

APPENDIX B

Emergency Procedures: On Campus Guide

This information should be placed in an area where it is readily accessible. All faculty, staff and students are encouraged to be familiar with the following emergency procedures.

In case of Emergency, Dial 911.

For Campus Security, Dial 3373 from a campus or classroom phone or 252-738-3373 from a cell phone.

WHAT TO DO IN CASE OF AN EMERGENCY

Emergencies can occur at any time, often without warning. The following pages can help you deal with many emergency situations appropriately. Your judgment often determines whether an incident is an emergency. If in doubt, err on the side of safety.

- If you have an EMERGENCY requiring police, fire, or ambulance, call 911 without delay.
- When you call 911 for emergency services, stay on the line and give the following information:
 - Your name, telephone number and exact location.
 - The location of the emergency.
 - The nature and extent of the emergency (i.e., Are there injuries and how many?)
- Be informed and prepared in advance. Do not wait until an emergency strikes to know what to do.
- Be aware of your surroundings, and report any suspicious activities.
- Know where the fire alarm activation pull stations are located in your building and how to evacuate your building if the alarm is set off.
- Red emergency phones have been installed in different locations around the Main Campus. The call boxes dial directly to Main Campus security when activated.

You must report any crime on campus to campus police. Faculty and staff should encourage students and visitors to report any incident that involves them.

If You Are the Victim of A Crime:

1. You have something stolen from you personally or if College Property is missing from your work area. You should consider it stolen if you have made an extensive search and cannot locate the item.
2. You are threatened or verbally abused.
3. You are assaulted.
4. You are involved in a Hit and Run.

If You Witness or Have Knowledge of the Following:

1. Theft
2. Vandalism
3. Threats / Arguments / Verbal Abuse

4. Assaults
5. Drug or Alcohol violations
6. Traffic Accidents / Traffic Violations / Speeding
7. Or any other type of Crime

If You Have Knowledge of OSHA Compliance Issues or Safety Issues involving:

1. Material Safety Data Sheets
2. Electrical Hazards
3. Machine Guards Missing
4. Infectious Disease Control
5. Personal Protective Equipment
6. Indoor / Outdoor Lighting
7. Trip Hazards
8. Improper Storage

YOU SHOULD ALWAYS REPORT IF YOU HAVE BEEN INJURED OR EXPOSED TO BLOOD!

Remember: Be prepared to give specific information about your emergency, including your campus location.

[Main Campus](#)

200 Community College Road
Midway between Henderson, NC
and Oxford, NC
Henderson, NC 27537
Phone: (252) 492-2061
Fax: (252) 430-0460

[Warren County Campus](#)

Highway 158 (Business)
210 West Ridgeway Street
Warrenton, N.C. 27589
Phone (252) 257-1900
Fax (252) 257-3612

[Franklin County Campus](#)

8100 N.C. 56 Highway
Louisburg, N.C. 27549
Phone: (919) 496-1567
Fax: (919) 496-6604

[South Campus](#)

1547 South Campus Drive
Creedmoor, N.C. 27522
Phone: (919) 528-4737
Fax: (919) 528-1201

In case of Emergency, Dial 911.

For Campus Security, Dial 3373 from a campus phone or 252-738-3373 from a cell phone.

WORKPLACE VIOLENCE

In case of Workplace Violence:

1. Leave the area immediately if possible. If this is not possible, try to lock yourself in a secure area away from the suspected subject.

2. If Possible, Call **3373** or **if you are on the Main campus** lift the receiver on Red Box Phone or **dial 911** on Any In-House Phone. Give Police as many details as possible.

EXAMPLES OF WORKPLACE VIOLENCE:

- Threats direct or implied.
- Physical conduct such as pushing, shoving, or striking that harms or has the potential to harm people or property.
- Conduct that harasses, disrupts, or interferes with another individual's performance.
- Conduct that creates an intimidating, offensive, or hostile environment.

POTENTIAL WARNING SIGNS:

- Verbal, nonverbal, or written threats.
- Fascination with weapons or violence.
- New or increased stress at home or work.
- Expressions of hopelessness or anxiety.
- Insubordinate behavior.
- Dramatic change in work performance.
- Destruction of property.
- Drug or alcohol abuse.
- Externalization of blame.

RISK FACTORS THAT CONTRIBUTE TO WORKPLACE VIOLENCE:

- Termination of employment.
- Disciplinary actions.
- Ongoing conflicts between employees.
- Domestic or family violence.
- Financial problems.

WORKPLACE VIOLENCE PREVENTION:

- Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
- Tell your supervisor when you notice unusual or suspicious behavior.
- Attend a violence prevention seminar or training that includes conflict resolution and positive ways of dealing with hostile individuals. These are offered through the Campus Police Department and Student Services.

- Do not hesitate to call Vance-Granville Community College Community College Campus Police for help.

REMEMBER: A SAFE WORKPLACE IS EVERYONE'S RESPONSIBILITY

In case of Emergency, **Dial 911.**

For Campus Security, Dial **3373** from a campus phone or **252-738-3373** from a cell phone.

IN THE EVENT OF A FIRE OR A FIRE ALARM

EXIT THE AREA IMMEDIATELY

- Close all doors as you leave, taking keys and medications with you if possible. DO NOT delay evacuation to retrieve these items.
- Activate the closest fire alarm pull station along your evacuation route.
- Notify others as you leave.
- **Call 911** and report the emergency after you are out of the building and safe.
- If the fire is small enough, you may attempt to extinguish it with a portable fire extinguisher, ONLY IF:
 - The fire alarm pull station has been activated
 - 911 has been notified
 - You are properly trained
- If leaving a room, feel the door with the back of your hand before opening it. Do not open any door that feels hot.
- If smoke is present, stay low. The best quality air is near the floor.
- Always use the stairs to exit upper floors.
- DO NOT use the elevator.
- Once the building is evacuated, do not re-enter it for any reason. Return to the building ONLY when instructed to do so by emergency responders or administrators.
- DO NOT return for personal belongings.
- Direct and assist visitors and persons with disabilities who appear to need direction or assistance.
- Notify security at (252) 738-3373 that a fire has occurred AFTER you exit the building.

IF YOU ARE TRAPPED AND CANNOT EVACUATE

- Close any doors between you and the fire.
- If available, wedge wet towels or cloth materials along the bottom of the door to keep out smoke.
- Call 911 and notify the dispatcher of your location.
- Remain on the phone with the 911 dispatcher as long as possible.
- Break a window only as a last resort, such as needing oxygen to breathe.
- Use caution when breaking any window.

RESPONSE TO FIRE ALARMS

- If the alarm sounds and/ or emergency strobes begin to blink, evacuate immediately.
- NEVER assume that a fire alarm is a false alarm.

In case of Emergency, **Dial 911.**

For Campus Security, Dial **3373** from a campus phone or **252-738-3373** from a cell phone.

WEAPONS ON CAMPUS

If you believe that a student or other person is in possession of a weapon:

- Get away from that person. **Seek shelter or cover where you are out of sight.**
- Lock yourself in a secure area, if possible.
- Call 911 and explain the problem in detail:
 - Give your name
 - Detail the exact location of the person with the weapon or where they were last seen.
 - Name the person suspected (if known)
 - Provide a brief description of the person such as: (clothing, race, sex, etc.)
 - Describe the weapon type: (shotgun / rifle / pistol / handgun / knife, etc.)
- Remain on the phone with the 911 dispatcher as long as possible.
- Remove students and yourself from any danger, if possible.
- If you fear the person, barricade yourself and other students in a room away from the person.
- If anyone becomes injured or needs medical attention, tell the 911 dispatcher.
- Do not confront the armed person.
- Remain in a safe area until told to leave by police or emergency responders.

In case of Emergency, **Dial 911.**

For Campus Security, Dial **3373** from a campus phone or **252-738-3373** from a cell phone.

ACTIVE VIOLENCE INCIDENT

A “Lock Down” procedure is used to secure all or part of the campus for the purpose of removing people from danger and attempting to prevent a perpetrator from entering college buildings. It can also be used as a method of “sheltering-in-place” during a potential or active violent situation.

Please remember that our college campuses are open public institutions of higher learning and were designed for easy accessibility making a complete campus-wide Lock Down virtually impossible. “Lock Down” can only be achieved in individual buildings and rooms under the best of circumstances.

It is important for VGCC employees to understand the mentality of someone who is engaging in “active violence” (this typically is referred to as an “active shooter”). The following are some examples, but it is important to remember that there is no **“typical profile”** for these individuals:

- Their desire is to kill and seriously injure without concern for their own safety or the threat of capture.
- Normally has intended victims and searches them out.
- Accepts targets of opportunity while searching for or after finding intended victims.
- Will continue to move throughout the area until stopped by law enforcement, suicide, or other intervention.
- Their mentality is not to escape. Their goal is to kill and injure.

VGCC follows the “RUN, HIDE, FIGHT” model that is taught by the U.S. Department of Homeland Security. The video for this model can be found at:

<http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video>

We encourage all employees to view this video.

RUN

If an active shooter is in your vicinity and you determine it is safe to do so:

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree or not.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent others from entering the area.
- Call 911 when you are safe.

HIDE

If evacuation is not possible, find a place to hide.

- Lock and/or barricade the door.
- Silence your cell phone.
- Hide behind large objects.
- Turn off the lights.
- Remain very quiet.
- Try and be out of the shooter's view.
- Provide protection if shots are fired in your direction.
- Try not to become trapped or restrict your options for movement.

FIGHT

As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Use improvised weapons.
- Commit to your actions.

Law Enforcement's goal is to **locate, contain** and **stop** the shooter. When Law Enforcement arrives at the scene remember:

- Remain calm and follow instructions.
- Keep your hands visible at all times.
- Avoid pointing or yelling.
- Everyone in the building will be considered a suspect.
- Officers will engage anyone that is armed or moves on them in what can be perceived as an aggressive manner.
- Know that help for the injured is on the way.

Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized.

In case of Emergency, Dial 911.

For Campus Security, Dial 3373 from a campus phone or 252-738-3373 from a cell phone.

CHEMICAL SPILLS

If you feel that a spill may be hazardous, take the following actions immediately:

- NEVER attempt to contain or clean up a hazardous material spill unless you are trained to do so.
- Alert personnel in the vicinity and evacuate the area.
- Close all doors and turn off air conditioners and heaters, if safe to do so.
- Activate the fire alarm pull station as you exit the building.
- Call 911 to report the spill when you reach a safe location.
- Be prepared to provide the following information to the dispatcher:
 - Your name, location, and call back number
 - Identity of the spilled chemical (if known) and the amount spilled
 - Location of the spill (building, room number, etc.)
 - Known or suspected hazards associated with the spill
 - If personnel have been exposed to the spill, give details on the extent of exposure and any injuries or symptoms the victim(s) may be experiencing.
- Remain at the location to meet responders when they arrive and warn others from entering the area.
- If anyone had contact with the hazardous material, they should be isolated and wait for treatment by emergency personnel.
- Do not re-enter the building until told to do so by emergency personnel.
- Notify Campus Security at ext. 3373 from a campus phone or 252-738-3373.

In addition, the following actions may be taken as appropriate:

- Remove contaminated clothing.
- Flush the affected area with copious amounts of water for at least 15 minutes.
- Provide first aid if necessary and if you are trained to do so.

In case of Emergency, Dial 911.

For Campus Security, Dial 3373 from a campus phone or 252-738-3373 from a cell phone.

HOSTAGE SITUATION

If you have knowledge of a hostage situation, Dial 911 immediately.

- Tell The Dispatcher:
 - Your Name
 - The exact location of the hostage taker.
 - If hostages have been taken.
 - What the hostage taker looks like.
 - Clothing, race, sex, physical characteristics
 - Such as: (hair color & length / complexion / height)
 - Weight / Build / Approximate Age
 - Describe what, if any weapons you have seen
 - (Shotgun / Rifle / Handgun / Pistol / Knife)
 - Report any injuries

- Alert others in your immediate work area of the situation.
- Grab only necessary personal items and evacuate via the nearest exit.
- Go to a safe area for your particular building.
- If you cannot evacuate safely, close and lock the door and stay in your work area until you are notified by the proper authority.

If You Are The Hostage:

- Cooperate with the hostage taker, allowing police time to resolve the situation.
- Remain calm.

In case of Emergency, **Dial 911.**

For Campus Security, Dial **3373** from a campus phone or **252-738-3373** from a cell phone.

MEDICAL EMERGENCIES

- REMAIN CALM.
- **Call 911** and report the emergency. Request an ambulance be dispatched.
- Send someone to meet the EMS and rescue crews at the street.
- Do not move the person unless there is a threat to life to leave them in that location.
- Provide as much information to the dispatcher regarding the illness/injury as possible (nature of injury, location of person, age of person, etc.).
- If trained to administer first aid, such as bleeding control and CPR, do so.
- Be sure to wear personal protective equipment. Be aware of hazards associated with blood-borne pathogens.
- Do not come into contact with bodily fluids.
- If exposed to suspected infectious materials, wash the exposed area thoroughly with soap and water and seek medical attention.
- Do not jeopardize your health or the health of the patient. Wait for professional help if you are not able to provide proper first aid and safety.
- Remain with the party until help arrives.
- Comfort the patient and reassure them that medical assistance is on the way.
- If the medical emergency is related to an on-the-job injury or a visitor/injury/accident, notify Campus Police/Security of this incident as soon as possible after the victim has been transported by the ambulance.

In case of Emergency, **Dial 911.**

For Campus Security, Dial **3373** from a campus phone or **252-738-3373** from a cell phone.

WEATHER EMERGENCIES & INCLEMENT WEATHER

DEFINITIONS

WATCH: Conditions are favorable for the development of severe. Everyone should closely monitor the situation in case it gets worse.

WARNING: Severe weather has actually been observed, and there is an imminent threat to the area. Listen closely to instructions provided by weather radios/emergency officials.

THUNDERSTORMS

- Frequently have high winds, cloud-to-ground lightning, heavy rain, and tornados.

LIGHTNING

- Stay away from telephones, electrical appliances, and plumbing.
- If you can hear thunder, you are close enough to the storm to be struck.
- Go to a safe shelter immediately.

IN THE EVENT OF SEVERE WEATHER

While on Campus:

- If you hear the weather alerts, take shelter immediately in designated shelter locations.
- If shelter is not available, move to the center and lowest point of your building.
- Sit on the floor. Stay away from windows and doors to prevent injury from glass or other flying objects.
- Cover your head with any heavy/bulky object to protect yourself.
- Do not go outdoors to see the storm.
- If you are in a vehicle, seek shelter in a building, ditch, or other safe place. Automobiles are very dangerous during high winds.
- If flood water rises, do not attempt to wade or travel through the stream. Even small amounts of water can be very dangerous.
- Report any injury/damage to the 911 dispatcher. Provide them as much information as possible to respond to the emergency.
- Once the storm has cleared, notify Campus Police/Security at 3373 or 252-738-3387 of any damages or injuries.

If You Are At Home And Hazardous Weather Conditions Have Been Forecast:

- Media outlets will broadcast the college's operational schedules.
- A message will be recorded on the college's main directory number 252-492-2061.
- Inclement weather and college closings will also be posted on the college's web site.
- Email and text messages will be sent to students, faculty and staff.

In case of Emergency, **Dial 911.**

For Campus Security, Dial **3373** from a campus phone or **252-738-3373** from a cell phone.

IF YOU RECEIVE A BOMB THREAT

- REMAIN CALM.
- Keep the caller on the line as long as possible.
- Listen carefully to the caller's voice and words.
- Record the time and caller ID number if shown.
- Ask the caller the following questions and write down the answers as soon as possible:
 - Where is the bomb?
 - When will it explode?
 - What does the bomb look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why?
 - What is your name?
 - Are you an employee/student?
 - Where are you calling from?
- Write down any information such as:
 - Background noises
 - Gender of the caller
 - Voice pitches and patterns
 - Any other information that stands out or seems unusual to you
- Call 911 and report the event immediately.
- ALL bomb threats and suspicious packages must be treated as a serious matter.
- If the bomb or suspicious package is discovered, do not handle the package. Get away.
- Do not use cell phones, radios, or other wireless devices in the building or area.
- Public safety personnel will advise regarding evacuation.
- If evacuation is ordered, look around as you exit for anything suspicious or out of place.
- Upon exiting the building, assemble outside and remain until instructed it is safe to return.
- Follow all instructions from public safety personnel.
- If you noticed anything suspicious while evacuating, tell public safety personnel.
- Do not re-enter the building unless told to do so by public safety personnel.

BOMB THREAT CHECKLIST

Time of call: _____ Date: _____

Phone number where threat was received: _____

Exact wording of threat: _____

Sex of caller: _____ Race: _____ Age: _____

Questions to ask

1. When is the bomb set to go off? _____
2. Where is the bomb? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Where are you calling from? _____
6. Why did you put bomb here? _____
7. Where are you calling from? _____
8. What is your name? _____

CALLER'S VOICE (circle appropriate):

Calm	Disguised	Nasal	Angry	Rapid	Stutter
Slow	Crying	Slurred	Sincere	Lisp	Deep
Normal	Giggling	Excited	Stressed	Accent	High-Pitched
Broken	Raspy	Soft	Deep Breathing		

BACKGROUND NOISE (circle):

Street noise Voices Animal noises Static Factory noises

Other: _____

Length of call: _____ Remarks: _____

Person receiving call: _____

Call Reported to: _____

In case of Emergency, Dial 911.

For Campus Security, Dial 3373 from a campus phone or 252-738-3373 from a cell phone.

UTILITY EMERGENCIES

Many times, problems with the utilities will not be an emergency. To report a non-emergency utility problem, contact Campus Police/Security at 3373. However, if it is an emergency, **call 911**.

Under no circumstances, are you supposed to turn utilities back on once they have been turned off (even if you are the one who turned it off). Leave that for the utility workers.

GAS LEAK

- If you smell gas or see a gas leak, leave the area and warn others as you leave.
- Call 911 from a safe location. Tell the dispatcher where you are and what the emergency is.
- Do NOT attempt to correct the leak or problem.
- Provide assistance to others in your immediate area who may be unfamiliar with the area or evacuation routes.
- Remain outside until emergency personnel determines it is safe to enter the building.

WATER LEAK and POWER FAILURE (Non-Emergency Failures)

- Shut down and protect critical equipment, if safe to do so.
- If you are in a dark area, proceed cautiously to an area that has emergency lights.

POWER LINES

- Call 911 to report the location of downed wires.
- Treat any downed wire as if it is energized.
- Telephone or cable television wires that are touching a power line could become energized and should also be avoided.
- Stay clear of areas where there is a lot of debris or downed trees, as they may conceal energized lines.

In case of Emergency, **Dial 911.**

For Campus Security, Dial **3373** from a campus phone or **252-738-3373** from a cell phone.

SUSPICIOUS MAIL OR PACKAGE

In Case of Suspicious Mail or Package:

- Do not try to open it.
- Isolate the package, if possible.
- Call Campus Police at **3373** or **252-738-3373**.

CHARACTERISTICS OF A SUSPICIOUS LETTER OR PACKAGE:

- Restricted Markings Such as “PERSONAL” Or “SPECIAL DELIVERY”.
- No return address or one that cannot be verified as legitimate.
- A city or state in the postmark that does not match the return address.
- Unusual weight based on size.
- Lopsided or oddly shaped, strange odor, oily stains, crystallization, protruding wires, rigid or bulky, excessive tape or string.

NOTE: IF YOU ARE EXPECTING A LETTER OR PACKAGE WITH THE ABOVE CHARACTERISTICS, PLEASE DISREGARD.

IF YOU OPEN A PARCEL CONTAINING SUSPICIOUS MATERIAL OR ALLEGED TO CONTAIN SUSPICIOUS MATERIAL:

- Set it down where you are. Do not move the contaminated material. If any material spills out of the letter or package, do not try to clean it up and do not brush off your clothes as this could disperse material into the air.
- If the material is corrosive or presents an immediate danger, wash your hands.
- Close the door to the area where the suspicious parcel was opened and do not allow others to enter the area.
- Call Campus Police at **3373** or at the Main Campus lift the receiver on any red box security phone.
- Stay at the scene to answer questions from campus police.

In case of Emergency, **Dial 911.**

For Campus Security, Dial **3373** from a campus phone or **252-738-3373** from a cell phone.

EVACUATIONS OF THE CAMPUS, CHILD CARE OR A CAMPUS BUILDING

In The Event of A Building Evacuation:

- Recognize the sound of an emergency alarm.
- Know at least two ways out of the building from your regular workspace.
- Know the predetermined meeting location for your building or area.

WHEN YOU HEAR AN EMERGENCY ALARM OR ARE VERBALLY INSTRUCTED TO BEGIN EVACUATING A BUILDING:

- Try to make sure that all members of your department hear the alarm and evacuate the area by quickly checking nearby restrooms, copier rooms, storage rooms, etc., as you exit.
- Use the nearest stairway. Do not use the elevator.
- If requested, accompany and **safely** assist individuals with disabilities in exiting the building.
- Shut doors. Closed doors can slow the spread of fire, smoke and water.
- Evacuate as quickly as possible but in an orderly manner. Do not push or shove.
- Once outside, move at least 100 feet from the building and follow the instructions of Campus Police or any other Emergency Personnel on the scene. Stay away from building entrances to avoid interfering with Emergency Personnel or equipment. Move to the assigned assembly point for your area.
- Instructors should take attendance sheets for the day with them so that they can verify that all students have been evacuated. Office occupants should be responsible for confirming the presence of their co-workers and any students currently in their office area, lobbies, and hallways.

Assigned assembly points:

Building 1 – Parking Lot in front of Building 1

Building 2 – Parking Lot between Building 1 and 9

Building 3 – Parking Lot behind Building 5

Building 4 – Parking Lot in front of Building 1

Building 5 – Parking lot behind Building 5

Building 6 – Child Care and Pharmacy – The parking lot down the driveway and to the East of the center

Building 6 – Faculty Offices and all Classrooms – Near the KARTS pickup bench in the parking lot down the walkway and east of the building.

Building 7 – 1st floor – Parking lot in front of Building 7,
2nd & 3rd floor – Parking lot behind Building 5

Building 8 – North end of the Small Parking lot to the east of Building 8

Building 9 – Parking Lot in front of Building 9

Building 10 – TBD

Warren Campus – Follow the evacuation maps placed across the campus.

South Campus – Follow the evacuation maps placed across the campus.

Franklin Campus – Follow the evacuation maps placed across the campus.

If your building assembly point is not accessible due to the emergency, use the nearest accessible parking lot.

Do NOT return to the building unless told to do so by a college official.

IMPORTANT: After an evacuation report, go to your designated area assembly point. Stay there until Campus Police/Security or other college official gives an all-clear to return to the building.

Evacuation maps are posted in all buildings.

In The Event of A CAMPUS EVACUATION

Evacuation of all or part of the campus grounds will be announced by campus security as directed. Notification of evacuation will be done by utilizing the CISCO IP emergency notification system along with any other system available to the college.

All persons (students and faculty/staff) are to IMMEDIATELY vacate the site in question and relocate to another part of the campus grounds, as directed.

A situation may exist that requires an evacuation of the campus. If so, instructions from college officials must be followed in leaving campus.

If a situation exists that allows for evacuation by vehicles, the following procedures should be followed:

- College officials should be stationed at critical areas to facilitate traffic movement at a safe and expedient pace.

- Students with vehicles should car pool with those who have no means of transportation.
- Stay calm and remain patient since the process will be slow due to the high volume of traffic.
- Always yield the right of way to emergency vehicles that may be on campus.

In the event of a campus evacuation the Child Care Centers will adhere to Evacuation plans listed below.

In The Event of A Child Care Center Evacuation:

In the event the Child Care Center needs to be evacuated the staff will follow the evacuation directions for their building.

1. The manager and/or staff person in charge will instruct the staff to quickly prepare the children for removal from the campus.
2. It will be the responsibility of staff to ensure all children remain together and accounted for.

In the event of inclement weather or at the discretion of school administration, the children may be relocated to a predetermined building, if that building has not been affected by the evacuation:

- At the Main Campus Child Care Center, the auditorium in the Civic Center (Building 9) will be primary relocation area for Child Care. If the Civic Center is not available, a secondary location determined by the Emergency Management Team will be used.
- At the Franklin Campus Child Care Center, Building 5 will be the primary relocation area for the childcare. If this location is unavailable, a secondary location determined by the Emergency Management Team will be used.

Evacuation Procedures: Child Care Centers

Main Campus Child Care Center Evacuation Procedures:

When Child Care Center Staff are notified by VGCC security or VGCC administrative personnel that the college must be evacuated, the center will take the following steps:

- The manager and/or staff person in charge will instruct the staff to quickly prepare the children for removal from the campus.
- Each teacher (assistant in their absence) will be responsible for taking a copy of the emergency contact list with the children.
- Each classroom will load the children into staff cars, making sure seat belts are used. If possible, two staff people will be in each car with the children.
- The manager will walk through the center looking for children. The assistant manager, or lead teacher, will double check the daily roll against the children present, making sure all children attending that day are out of the building.
- The children will then be transported to the visitor parking lot of the Dabney Elementary School.
- To get to Dabney, staff will exit the campus and turn right onto Poplar Creek Rd., then turn right onto business 158, and turn left onto Lanning Rd. They then will proceed into the visitor parking lot.
- Parents who are on campus may come and pick up their child, **but we will not wait on parents. If a parent picks up his or her child, he or she must check in with the teacher keeping the roll and have the child checked off the list.**
- Upon arrival at Dabney Elementary School, staff will begin to make contact with parents to notify them of evacuation. **Parents or their designee must respond to the elementary school to pick up their child. Because of safety issues and laws governing transportation of children the staff will not transport the children from the parking lot.**

Franklin Campus Child Care Center Evacuation Procedures:

- The above steps 1 through 4 will apply for the Franklin Campus.
- The children will be transported to the Franklin County Emergency Management Center located adjacent to campus to await pick up by parents or designee.
- Parents who are on campus may come and pick up their child, **but we will not wait on parents. If a parent picks up his or her child, he or she must check in with the teacher keeping the roll and have the child checked off the list.**
- Upon arrival at the Emergency Management Center staff will begin to make contact with parents to notify them of evacuation. **Parents or their designee must respond to the elementary school to pick up their child. Because of safety issues and laws governing transportation of children, the staff will not transport the children from the parking lot.**

