Buildings and Grounds building, Graham Hall, Morton Hall, and Settle Hall.

Additionally, critical information, news, and instructions may be communicated through the following means, if deemed appropriate:

- A message will be recorded on the employee emergency/weather notification phone line, which is accessible for faculty, staff, and students by calling 434-223-7003 to hear the message.
- A message will be broadcast from the carillon speakers on the roofs of Carpenter X Residence Hall and Venable Hall.
- Student Resident Advisors will be contacted and they will help spread a message to their residents.

**Please note:** The College will treat student, faculty, and staff cell phone numbers as confidential information and will not share, make available, sell, or trade your data with any other entity.

## Additional Safety and Security Measures

Depending on the nature of the emergency, the following steps may be implemented if deemed appropriate:

- The H-SC Department of Public Safety and Police will contact other law enforcement agencies such as the Farmville Police Department, Prince Edward County Sheriff's Department, Longwood University Police Department, and the Virginia State Police. The College has functional Mutual Aid Agreements with each of these agencies.
- The Police Department will control campus entrances and block entries or exits, if circumstances warrant and sufficient resources exist.

**Please note:** Hampden-Sydney College has open access and is geographically integrated in the surrounding community. Under any circumstances, it will be difficult—and perhaps impossible—to completely control access to and from the College by on-campus or off-campus persons.

### Emergency Contact Information

In the event of an emergency, call **911** for an immediate response!

#### Law Enforcement

Hampden-Sydney College Police Department.....	434-223-6164
Prince Edward County Sheriff's Department .....	434-392-8101
Farmville Police Department .....	434-392-3332
Virginia State Police .....	800-552-0962
Longwood University Police Department .....	434-395-2091

#### Fire

Hampden-Sydney Volunteer Fire Department.....	434-223-2392
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#### Emergency Health Services

Centra Southside Community Hospital (CSCH) .....	434-392-8811
Centra Southside Community Hospital Emergency Dept.....	434-315-2530
Blue Ridge Poison Center .....	800-222-1222
Crossroads Community Services .....	434-392-3938 or 800-548-1688
Center for Disease Control.....	800-232-4636

Emergency Health Transportation

Prince Edward County Volunteer Rescue Squad..... (911) 434-392-6973  
Delta Response Team.....434-665-6069  
Paladin Medical Transport Inc. (ambulance) ..... 434-315-5620  
Emergency Air transportation (helicopter). ..... (911) Farmville Emergency Operations  
Center



# Hostile Intruder/Active Shooter

Violent incidents, including but not limited to: acts of terrorism, an active shooter, assaults, or other incidents of workplace violence can occur at any location on Hampden-Sydney College or in close proximity with little or no warning. An "active shooter" is considered to be a suspect or assailant whose activity is immediately causing serious injury or death and has not been contained. The following procedures apply when it is necessary to take shelter in places to aid in assuring life safety in violent situations such as those defined above.

## General Guidance

In the event of a violent incident, it is imperative to take quick and decisive action to protect as many people as possible. Upon receipt of an emergency notification, faculty and staff will lock their classrooms or office doors if possible, use desks and other furnishings to barricade doors, direct people to a "safe area" within their classrooms or offices, turn off lights, and remain as quiet as possible. Remain in the secured space until notified by law enforcement personnel that the scene is secure. These authorities will advise you of any further actions you should take.

## Procedures

When a violent incident occurs at a Hampden-Sydney College location, the following procedures will be followed:

- Any person witnessing a violent incident that threatens lives shall immediately take actions as delineated in Attachment A to protect as many people as possible. Once immediate protective measures have been taken, any person observing the incident should call the Emergency Communications Center at 911 to report it.
- The Hampden-Sydney College Department of Public Safety and Police personnel will contact the Prince Edward County Sheriff's Office and the Virginia State Police immediately for additional law-enforcement assistance.
- Hampden-Sydney College Department of Public Safety and Police personnel will take immediate action to neutralize and contain the threat, and establish Incident Command at the scene. Incident Command will notify the Director of Public Safety and Chief of Police to activate the Incident Management Team. Incident Command coordinates all activities with local and state law enforcement responders and emergency service responders.
- With the arrival of other first responders, Incident Command may transfer to Unified Command to include all stakeholders.

- The Hampden-Sydney College Critical Incident Management Team will use available emergency notification systems to notify the College community of the situation.
- The Hampden-Sydney College Emergency Notification System (ENS) components may include email, text message, phone call - landline and cell, desktop notification, digital signage, social media, and outdoor siren - as deemed appropriate.
- Once the situation has been stabilized and any hostile intruder neutralized, the Incident Commander notifies the Hampden-Sydney College Incident Management Team of any further actions that must be taken, or that normal operations can resume. Incident Command identifies any areas that must remain secured for criminal investigation purposes.
- A prolonged situation or one with casualties or fatalities will require additional emergency management resources. In such circumstances, the Director of Public Safety and Chief of Police will keep the Hampden-Sydney College IMT activated in order to respond to media concerns, provide family assistance, and coordinate other resources necessary to respond and recover from the incident.
- Internal as well as external counseling services will be made available, based on circumstances of the event, for students and employees as necessary. Local resources are available for Critical Incident Stress Debriefing (CISD) assistance. Coordination of these resources is done through the Hampden-Sydney College IMT.
- In the event that the incident results in criminal victimization, as defined by the Code of Virginia §19.2-11.01, the Director of Public Safety and Chief of Police may request assistance from the Virginia State Police, the Virginia Department of Criminal Justice Services, and the Virginia Criminal Injury Compensation Fund.

### **Instructions for Faculty, Students & Staff**

In many cases there are no obvious specific targets, and the victims are unaware that they are targets until attacked. Being aware of your surroundings, taking common sense precautions, and heeding any warning information will help protect you and other members of the community.

The following information will enable you to take appropriate protective actions. Try to remain calm, as your actions will influence others.

## **Immediate Action**

Secure the Immediate Area. Whether a classroom, laboratory, office, restroom, or other space:

- Lock or barricade the door, if able. Block the door using whatever is available—desks, tables, file cabinets, other furniture, books, etc.
- After securing the door, stay behind solid objects away from the door as much as possible.
- If the assailant enters your room and leaves, lock or barricade the door behind him/her.
- If safe to do so, allow others to seek refuge with you.
- Initiate Protective Actions. Take appropriate steps to reduce your vulnerability:
  - Close blinds.
  - Block windows.
  - Turn off radios.
  - Silence cell phones.
  - Keep people calm and quiet.
- After securing the room, people should be positioned out of sight and behind items that might offer additional protection.
- If you find yourself in an open area, you should immediately seek protection.
- Put something between you and the assailant.
- Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you.

## **Call 911.**

Be prepared to provide the communications dispatcher with as much information as possible such as the following:

- What is happening?
- Where you are located, including building name and room number.
- Your name and other information as requested.

- Provide information in a calm, clear manner so that the communications dispatcher can relay your information quickly to responding law-enforcement and emergency personnel.
- Report Specific Information. Try to note as much as possible about the assailant, including:
  - Specific location and direction of the assailant.
  - Number of assailants.
  - Gender, race/ethnicity, and age of the assailant.
  - Language or commands used by the assailant.
  - Clothing color and style.
  - Physical features - e.g., height, weight, facial hair, glasses.
  - Type of weapons - e.g., handgun, rifle, shotgun, explosives.
  - Description of any backpack or bag.
  - Do you recognize the assailant? Do you know his/her name?
  - What exactly did you hear - e.g., explosions, gunshots, etc.
- Stay on the line until the communications officer instructs you to hang up.

#### **Assist the Injured.**

Medical personnel will not be able to enter the area until it is secured by law enforcement authorities and determined to be safe. You may have to treat the injured as best you can until the area is secure.

#### **Account for People.**

Instructors and managers verify the names of individuals in their classrooms, laboratories, and work spaces when the event occurs and provide a copy to emergency responders as necessary for accountability purposes.

#### **Un-securing the Area.**

The assailant may not stop until his objectives have been met or until engaged and neutralized by law enforcement.

- Always consider the risk of exposure posed by opening the door of a secured area for any reason.
- Attempts to rescue people should be made only if they can be done without further endangering the persons inside a secured area.
- Be aware that an assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area. Unless you are confident of the identity of this individual DO NOT open the door!

## **Law-Enforcement Response**

The Hampden-Sydney College Department of Public Safety and Police, other local police departments, and the Virginia State Police have adopted nationally accepted law enforcement response procedures to contain and terminate threats posed by hostile intruders as quickly as possible. In an emergency situation, Hampden-Sydney College Police personnel will immediately respond to the area, assisted by other local and state law-enforcement agencies, as necessary.

### **Keep in mind:**

Police are responding. Remember that help is on the way. It is important for you to remember:

- Remain inside the secure area.
- Law enforcement will locate, contain, and stop the assailant.
- The safest place for you to be is inside a secure room.
- The Police Will Move Quickly to Eliminate the Threat. Initial responding police officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure.
- Once the threat is neutralized, police officers will begin treatment and evacuation.
- Evacuation will be established when safe. Responding police officers will establish safe corridors for persons to exit the area.
- This may be time consuming.
- Remain in a secure area until instructed otherwise.
- You may be instructed to keep your hands on your head.
- You may be searched.
- You may be required to leave any personal belongings, e.g., backpacks, handbags, etc. to be searched and inventoried by law-enforcement authorities.
- You may be escorted out of the building by law-enforcement personnel - follow their directions.

- After evacuation you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.
- Once you have been evacuated you will not be permitted to retrieve items or access the area until law-enforcement authorities release the crime scene.

## **BOMB THREATS**

### **Bomb Threats**

Bomb threats should always be treated as though there is a bomb until all facts are evaluated and authorities can thoroughly search the area. If you receive a bomb threat telephone call:

#### **Ask the caller:**

- Where is the bomb?
- When will it explode?
- What does it look like?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name?
- Are you a college employee/student?
- Where are you calling from?
- Write down any pertinent information such as background noises, gender of caller, voice pitches and patterns.

#### **Immediate Action**

If your building is involved, CLEAR THE AREA by pulling the fire alarm and leave the building immediately.

- Leave personal items behind. (Take keys and phones only if it doesn't delay your evacuation.)
- Do not use cell phones, radios or other wireless devices inside building involved.
- Do not return for personal items.
- When outside, call 911 and/or Campus Police at 434-223-6164.

# FIRE

## **If you discover smoke or fire:**

- If it is safe to do so, remove everyone from immediate danger and close the door to the area to confine the smoke and fire.
- Pull the building fire alarm along your evacuation route.
- If the fire is small, control the fire with available firefighting equipment.
- Before you go through a door to leave a room, feel the door with your hand. Do not open any door that feels hot.
- Do not return for personal items.
- If there is smoke, stay low.
- Use stairs to reach an exit. Do not use elevators.
- After you are out of danger, call 911, then Campus Police at 434-223-6164.

## **If you are trapped in a fire:**

- Wedge wet towels or cloth along the bottom of doors to keep out smoke.
- Close doors between you and the fire.
- If you need fresh air break the window only as a last resort.
- If you catch on fire, do not run. Stop, drop and roll to put out the flames.

## **Response to fire alarms:**

- When an alarm sounds, leave building immediately. Leave personal items behind.
- Do not use elevators.
- Do not return for personal items.
- Help people unfamiliar with the building or with disabilities escape the building.
- When you are outside, check in with your supervisor or instructor to be accounted for.

# CHEMICAL/HAZMAT INCIDENT

## If a chemical spill occurs:

For spills, releases or incidents requiring special training, procedures or equipment, take these actions:

- Immediately evacuate the spill area.
- If building evacuation is required, pull the fire alarm.
- Call 911 and Campus Police at 434-223-6164
- Anyone who is contaminated by the spill should avoid contact with others as much as possible and remain in a safe area nearby for emergency treatment.
- Consult the Material Safety Data Sheet for first aid action; usually flushing the affected area with water is prescribed.
- Do not contain or clean up spills unless you are qualified to perform such work.
- Do not re-enter the area unless directed to by emergency personnel.

# TORNADO (IMMINENT)

## Weather Advisories:

A **watch** means conditions are favorable for the development of severe weather. Monitor the situation closely if the weather deteriorates.

A **warning** means severe weather has been observed and is imminent.

You should tune into local television or radio stations for the latest information about approaching severe weather.

**Tornado warnings** are issued by the National Weather Service when a tornado is approaching the area. Warnings and other information may be provided through various communication channels including sirens and ENS Alerts.

## When a tornado is approaching:

### If indoors:

- Seek refuge in a doorway or under a desk or table. Cover your head and neck.



- Stay away from glass, windows, shelves, and heavy equipment.
- Watch out for falling objects such as light fixtures, file cabinets, shelves, and other furniture that may move or topple.
- Stay under cover until the tornado passes and then check your area for injuries and hazards. Assist others and remain calm.
- After the tornado, use extreme caution exiting buildings, as they may be unstable and there may be hazards (i.e. exposed and live electrical wires). **DO NOT USE ELEVATORS.** Do not reenter the buildings until they have been declared safe by the appropriate MTC staff.
- If it is unsafe to move from your location call 911 and/or Campus Police (434-223-6164) if possible and remain in place until help arrives.

**If outdoors:**

- Move quickly indoors and follow the instructions above.
- If unable to move indoors, lie flat in a ditch or low area.
- If necessary, call Campus Police at 434-223-6164:
- Report your location.
- Report any injuries and status of victim(s).
- Stay on the line until released by the dispatcher.
- Do not leave your location until advised or storm warning ends.

## **POWER FAILURE**

College officials will communicate the status of the failure through notices delivered through the ENS system.

The Chief of Police will be tasked with the responsibility for activating the ENS system in the event of a power outage. In the absence of the Chief, the Provost will make the activation. A power restoration message will be sent via ENS when power has been restored.

- If you are in a dark area, proceed cautiously to an area with emergency lights.

- Assist others who may be unfamiliar with the building or the area.
- Turn off equipment such as computers and monitors to avoid potentially serious damage when the power is restored.
- If you are in an elevator, use the emergency button or telephone to alert authorities. DO NOT attempt to open the elevator car door or shake the elevator to move.
- In the event of a power outage, the college has several locations which will continue to provide power on generator. These locations are:
  - Bortz Library
  - Pannill Commons
  - Brown Student Center

## **EVACUATIONS**

### **Evacuation of the college will fall into two categories:**

- Limited evacuation of a building or designated area.
- General evacuation of the entire campus.
- You should plan ahead for possible evacuations. Know evacuation routes from your office or classroom and the campus.

### **If the fire alarm is activated:**

Leave the building immediately. Leave personal items behind. (Take keys and phones only if it doesn't delay your evacuation.) Do not assume it is a false alarm.

- Do not return for personal items.
- Do not go into the restrooms.
- \*Do not use the elevators.
- Direct visitors or anyone needing assistance to stairwells and exits.
- When you are outside, check in with your supervisor, department personnel or instructor so everyone can be accounted for.

# EMERGENCY

Emergencies occur often without warning, and without knowledge.

- Blue light emergency call boxes, which dial 911 directly, are located around the campus.
- When requesting emergency services, be prepared to provide the following:
  - Your name and telephone number
  - Location of emergency
  - Extent of the incident, injury, or illness

## **Police Non-emergency**

434-223-6164

## **Police Emergency**

Call 911 and/or Campus Police at 434-223-6164.

## **Medical Emergency**

Call Campus Police at 434-223-6164 and/or 911.

- Do not move the victim unless he or she is in danger.
- If you are trained to provide first aid, use pressure to stop bleeding and provide basic life support (CPR).
- Comfort the patient and assure him/her that medical assistance is on the way.
- Do not jeopardize your health or the health of the patient. Wait for professional help if you cannot provide proper first aid safely.
- If you provide first aid, consider if immediate action is required to save a life and if you will put yourself in jeopardy.
- Beware of hazards associated with blood Borne pathogens. If you come in contact with suspected infectious material, wash the exposed area thoroughly with soap and water and seek medical attention.