

**MANUAL FOR  
THE CRITICAL INCIDENT  
RESPONSE TEAM  
(CIRT)**

**Revised 10 April 08**

# CIRT Manual

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Every effort has been made to include the most recent information as possible 04/03/08

## SECTION 1: SCOPE OF PROJECT

This project is intended to address Averett University's Critical Incident Response to any crisis situation impacting the community.

## **STATEMENT OF PURPOSE**

The purpose of this document is to establish a framework for the Averett University Critical Incident Response Team (CIRT) operating procedures in the event of a crisis situation. The goals of this intervention include, but are not limited to, the following:

1. To insure that the University community is efficiently and effectively served in a time of crisis;
2. To create an atmosphere and reality of safety and security;
3. To insure effective communication among various University constituencies and outside agencies and groups;
4. To insure the availability of appropriate support and resources to those community members who may be negatively impacted by a crisis situation;
5. To insure the development and implementation of evaluative procedures following a crisis situation in order to maintain continuous improvement of this plan.

## **DEFINITION OF CRITICAL INCIDENT**

For the purpose of this document, a critical incident is defined as any incident which:

1. Has a negative impact on the university and its community;
2. Significantly impairs the normal operations of the university;
3. Necessitates the response and/or assistance of internal or external agencies.
4. Requires that the university community, at large, has the right to know how it will affect them and how it is being handled;
5. Requires that the appropriate individual(s) take immediate actions and that these actions are carried out in order to re-establish a safe or healthy environment.

## ACCOUNTING FOR PEOPLE

During a crisis, accurate accounting for people is essential. Employees of the university are responsible for ensuring an accurate understanding of the location and status of students, staff, and faculty. Specific responsibilities are designated below:

When in class, Faculty must:

- Identify attendance by name at beginning of class
- Upon notification evacuate classroom, ensuring that all students leave the area and move to the designated assembly location
- Take attendance at evacuation location and identify any missing students
- A member of the CIRT will contact you to receive your report
- Students are not to be released until authorized by the CIRT

Staff and Faculty Supervisors must:

- Identify the status of staff at the beginning of each day
- Upon notification evacuate offices, ensure that all employees leave the area and move to designated assembly location
- Take attendance at evacuation location
- A member of the CIRT will contact you to receive your report
- Employees are not to be released until authorized by the CIRT

## **SECTION 2: CIRT PROCEDURES**

### **CIRT Activation Procedure**

Any member of the Critical Incident Response Team (CIRT) who becomes aware of a critical incident should initially contact Campus Security to respond to the situation. The individual(s) with the best assessment of the current events is charged with making the determination of whether an all campus emergency alert is necessary and / or appropriate. That individual should then contact the President, who will determine whether or not to convene all or part of CIRT. The President will act as chair of the CIRT. The President will determine which members of the Executive Council should be called for the duration of the crisis and the personnel required to respond to the emergency. In lieu of the president, the persons in charge of the CIRT team are, in order:

The Dean of Arts & Sciences  
The Vice President of Student Services  
The Vice President for Business Affairs  
The Vice President for Institutional Advancement  
The Dean of Admissions

### **Duties of Activated Core and Sub-Team Members**

- The President ensures the timely convening of the core team and designated sub-team members.
- All activated team members should convene at The Student Center Conference Room. Unless otherwise instructed by the President.
- The President will conduct the meeting and will determine the order of reporting on the crisis. Each activated member gives his/her report., including a review of actions taken by support staff

## **CRITICAL INCIDENT AREAS OF RESPONSIBILITY**

### **DEATH: HOMICIDE, SUICIDE, ACCIDENTAL DEATH, VIOLENT ASSUALT**

#### **Campus Security**

- Contact Danville Police Officers to respond to the scene and evaluate the situation.
- Establish victim(s) status and need for emergency medical services.
- Establish the status and location of suspects and witnesses.
- Preserve the crime scene.
- Determine appropriate vehicle for emergency notification

#### **President**

- Call together CIRT members, calling appropriate key individuals dependent upon the type of death (student, faculty, or staff).
- In case of student death, prepare and act as University spokesperson.
- Facilitate debriefing.
- Coordinate University response.
- Develop a communication strategy

#### **Vice President for Student Services**

- Manage communication to students and staff.
- Work with Campus Security to issue a Crime Alert if necessary.
- Contact parents and provide support to community and family.
- Set up phone bank if necessary.
- Facilitate support and investigation. Provide Public Relations with information. Plan follow-up.

#### **Residence Life**

- Members of the Residence Life Office control scene of death, if on campus.
- Contact Campus Security immediately upon discovery of death and keep intruders from the scene until arrival of Danville Police. Staff would insure, as much as possible, that evidence is not disturbed.
- Insure as much as possible, the physical and emotional well being of our residents and other students. This would include an appropriate flow of communication to and from residents.
- Assist family members in follow up actions, such as packing belongings.
- Relocate students to other living spaces as necessary.
- Work with Counseling and Campus Ministry to provide individual and group counseling to residents.

#### **Public Relations**

- Contact President.
- Gather all pertinent facts and evaluate them while paying attention to individual rights and personal security.
- Brief and present a strategy for handling the situation to anyone speaking on behalf of the University.

- Finalize and distribute an approved University statement to appropriate administrators.
- Public Relations will release the University statement unless otherwise directed by the President.
  - Manage the media.

### **Counseling**

- Consult with staff as needed.
- Counsel students in classes and residence halls regarding emotional impact.
- Debrief survivors (Students, Residence Life staff, and Averett Security).

### **Registrar**

- Offer any student records needed for investigation under proper procedure. Offer any information regarding situation should the Registrar Office be initially involved. Assure proper authorities are informed.
- Verify records of interest are preserved with supporting documentation, subpoena, university personnel functioning as an agent of the university, etc.

### **Human Resources**

- Determine insurance concerns, possibly contacting family members.
- Verify applicable benefits and process accordingly.

## **SEXUAL ASSAULT**

### **Campus Security**

- Officers respond to the scene and evaluate the situation.
- Contact Danville Police, as needed
- Protect the victim from suspect(s) and all unofficial third parties.
- If the victim is in need of emergency medical care, contact paramedic/EMS.
- Move victim to a safe area (i.e. Security Office or Vice President for Student Services Office).
- Coordination of transport of the victim to the appropriate hospital for a medical evaluation and initiation of an investigation is a function of the police investigation that should be coordinated with Averett Security and the Vice President for Student Services.
- Ensure the victim is given access to counseling services and that such access is noted in the initial report.
- Notification, timing and manner of University community notification

### **President (if appropriate)**

- Consult with Vice President for Student Services as necessary.
- Support implementation of victim's assistance to all parties.
- Support investigation.
- Assist Vice President for Student Services and Campus Security in creating a crime alert message if necessary.
- Coordinate University response.

### **Vice President for Student Services**

- Provide victim's assistance.
- Provide support for investigation.
- Facilitate any student conduct processes; support other staff through process.
- Work with Campus Security to provide information, including crime alerts, to campus community.

### **Residence Life**

- Assist victims in receiving police, medical and counseling assistance.
- Preserve evidence in conjunction with the Campus Security.
- Ensure, as much as possible, the physical safety of the victim or potential victims. Relocate the victim as necessary.
- Ensure an appropriate flow of communication to and from residents.

### **Public Relations**

- Gather all pertinent facts and evaluate them while paying attention to individual rights and personal security.
- Brief and present a strategy for handling the situation to anyone speaking on behalf of the University.
- Finalize and distribute an approved University statement to appropriate administrators.

- The Public Relations Director will release the University statement unless otherwise directed by the President.
- Contact President.

### **Counseling**

- Provide direct counseling for victim, crisis intervention, and consultation with Residence Life staff.
- Provide follow-up therapy and community referrals as needed and/or requested.
- Provide support/counseling for (alleged) attacker, if student.

### **Human Resources (if employee)**

- Verify applicable benefits and process accordingly with employee and/or family members.
- Possibly contact family members where it relates to medical or life insurance concerns.

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## **HUMAN CREATED DISASTER / CONTAINED OR ISOLATED EVENT (GAS LEAKS, SMALL FIRE, ETC.)**

### **Campus Security**

- Respond to the scene and evaluate the situation.
- Protect community members and any victims from further risk. Remove all subjects from the danger area.
- Contact EMS/Fire Rescue, if appropriate.
- Insure that all victim(s) are given access to medical and counseling services as needed.

### **President**

- Determine parameters, evacuate if necessary, and create orderly plan/implement.
- Contact CIRT members

### **Vice President for Student Services**

- Provide logistical support, assess needs and locate support items.
- Assist in relocation needs (evacuation), and provide support to staff.
- Set up phone bank to communicate with parents if necessary.
- Contact: Campus Security, Maintenance

### **Residence Life**

- Ensure, as much as possible, the physical and emotional well being of residents and others.
- Provide an appropriate flow of communication to and from residents.
- Relocate residents if necessary.
- Provide for food, water, proper sanitation and medical assistance as necessary.
- Set up individual and group counseling with the Counselor.

### **Public Relations**

- Gather all pertinent facts and evaluate them while paying attention to individual rights and personal security.
- Brief and present a strategy for handling the situation to anyone speaking on behalf of the University.
- Finalize and distribute an approved University statement to appropriate administrators.
- Public relations will release the University statement unless otherwise directed by the President.
- Contact President.

### **Counseling**

- Provide debriefing, follow-up counseling for affected students.
- Provide group discussion/debriefing around incident, outreach on reactions and follow-up counseling.

**Maintenance**

- Secure the emergency by interrupting utility service if necessary.
- Help Campus Security or other officials in any way needed.

**Human Resources**

- Assist with notification of personnel.

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## **CIVIL UNREST (RIOT)**

### **Campus Security**

- Respond to the scene and evaluate the situation.
- Call the Danville Police Department, as needed.
- Establish a perimeter, if practical, in order to properly contain the participants and prevent injury to bystanders and community members.
- The first supervisor on scene will begin a log of activities and personnel or designate someone to keep log.
- The Director of Security, or his/her designee, will act as a liaison between Averett Security and specialized assistance units (i.e. Danville Police Department, Fire/Rescue, and National Guard).

### **President**

- Call Critical Incident Response Team together.
- Follow University policies regarding time, place and manner.
- Determine appropriate personnel to mediate/negotiate with crowd.
- Determine with Security and the Vice President for Student Services community safety parameters.
- Coordinate University response

### **Vice President for Student Services**

- Provide input to Critical Incident Response Team.
- Respond to any conduct issues.
- Outline and clarify policies regarding time, place, manner, and restriction.
- Facilitate community safety with Campus Security and other staff.

### **Residence Life**

- Ensure, as much as possible, the physical safety of residents and an appropriate flow of communication to and from residents.
- Control access into the residence halls, relocate residents as deemed necessary, and utilize written and verbal communication to keep residents informed.

### **Public Relations**

- Gather all pertinent facts and evaluate them while paying attention to individual rights and personal security.
- Brief and present a strategy for handling the situation to anyone speaking on behalf of the University.
- Finalize and distribute an approved University statement to appropriate administrators.
- Public Relations will release the University statement unless otherwise directed by the President.
- Contact President.

### **Counseling**

- Help with debriefing, student reactions.

- Arrange for group and follow-up counseling for those who were traumatized during the event.
- In the wake of the incident, be proactive in organizing a peaceful demonstration or prayer vigil. Provide a neutral gathering space and facilitator for those who might organize.

#### **Maintenance**

- Interrupt service as directed by Campus Security or other authority.
- Deliver and set up such barricades as are available under police protection if necessary.

#### **Human Resources**

- Provide contact information on employee(s) as needed.
- Notify employees as needed.

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## HOSTAGE SITUATION

### Campus Security

- Respond to any hostage situation and aid Danville Police in diffusing it.
- Implement the four basic operational stages of a hostage incident:

#### Containment:

1. Officer Safety: The Campus Security officers will take all necessary steps to prevent injury to officers or bystanders at the scene.
2. Contact/Call for specialized assistance:
3. Danville police department as needed
4. Fire/Rescue/Ambulance, as needed
5. Locate and contain the suspect and hostages.
6. Establish a perimeter to properly contain the suspect and prevent bystanders from getting into the area.
7. Evacuate bystanders, spectators and witnesses.
8. The first supervisor on scene will begin a log of activities and personnel or have it done.
9. The Director of Security, or his designee, will act as a liaison between Averett Security and the specialized assistance units. The police response team will establish a command center.
10. Notify President
11. Use E<sup>2</sup> Campus to notify the University community as a whole

**Intelligence:** Averett Security will assist the Danville Police in obtaining intelligence data in the following areas:

1. Suspects:
  - i. How many?
  - ii. Who are they?
  - iii. Where are they located?
  - iv. How are they armed?
  - v. Mental condition of suspect(s).
2. Hostages:
  - i. How many?
  - ii. Identity of hostage(s).
  - iii. Where are they being held?
  - iv. What is the mental/physical condition of the hostage(s)?
3. Location:
  - i. Entry points
  - ii. Building plans or layout
  - iii. Telephone inside, and number
  - iv. Dangerous materials inside?

**Negotiation Stage:** Conducted by Danville Police Department

**Tactical Stage:** Conducted by Danville Police Department

## **President**

- Call together CIRT members.
- Identify the issues regarding the hostage. Determine safety issues and determine who can assist.

## **Vice President for Student Services**

- Work with Campus Security to determine issues.
- Work with families of hostage(s) and (alleged) hostage taker as appropriate.
- Respond to CIRT. Work with and provide support to departments and persons regarding safety issues.
- Define needs of community and provide support.
- Set up phone banks for calls to parents if necessary. Utilize any available means of communication.
- Contact: Parents and Community members.

## **Residence Life**

- Ensure, as much as possible, the safety and emotional well being of residents and community members, as well as an appropriate flow of communication to and from residents. Work with Counselor and Campus Ministry to provide individual and group counseling.
- Relocate residents as necessary. Work with Campus Security to control access to and from residence halls.

## **Public Relations**

- Gather all pertinent facts and evaluate them while paying attention to individual rights and personal security.
- Brief and present a strategy for handling the situation to anyone speaking on behalf of the University.
- Finalize and distribute an approved University statement to appropriate administrators.
- Public Relations will release the University statement unless otherwise directed by the President.
- Contact President.

## **Maintenance**

- Interrupt utilities (electricity, domestic water, heat, AC) to site involved as requested by Campus Security.

## **Human Resources**

- Provide contact information on employee(s) as needed.
- Notify employees as needed.

## **BOMB THREAT/BOMB DETONATION(S)**

### **Campus Security**

- Averett University Security will treat all bomb threats seriously.
- Coordinate between units involved (Explosive Ordinance Disposal, Danville Police Department, Danville Fire Department) to order an evacuation if needed, minimize danger, determine if an explosive device is in place, and if so to locate and render the device safe.

### **Responding Officers:**

1. Call 911 for police, fire, and rescue response.
2. Attempt to locate the person(s) who received the bomb threat and verify the information. Get this information to the police as quickly as possible.
3. Coordinate a possible evacuation with police and the Director of Security
4. A building may only be declared safe by the Director of Security in conjunction with Danville Police and the appropriate Vice President or Dean.
5. Notify President

### **Located Bombs and Explosives:**

1. When the suspected bomb is located, Averett Security will move all persons to a safe distance and not attempt to touch the device.
2. Emergency equipment will be directed and located at a safe distance (At least 300 feet away).
3. Notifications will be made to the following:
4. Danville Police department (Explosive Ordinance Disposal)
5. Danville Fire Department
6. Director of Security
7. Coordinate further actions with Emergency Responders and the Director of Security.
8. If a bomb threat is directed towards a vehicle, no attempt should be made to search the vehicle. Clear the area within at least 300 feet of the vehicle, and make all necessary notifications.
9. Be aware of the possibility of a secondary device meant to disable emergency responders or strike student and staff assembly points.

**Explosive Detonation:** In the case of an explosive device detonation on the Averett University campus, Averett Security will take actions to include, but not limited to, the following:

1. Notify fire/rescue/ambulance services, as needed.
2. Initiate first responder care to any injured persons.
3. Evacuate all areas that may be a health/safety hazard, including any areas suspected of having an unexploded device.
4. Be aware of the possibility of a secondary device meant to disable emergency responders or strike student and staff assembly points.
5. Secure and protect the crime scene as determined by the Director of Security and Danville Police.

6. Act as a liaison to Danville Police Department, Virginia State Police, or other investigative agencies.
6. Coordinate with the Maintenance Department and City Public Service (outside agency) in order to establish a safe environment (i.e. neutralizing downed power lines, water leaks, natural gas leaks, hazardous materials).

**Command Center Location and Operation:** A command center will be established. The primary location shall be The Student Center Conference Room or a designated location.

Only assigned personnel as indicated by the Director of Security or his/her designee shall be permitted within the command center. This may include the members of liaison agencies such as; Danville Police Department; and Virginia State Police.

1. Decision making authority on all safety and security related matters lies with the Director of Security or his/her designee.
2. The command center will have an assigned dispatch officer who will track all search and rescue team efforts. A timetable log shall be established and maintained from the initiation of the event until the completion of activities.
3. Blue print/floor diagrams shall be maintained at the command post.
4. If the police radio system is rendered inoperable, new radios will be obtained via (1) a fellow agency, such as another university or (2) a radio rental company (all-points radio).

#### **President**

- Call CIRT members together.
- Provide direction for all functions.

#### **Vice President for Student Services**

- Help facilitate movement of persons/classes. Help find rooms/facilities available.
- Support Campus Security in their investigation. Assess needs.

#### **Residence Life**

- Ensure, as much as possible, the physical and emotional well being of residents and other community members.
- Provide appropriate communication to and from residents.
- Evacuate building(s) as necessary and control access to building in conjunction with the Campus Security and Danville Police Department as necessary. Relocate residents to other buildings if necessary.

#### **Public Relations**

- Gather all pertinent facts and evaluate them while paying attention to individual rights and personal security.
- Brief and present a strategy for handling the situation to anyone speaking on behalf of the University.
- Finalize and distribute an approved University statement to appropriate administrators.
- Public Relations will release the University statement unless otherwise directed by the President.
- Contact President.

**Counseling**

- Immediately following the situation, help in debriefing/follow up counseling for students.
- Work on psychological aspects of debriefing, and be available to students in the next few days.

**Maintenance**

- Erect barricades; interrupt utilities as directed by Campus Security or other authority.

**Registrar**

- Assist in relocation of classes.
- Secure as much information regarding situation if first point of contact.

**Director of Human Resources**

- Assist with notification of personnel.

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## **NATURAL DISASTER (CATASTROPHIC)**

### **Campus Security**

- Averett Security will respond to all incidents of natural disaster. Actions will be taken to include, but not limited to, the following:
  1. Notification of Fire/Rescue/Ambulance, as needed.
  2. First responder care to any injured persons.
  3. Evacuation of all areas that may be a health/safety hazard.
  4. Coordination with the Department of Maintenance and Public Utilities in order to establish a safe environment (i.e. Neutralizing downed power lines, water, natural gas leaks).
  5. Notify President
- In the case of an impending natural disaster, Averett Security will take all appropriate measures to ensure the safety of community members. These measures may include, but are not limited to, the following:
  1. Relocation or evacuation of community members to appropriate shelters.
  2. Coordination with Maintenance in order to establish a safer environment prior to the arrival of the storm or other impending natural disaster.
  3. Notify President

### **President**

- Call together CIRT members.
- Identify type of disaster and move students and staff to safe locations, if possible.
- Identify communications plan, emergency needs, temporary housing/evacuation, and medical care.

### **Vice President for Student Services**

- Assess needs of community and provide logistical support for evacuation and relocation, medical care, and provision of supplies.
- Serve as liaison and information source.
- Set up phone bank to communicate with parents if necessary.

### **Residence Life**

- Ensure, as much as possible, the physical and emotional well being of residents and others. Set up individual and group counseling, if necessary.
- Ensure an appropriate flow of communication to and from residents. Relocate residents if necessary.
- Work with CIRT members to protect and prepare buildings, if possible, and to provide food, water, sanitation and medical assistance.
- Contact:
  1. Vice President for Student Services

2. Campus Security
3. Residence Life Staff (professional and student)
4. Maintenance (Preparation and/or cleanup of buildings)

### **Public Relations**

- Gather all pertinent facts and evaluate them while paying attention to individual rights and personal security.
- Brief and present a strategy for handling the situation to anyone speaking on behalf of the University.
- Finalize and distribute an approved University statement to appropriate administrators.
- Public Relations will release the University statement unless otherwise directed by the President.
- Contact President.

### **Counseling**

- Provide debriefing and counseling for students who have suffered losses in disaster or who have adverse reactions to the situation.

### **Maintenance**

- Respond to competent authority in preparation and recovery for disaster (e.g. cover windows before a hurricane). Shut off utilities, remove debris and rubble.
- Rent any specialized equipment and/or operator of such equipment that is not on hand (e.g. earthmover).

### **Registrar**

- Utilize available communication methods to communicate information regarding safety issues.

### **Human Resources**

- Assist with notification of personnel.

## **MULTIPLE SHOOTING/ TERRORISTIC ACT**

### **Campus Security**

#### **Initial Response**

1. Contact 911 and request an emergency police/fire/rescue response.
2. Respond to the scene and evaluate the situation. Communicate this information to police and emergency responders.
3. Evacuate all areas that may be a health and/or safety hazard.
4. Coordinate with fire/rescue/ambulance services, as needed. Units will be advised as to safe entry areas for the evacuation of victims.
5. Initiate first responder care to any injured person while awaiting emergency medical services.
6. The Danville police department will close with and if possible stop the threat posed by the shooter(s).
7. Notify President

#### **Containment**

1. Averett Security Officers will take all necessary steps to prevent injury to officers or bystanders at the scene.
2. Contact for specialized assistance:
  - i. Danville police department SWAT Team
  - ii. Fire/Rescue/Ambulance services
3. Locate and contain the suspect(s).
4. Establish a perimeter to properly contain the suspect and prevent bystanders from getting into the area.
5. The Director of Security, or his/her designee, will act as a liaison between Averett Security and the specialized assistance units. The police response team will establish a command center. The first supervisor on the scene will begin a log of activities and personnel or have it done.

#### **President**

- Call together the Critical Incident Response Team.
- Identify communications plan, emergency needs, temporary housing/evacuation, and medical care.
- Coordinate University response

#### **Vice President for Student Services**

- Assess community needs and provide logistical support for necessary evacuation/relocation and medical care.
- Serve as liaison and information source.
- Set up phone bank to communicate with parents if necessary.

#### **Residence Life**

- Insure, as much as possible, the physical and emotional well being of residents and others. Set up individual and group counseling, if necessary.
- Insure an appropriate flow of communication to and from residents. Relocate residents if necessary.
- Initiate Residence Life safety protocol

**When in class, Faculty must:**

- Identify attendance by name at beginning of class
- Upon notification evacuate classroom, ensuring that all students leave the area and move to the designated assembly location
- Take attendance at evacuation location and identify any missing students
- A member of the CIRT will contact you to receive your report
- Students are not to be released until authorized by the CIRT

**Public Relations**

- Gather all pertinent facts and evaluate them
- Brief and present a strategy for handling the situation to anyone speaking on behalf of the University.
- Finalize and distribute an approved University statement to appropriate administrators.
- Public Relations will release the University statement unless otherwise directed by the President.

**Counseling**

- Provide debriefing and counseling for students who have suffered losses or who have adverse reactions to the situation.
- If permanent office is affected, set up temporary quarters.

**Maintenance**

- Respond to authority with regard to interruption of utilities or other services.

**Registrar**

- Utilize available communication methods to communicate information regarding safety issues.

**Director of Human Resources**

- Assist with notification to personnel and their families as necessary.

## **PUBLIC HEALTH EMERGENCY**

### **Campus Security**

- Officers respond to the scene and evaluate the situation.
- Contact ambulance services if appropriate. Provide first responder support to victim(s) as needed.
- Protect community members from further risk.
- Serve as a liaison and information source.

### **President**

- Call together CIRT members.
- Identify communications plan and emergency medical care.
- Assist Health Center personnel in setting up treatment sites.

### **Vice President for Student Services**

- Assess needs of community.
- Serve as liaison and information source.
- Set up phone bank to communicate with parents if necessary.
- Contact: appropriate staff.

### **Residence Life**

- Work closely with health professionals to insure the well being of residents and others. Assist with treatment procedures as appropriate.
- Insure an appropriate flow of communication to and from residents.
- Relocate residents if necessary.
- Provide for counseling as needed.

### **Public Relations**

- Gather all pertinent facts and evaluate them while paying attention to individual rights and personal security.
- Brief and present a strategy for handling the situation to anyone speaking on behalf of the University.
- Finalize and distribute an approved University statement to appropriate administrators.
- Public Relations will release the University statement unless otherwise directed by the President.
- Contact President.

### **Counseling**

- Provide counseling for students who have adverse reactions to the situation.

### **Human Resources**

- Assist with notification of personnel.

## **POWER OUTAGE (LONG TERM)**

### **Campus Security**

- According to emergency plan, work with Maintenance to ensure the activation of generators to provide power to the following areas:
  - Command Center ceiling lights (2), telephone connection, radio system and radio chargers
  - University telephone systemThese actions are vital to ensure the community's ability to access Campus Security and community emergency services such as fire and medical personnel.
- Act as command center and information source for the University community.
- Act as liaison to outside law enforcement, emergency medical, fire rescue and governmental services.
- Officers respond to any related calls for service, evaluate the scene and act as appropriate for the situation.

### **President**

- Call together CIRT members, if appropriate.
- Assess needs of community and provide logistical support.

### **Vice President for Student Services**

- Assess needs of community and provide logistical support.
- Serve as liaison and information source.

### **Residence Life**

- Work through Campus Security to contact Maintenance if regular Residence Life procedures do not work.
- Generate list of students & where they are or going.
- Assess situation and insure an appropriate flow of communication to and from residents.
- Relocate residents if necessary. This would include having local residents return home, sending as many residents to stay with off campus family and friends and consolidating any remaining residents. The use of other campus buildings, such as the old gym or the Grant Center may be more appropriate for housing residents temporarily.
- Work with Campus Security to provide security to residence halls.
- Work with food service to provide food service to residents.
- Work with Maintenance to provide emergency lighting to the residence halls.

### **Public Relations**

- Gather all pertinent facts and evaluate them
- Brief and present a strategy for handling the situation to anyone speaking on behalf of the University.
- Finalize and distribute an approved University statement to appropriate administrators.
- Public Relations will release the University statement unless otherwise directed by the President.

**Counseling**

- Provide counseling for students who have adverse reactions to the situation.

**Maintenance**

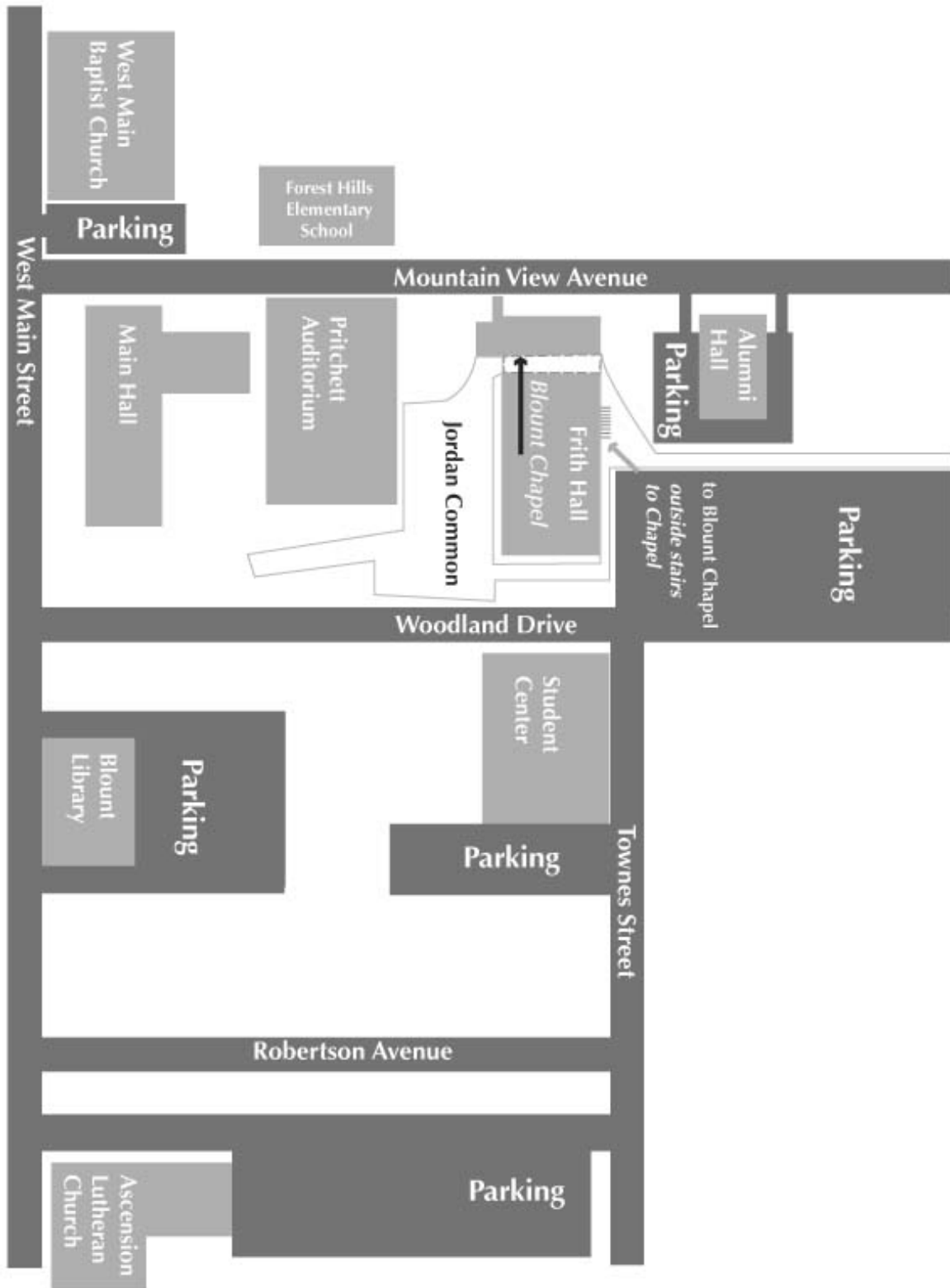
- Begin operations to restore power as much as is in our control.
- Work closely with Campus Security to maintain essential operations.
- Serve as a liaison to city utility departments if problem lies outside of the University.
- Inform University personnel as to the estimated time of outage, paying special attention to living facilities.

**Human Resources**

- Provide contact information to employee(s) as needed.

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# SECTION 4: CAMPUS MAP & EVACUATION PLAN



## Campus Evacuation Plan by Building (To Indoor Location)

- **Admissions Office:** Basement stairwell
- **Alumni Hall/ North Hall:** Basement floor
- **Averett Commons:** Apartment bathrooms
- **Aviation Center:** Interior Classroom
- **Bishop Hall:** Basement
- **Ceramics Kiln:** Library bottom floor
- **Carriage House:** Library bottom floor
- **Cougar's den offices:** Library bottom floor
- **Danville Hall:** Hallway (away from windows)
- **Davenport Hall:** Hallway (away from windows)
- **Equestrian Center:** Arena/stable area
- **Financial Aid:** Basement of House
- **Frith Chapel:** Stay in Chapel away from front entrance doors
- **Frith Hall:** Hallway (away from windows)/Bathroom
- **Fugate Hall:** Basement
- **GPS Admissions office:** Center of Building 1<sup>st</sup> floor (away from windows)
- **GPS Administrative office:** Basement floor
- **Library:** Bottom Floor
- **Main Hall:** Hallway (away from windows)
- **Music Center:** Restrooms
- **North Campus:** Hallway (away from windows)
- **Prichett/ Gym:** Locker room
- **The Student Center:** The ground level.
- **Tennis courts:** Closest Building (Averett Commons)

## Campus Evacuation Plan by Building (To Outdoor Location)

- **Admissions Office:** Robertson Avenue
- **Alumni Hall/North Hall:** Mountain View Street
- **Averett Commons:** Averett Commons parking lot
- **Aviation Center:** Parking lot
- **Bishop Hall:** Thru Danville to Mountain View Street
- **Ceramics Kiln:** Library Parking Lot
- **Carriage House:** Library Parking Lot
- **Cougar's den offices:** Library Parking Lot
- **Danville Hall:** Mountain View Street
- **Davenport Hall:** Mountain View Street or Woodland Street
- **Equestrian Center:** Parking Lot
- **Financial Aid:** Robertson Avenue
- **Frith Chapel:** Frith Parking Lot
- **Frith Hall:** Frith Parking Lot or Mountain View Street
- **Fugate Hall:** Fugate Parking Lot or Library Parking Lot
- **GPS Admissions office:** Robertson Avenue
- **Library:** Library Parking Lot or Main Street
- **Main Hall:** Averett Front Lawn
- **Music Center:** Mountain View Street
- **North Campus:** Parking Lot
- **Prichett/ Gym:** Jordan Commons/ Mountain View Street
- **The Student Center:** The plaza or back parking lot

**SECTION 5: EMERGENCY NUMBERS**

Averett Security	1-5888
Danville Police, Fire, EMT	911
Local Dept. of Emergency Management	432-8045
Danville Utilities	
Power & Light	773-8300
Water & Gas	799-5284
Danville Health Dept.	799-5190
Danville Red Cross	836-2434

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## SECTION 5: MEMBERSHIP STRUCTURE

### CIRT Team

<b>Title</b>	<b>Name</b>
President	Dr. Richard Pfau
Dean of Academic Affairs	Dr. Jeff Fager
Vice President for Admin. & Fin.	Dr. Peggy Wright
Dean of GPS	Dr. Fred Bolton
Vice President for Inst. Advancement	Page Stooks
Assistant to the President	Karen Ward
Vice President for Student Services	Charles Harris
Assistant to the Dean of Students	Cynthia Myers
Dean of Admissions	Kathie Tune
Facilities	Earl Worsham
Director of Security	Jamie Walker
Director of Residence Life	Marsha Foster
Public Relations	Susan Huckstep
Security Office	
Residence Life	

**SUB-TEAM**

Director  
Counseling                      Joan Kahwajy-Anderson

Registrar                              Janet Roberson

Director  
Human Resources                      Faye Dix

Director of Athletics                      Sam Ferguson

Director                              Joey Wilkerson  
Student Activities/Student Center

Director                              Ted Canto  
Food Services

Housekeeping                              Alonzo Jones

Equestrian Center                              Kit Oakes

GPS-SOVA                              Kendall Carter

GPS-SOVA                              Marietta Sanford

Aviation Center                              Travis Williams