Emergency Operations Plan

Approval and Implementation

The Vance-Granville Community College Emergency Operations Plan is written and maintained under the authority of Dr. Rachel Desmarais, College President.

Letter of Promulgation

Vance-Granville Employees and Students:

Vance-Granville Community College is committed to the safety and security of our students, employees, and community visitors. This includes ensuring the safety and security of all our facilities, resources, and assets – physical, digital, and intellectual. To this end, the College has adopted its Emergency Operations Plan (EOP) to guide our response to any emergency situation or threat.

The EOP addresses College emergency management and coordination of all aspects of emergency response to minimize the impact of incidents and disasters – natural or manmade – securing and protecting our people and property and restoring College operations promptly following any event.

In order to facilitate coordination among emergency responders in the event of a serious incident, the College and this EOP follow the organization and action principles of the Federal Emergency Management Agency (FEMA). The College leadership is trained and well versed with the FEMA guidelines and is prepared to activate its emergency response when needed.

As members of the College community, it is important that you understand the key elements of emergency response and are prepared to support efforts to ensure the safety and security of everyone at Vance-Granville in case of a declared emergency.

Sincerely,

Rachel Desmarais
President
Vance-Granville Community College

Record of Changes and Reviews

The College Emergency Operations Plan, including appendices, will be reviewed and approved by the President's Executive Leadership Team on an annual basis. All updates and revisions to the plan, excluding minor typographical and grammatical errors, will be tracked and recorded in the following table. This plan is a "living document" and will be continuously updated as conditions change. This plan may be updated as a result of exercise lessons learned, as new guidelines are distributed, and as needed.

Change # or Review	Date	Entered by	Summary of Changes
1	9/16/2025	Rachel Desmarais	Created external version; replaced ICS charts with current names

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INTRODUCTION and PURPOSE

This college-wide plan establishes policies, procedures, and organizational structure for the College's response to and recovery from emergencies that may threaten the health and safety of Vance-Granville Community College (VGCC) or inhibit the College's ability to continue its mission-critical operations and activities. The objective of this plan is to increase the College's ability to react immediately in the most appropriate and effective way to emergencies of all types.

This plan does not replace the procedures for safety, hazardous material response, or other emergency measures already established at the College. Instead, it supplements these existing procedures with a temporary crisis management structure, which provides for an immediate managerial focus on response operations and early transition to recovery.

Emergency Management

The Plan addresses all five phases of standard emergency management: prevention, mitigation, preparedness, response, and recovery.

Prevention – encompasses all measures taken to avoid, deter, or stop an incident from occurring.

Mitigation – means the capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. It also means reducing the likelihood that threats and hazards will happen.

Preparedness or Protection – focuses on ongoing actions that protect students, faculty, staff, visitors, networks, and property from a threat or hazard.

Response – means the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

Recovery – includes short-term and long-term actions to resume normal operations once an emergency incident is under control or over.

Prevention, mitigation, and general recovery efforts are addressed in the Business Continuity appendix. The main portion of this plan, along with routine training, drills, and exercises addresses the preparedness phase. The main portion of this plan addresses the response phase of emergency management.

Situations

A disaster can strike anytime, anywhere, and can take many forms: tornado, flood, epidemic, fire, hazardous material spill, act of nature, or an act of terrorism. It can build over a number of days or weeks, or can occur suddenly without warning.

The Emergency Operations and Response Plan is an "all-hazards" plan – meaning that it applies to all types of hazards that can threaten the College, its occupants, and the surrounding community.

Hazards generally fall into three categories: natural, technological, or human-caused. See the chart below for examples:

Natural Hazards	Technological Hazards	Human-caused Hazards
• severe weather • fire • flood • earthquake • epidemic	• cybersecurity issues • hazardous materials release • power failures	• criminal acts • terrorist acts • school violence • bombings

Defining a College Emergency

A State of Emergency exists when events occur that disrupt normal operations of the College or which pose a serious threat to members of the campus community or the College's property. Such events require a quick or immediate response and may require support from off-campus agencies (e.g. outside emergency personnel, utilities agents, etc.)

A College State of Emergency is a declaration which usually suspends normal functions of the campus or College, alerts faculty, staff, and students to change their normal behaviors, or implements parts of the Emergency Operations and Response Plan.

The authority to declare a College State of Emergency rests with the College President or designee. If a College State of Emergency is declared, it may become necessary to restrict access to specific areas on campus to authorized individuals. Only those authorized individuals who have been assigned emergency or resource duties will be allowed to enter the area or building affected by the incident.

Departmental Responsibility: Continuity of Operations

Each department and division should prepare and maintain a Business Continuity Plan (see Section 3). The Business Continuity Plan offers mitigation and operations response measures for both short-term and long-term displacements.

In addition, each responsible director and department head should maintain - and have available – an emergency list of employee names and telephone numbers.

Employee Responsibility

Because an emergency can strike anytime or any place, and a disaster will potentially affect everyone, all employees have a personal responsibility to know what to do before, during, and after an emergency in order to ensure their own personal safety.

College employees should read and be familiar with safety and emergency information. They should also know the locations of emergency exits, fire extinguishers, Automated External Defibrillators (AEDs), and designated shelter areas, as well as emergency phone numbers to communicate with law enforcement. The measures outlined in this Plan, together with common sense, are intended to prevent injury and minimize property damage. It is important to remember that while first responders will do their best to assist people, during an emergency situation, individuals should act in a manner that contributes to their personal safety.

Employees are required to participate in the annual Safe Colleges Training which includes a review of these policies within the Employee Handbook and the Active Shooter Training. Employees should also have the personal contact information for their supervisor.

Plan Development and Maintenance

This Emergency Operations and Response Plan will be reviewed for completeness at least once per academic year under the direction of the Office of the President. Changes will be documented on the "Record of Changes and Reviews" page at the beginning of this document.

PLAN STRUCTURE AND OPERATION

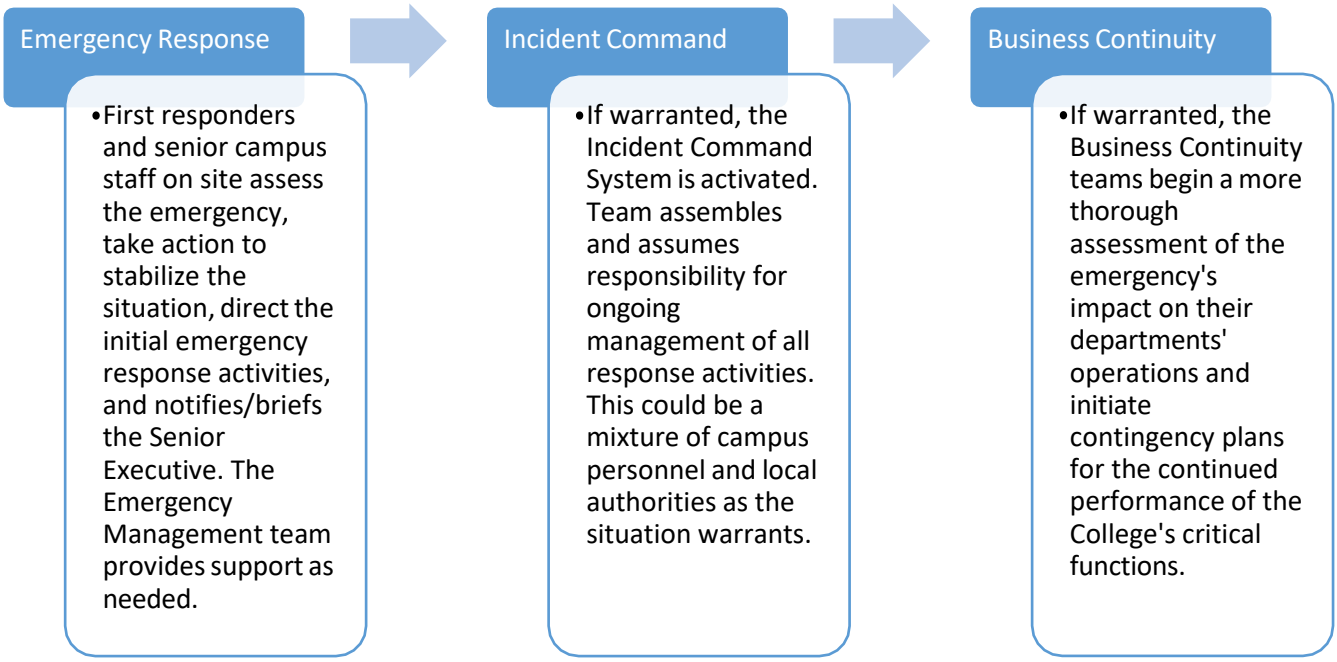
The VGCC plan has three main components, each of which deals with separate but interrelated aspects of any emergency situation.

Emergency Response Plan and Procedure – immediate actions aimed primarily at protecting people and property from injury or damage caused by emergency situation.

Incident Command System Activation – executive-level strategy development and implementation activities aimed at directing and managing all aspects of the response to and recovery from any emergency situation.

Business Continuity Plan and Procedure – activities, including substantial pre-planning aimed primarily at ensuring that all critical functions and operations continue to be performed during and after any emergency situation.

In an emergency, the plan provides for a structured assessment process and cascaded activation of each of the three main components as follows:



Section 1: EMERGENCY RESPONSE PLAN AND PROCEDURE

Emergency Response Personnel

In general, emergency response personnel will be those listed in the College Incident Command System structure, Campus Police, county and/or city emergency personnel, or other college employees as designated during the emergency.

The College President has the authority to declare an emergency. In the event that the College President is not available, the Vice President of Finance & Operations will have the authority to declare. In absence of both, the Vice President of Workforce & Community Engagement will have the authority to declare an emergency. It is essential that the President is immediately informed when conditions are present to warrant a potential emergency declaration.

Senior Executives with Emergency Authorization

Primary	Secondary	Tertiary
College President	Vice President of Finance & Operations	Vice President of Workforce & Community Engagement

Emergency Management Team

The Emergency Management Team determines all campus-wide policy matters as they relate to campus emergency or disaster and maintains executive-level communications with external resources within the city, county, and state. This group has the authority to proclaim College emergencies (in the absence of a senior executive listed above) and to issue directives regarding the status and resumption of College educational programs. The Emergency Management Team is also responsible for notifying and informing key College constituents and stakeholders through appropriate communication methods and personnel. The team is responsible for establishing a priority list of issues that reference specific emergency and/or disaster situations and approving any communications initiatives and emergency directions. The Emergency Management Team includes the following individuals:

- President
- VP of Finance & Operations
- VP of Learning, Student Engagement and Success
- VP of Workforce & Community Engagement
- VP of Institutional Research & Technology
- ED of Human Resources
- Chief of Campus Police
- Executive Assistant, Office of the President

All members of the Emergency Management Team will be trained in the procedures of incident command and emergency operations. All shall receive National Incident Management Systems (NIMS) IS-100-HE certification and repeat that certification every 3 years.

Emergency Operations Team

This team reports directly to the Emergency Management Team and is responsible for collecting information about the full scope of the emergency, coordinating support services (including external resources), preparing communications with all College constituencies and tracking emergency-related costs.

The Emergency Operations Team has the responsibility to provide information to the Emergency Management Team with respect to the impact the emergency or disaster has had on the College's personnel, facilities, utilities, transportation and communications. The Emergency Operations Team shall direct actions to resolve immediate concerns and plan for the interim continuance of campus activities until such time as the normal resumption of activities and events are established.

The Emergency Operations Team shall identify the College resources available with which to respond to the disaster or emergency and the off-campus resources that will be necessary to mitigate additional losses. The Emergency Operations Team shall provide the Management Team with a list of priorities for its review.

The Emergency Operations Team includes the following individuals and their support personnel:

- Executive Assistant, Office of the President
- Public Information Officer
- Director, Plant Operations
- Director, Information Technology
- Sergeant, Campus Police
- Webmaster
- Campus Deans and Points of Contact for Franklin, South, and Warren Campuses
- Dean, Student Equity, Retention, and Student Success

The Emergency Operations Team in coordination with the Emergency Management Team operates as an internal incident command system should the situation warrant. Alternatively, individuals from the Emergency Operations Team will be called upon to assist in a smaller scale or level emergency, rather than activating the entire incident command system. See Section 2 for current Incident Command structures.

Reporting an Emergency

Because there are different types of emergencies, best judgment should be used in determining whether to contact 911 or Campus Police first. Medical emergencies should always contact 911 first. Please see the ***Emergency Procedures*** section of this document for more guidance in who to call. In the event of an emergency on Main Campus, VGCC Campus Police shall be contacted by dialing 3373 from a campus phone or (252) 738-3373 or 911 from a cell phone.

In the event of an emergency at Franklin, South, Warren or an off-campus site, the police in the local jurisdiction should be contacted by dialing 911. Once 911 has been called the reporting party shall then contact the on-site security officer at the numbers referenced below. The on-site security officer will be responsible for notifying the VGCC Campus Police Department, who will notify the Vice President of Finance & Operations and/or the President.

Emergency - ext. **3373** or **911**; from a cell phone: **(252) 738-3373** or **911** **Off-site campuses:** Call **911** and contact on-site security

Main Campus 200 Community College Road Henderson, NC 27537 Phone: (252) 492-2061	Warren County Campus 210 West Ridgeway Street Warrenton, NC 27589 Phone: (252) 257-1900
Franklin County Campus 8100 NC 56 Highway Louisburg, NC 27549 Phone: (919) 496-1567	South Campus 1547 South Campus Drive Creedmoor, NC 27522 Phone: (919) 528-4737

The on-scene command of an incident or event is carried out by the Incident Commander (IC). The IC will be the Officer on Duty unless taken over by a higher-ranking member of the Vance-Granville Campus Police Department. The IC has the overall responsibility for the effective management of the incident and must ensure that adequate organization is in place to effectively manage the situation.

The IC can be directly in charge of the Incident Command System (ICS) functions in the Incident Command Post until the Emergency Management Team (EMT) is activated and the Emergency Operations Center (EOC) or primary command center is operational.

Incident Objectives:

- Establish Command
- Establish Communications
- Establish an Incident Command Post (ICP)
- Identify the “Hot Zone”, Inner and Outer Perimeters
- Identify and Establish Staging Areas
- Identify and Request Additional Resources

Campus Police shall immediately contact the Vice President of Finance & Operations and the President or another member of the Emergency Management Team regarding the emergency to initiate further action.

Potential campus emergencies not reported through Campus Police should be reported immediately to the supervisor on duty at the campus/location in question. A senior executive on the Emergency Response Team should be contacted promptly.

Campus Contact Information

Location	Dean	Alternate Point of Contact
Franklin Campus	Dr. Laurica Yancey (252) 738-3633	Faith Hudgins (252) 738-3636
South Campus	Kyle Burwell (252) 738-3521	Kayla Adcock (252) 738-3506
Warren Campus	Lyndon Hall (252) 738-3687	Serena Green (252) 738-3685

Emergency Response Priorities

The primary objective for initial emergency response shall be to protect life and ensure safety. A disaster or emergency may occur at a time when certain college officials may not be present, readily available, or cannot be contacted. While the structure of this plan will remain intact, actual implementation of the plan may vary depending on the resources and college personnel that are available – and the totality of the circumstances that are present. Until sufficient key staff members specifically designated and trained for lead roles in the plan become available, the highest ranking available college officials should seek to follow, as nearly as possible, the guidelines set forth in this plan while simultaneously making an effort to notify the Emergency Response Coordinator of the circumstances and obtain verification or advice on their actions.

State of Emergency Levels

The following definitions of an emergency are provided as guidelines to assist communication between campus Emergency Operations Team and external emergency response personnel in determining appropriate action:

Color Code	Level	Description/Conditions	Examples
	Low – Incident	A small, isolated incident that is quickly contained and easily controlled by onsite personnel - has limited impacts.	• Small building fire • Isolated hazardous materials incident • Room or single building power outage
	Medium – Emergency	A range of incidents that may threaten life, health/safety, and/or operations and that requires immediate response and medium to long-term management to address and contain incident(s).	• Inclement weather that closes the campus for a period of time • Larger scale fire or hazardous materials incident • Extended power outage for campus or centers
	High – Crisis	Any incident or series of incidents that has the potential to or significantly affects/harms the students, employees, operations, buildings, assets, finances, and/or reputation.	• Tornado hits campus causing serious injury, death, and/or significant building damage • Fire destroying a number of buildings and campus facilities • Active shooter

Emergency Response Notifications

The primary administrator activating the emergency will notify the entire Emergency Operations Team and contact the Public Information Officer. Separate message types may be sent for Emergency Operations Team, college Incident Command personnel, and employees/students. For a high-level emergency, Campus Police personnel will liaise with local jurisdiction emergency personnel.

Campus Emergency Notification

The College uses various communication formats to relay information about emergency situations on or affecting its campus locations.

VGAlert – VGAlert is the notification system the College uses to send emergency messages to its entire community. Emergency notifications are sent via email, text (SMS), campus phone extension, and college website posting. To receive text notifications, students and employees must opt-in to this service. The College does not charge for this service, but text messaging fees may apply depending on the receiver's carrier service and plan.

Door-to-Door Notification – If safe to do so, designated College personnel including Campus Police and Facilities staff will go to specific rooms and/or buildings of the affected campus to alert occupants to an emergency.

Website and News – The College will utilize the VGCC website and local news channels as necessary to provide ongoing updates during an emergency or in anticipation of a serious weather hazard event.

Emergency Response Procedures

Assault or Sexual Assault

- Call 3373, (252) 738-3373, or 911 and state your location.
- If you're uncomfortable calling 3373 or 911, call one of the following numbers:
  - Student Title IX Office – (252) 738-3405
  - Employee Title IX Office – (252)-738-3440
- To preserve evidence after a sexual assault, do not bathe or change clothes.

Bomb Threat or Other Threats to Safety

- Take the threat seriously, but REMAIN CALM.
- If the threat is received by telephone, keep the caller on the line and gather as much information as possible. Do not interrupt the caller. Do not transfer the call. If possible, check caller ID, make note of the number the call is coming from, and motion to a fellow employee to contact Campus Police or 911.
- Call 3373, (252) 738-3373, or 911 and state your location.
- If there is an indication of immediate danger, evacuate the area immediately and move at least 100 yards away.
- If the threat is on paper, do not touch it.

Crime in Progress

- Do not intervene.
- Call 3373, (252) 738-3373, or 911 and state your location.
- Be prepared to describe the people and/or vehicles involved.

Demonstrations and Disturbances

Not all demonstrations are unlawful. The U.S. Supreme Court has rules that certain activity is protected under the U.S. Constitution. However, any demonstration on college property that interferes with the educational function of the institution, or in which violence, property damage, or other unlawful behavior occurs is unlawful.

If you have a question about whether a demonstration is unlawful, call Campus Police at (252) 738-3373.

*If a disturbance appears to threaten the **safety** of students or employees*:

- Call Campus Police at (252) 738-3373.
- Lock doors if possible, and attempt to isolate the disturbance.
- Take steps to protect your own safety and the safety of other students and employees.
- Encourage people to leave the area.

Fire

- Pull the nearest fire alarm and start an orderly evacuation.
- Close the doors as you exit, to confine the fire.
- Assist those needing special assistance and visitors as you are evacuating.
- From a safe location, call 911 and then 3373, (252) 738-3373, and state the location.
- Considerations:
    - 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.
    - If you are trapped and cannot evacuate:
        - Close any doors between you and the fire.
        - If available, wedge any wet towels or cloth materials along bottom of the door to keep out smoke.
        - Contact 911 and notify the dispatcher of your location.
        - Break a window as a last resort.
- Do not return to the building until instructed to do so by emergency response personnel.

Gunfire / Active Shooter

- Remain calm, and focus on getting out of danger. (**Run**)
    - If there is an escape path, attempt to evacuate.
    - Evacuate whether others agree to or not.
    - Leave your belongings behind.
    - Help others escape if possible.
    - Prevent others from entering the area.
    - Call 3373, (252) 738-3373, or 911 and state your location when you are safe.

- If you can't escape, go to a room that can be locked or blockaded. (**Hide**)
  - Secure the room.
  - Turn off the lights.
  - Silence cell phones by turning off the ringer and vibration.
  - Stay away from windows and hide behind large objects if possible.
  - Remain very quiet.
- As a last resort, and only if your life is in danger: (**Fight**)
  - Attempt to incapacitate the shooter.
  - Act with physical aggression.
  - Improvise weapons.
  - Commit to your actions.
- When law enforcement arrives:
  - Remain calm and follow instructions.
  - Keep your hands visible at all times.
  - Avoid pointing or yelling.
  - Know that help for the injured is on its way.

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

Hazardous Material

- Alert others.
- Activate fire alarm as you evacuate.
- From a safe location, call 3373, (252) 738-3373, or 911 and state your location.
- 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.
- Do not return to the building/area until cleared by emergency services personnel.

Medical or Mental Health Emergency

- Call 911 or 3373, (252) 738-3373, and state your location.
- State name, location and condition of patient.
- Do not attempt to move the patient.
- If possible, have someone meet emergency personnel to direct them to your location.
- If trained, administer First Aid (such as bleeding control or CPR).

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.

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**.

DO NOT 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.
- Aid others in your immediate area who may be unfamiliar with the area or evacuation routes.
- Remain outside until emergency personnel determine 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.

Weather Emergencies and Inclement Weather

In case of impending threatening weather, check the VGAlert system, college website, or local news channels. Decisions on closings will be made in as timely a manner as possible.

If you are at a college campus location with limited advance warning:

- 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) 738-3373 of any damages or injuries.

Emergency Response Directives

Shelter in Place

Shelter in Place is the most common recommendation during emergencies. More often than not, if the emergency is not in your building, you will be asked to remain in place. Two instances when you will not shelter in place are in the event of fire or explosion.

Sheltering in place provides protection from external hazards, minimizes the chance of injury and/or provides the time necessary to allow for a safe evacuation. This should be done by selecting a small, interior room, if possible, with no or as few windows as possible. When authorities issue directives to shelter-in-place, do not walk outdoors, take refuge indoors immediately.

A shelter-in-place order may be issued for several reasons to include but not limited to the following:

- Active Shooter
- Severe weather
- Hazardous materials
- Civil Unrest
- Hostage situation

When this occurs:

1. Remain CALM.
2. Faculty should recommend to students and others not to leave or go outside.
3. Select a small interior room with no or few windows as possible.
4. Close and lock all windows, exterior doors, and any other openings that lead to the outside.
5. Stay away from all windows, doors.

Evacuation

Evacuation is the best option when conditions outside are safer than inside.

If an evacuation is announced, it is important that every occupant of the affected building(s) evacuate immediately. Always comply with the instructions of emergency responders (police officers or firefighters) during an evacuation. In some emergency situations, building occupants will be instructed to shelter in place. In that event, it is important not to leave the building until instructed to do so by emergency responders or Building Captains.

At times, exit routes may be blocked by smoke, toxic or super-heated fumes, debris, human threat, or fire. At those times, or if you are physically unable to evacuate through exit routes, it is safer to call 911 to report your location and await aid.

- Take the closest and safest way out (use secondary route if primary route is blocked or hazardous).
- Assist those needing special assistance. For those unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform Police or the responding Fire Dept. of the individual's location.

- Do not stop to pick up your belongings.
- Go to designated assembly area. *(See next page.)*
- Check for injuries.
- Building Captains should take attendance and report discrepancies to emergency response personnel.
- Wait for further instructions
- Remain Calm
- Do NOT use Elevators. Use the Stairs.
- Proceed to a designated evacuation location clear area at least 50 feet from the building. Keep all walkways clear for emergency vehicles.
- Make sure all personnel are out of the building.
- Do not re-enter the building.

The VGCC Childcare Center Evacuation Plan is in Appendix A but is not publicly available. It is an "internal only" document.

ASSEMBLY AREAS

In situations where evacuation of a building is necessary, the following assembly areas are noted:

Main Campus

Building	Assembly Area
1 – bottom floor	Service Road and grass area behind building 9 (Adirondack Chair Grouping area)
1 – other floors	Parking lot in front of Building 1
2	Grass area towards Gazebo at pond
3	Parking lot behind Building 5
4	Parking lot in front of Building 1
5 – bottom floor	Parking lot across from Building 7
5 – main floor	Parking lot behind Building 5
6	Parking lot adjacent to Building 6
7 – bottom floor	Parking lot across from Building 7
7 – other floors	Parking lot behind Building 5
8 – bottom floor	Parking lot across main driveway from Building 8
8 – main floor	Parking lot across main driveway from Building 8
9 – bottom floor	Service Road and grass area behind building 9 (Adirondack Chair Grouping area)
9 – Civic Center	Parking lot in front of Building 9/Civic Center
10	Front parking lot towards fence line

Franklin Campus

Building	Assembly Area
1	Grassy area beyond front parking lot
2	Grassy area beyond front parking lot
3	Parking lot to the side of Building 3
4	Parking lot in front of Building 4
5	Parking lot beside Building 5
Pod	Grassy area to the side of the Pod

South Campus

Building	Assembly Area
Main Building	Top parking lot near Butner-Creedmoor Road
Annex	Side parking lot

Warren Campus

Building	Assembly Area
1	Side parking lot
All Others	Main parking lot

Important Campus Telephone Numbers

Prefix 738 if calling from a non-campus telephone.
Numbers good for business hours only (M – Th 8 am – 5:00 pm and F 8 am – 3:00 pm)

Area	Extension
Emergency	911 *(available 24 hours)*
Campus Police	3373
Campus Police (Non-emergency)	
Maintenance	919-495-7497
Switchboard	3202
Campus Point of Contacts	*See page 12*
Campus Security Cell	252-438-0446
Main Campus Building 8 Reception Desk	3330 or 3234
Main Campus Childcare Director's Office	3220
Main Campus Library Circulation Desk	3279
All Early Colleges	Franklin Principal: 3649 Granville Principal: 919-528-5583 Ext. 253102 Vance Principal: 3580 Warren Principal: 252-257-6810 Ext. 8501
Civic Center	3416

Section 2: INCIDENT COMMAND STRUCTURE

National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a structured framework used nationwide for both governmental and nongovernmental agencies to respond to natural disasters and/or terrorist attacks at the local, state, and federal levels of government. The College has adopted NIMS as its system of preparing for and responding to disaster incidents. This EOP is part of the overall campus and community emergency preparedness efforts. The procedures and guidance contained herein are subject to and compliant with NIMS and Incident Command System.

Incident Command System (ICS)

The Incident Command System (ICS) is a standardized, on-scene, all-hazard incident management concept that is used by emergency response agencies nationwide to manage incidents of all types, sizes, and complexities. ICS is one component of the National Incident Management System (NIMS), which is a flexible framework of doctrine, concepts, principles, terminology, and organizational processes that apply to all hazards and jurisdictions.

The Incident Command System:

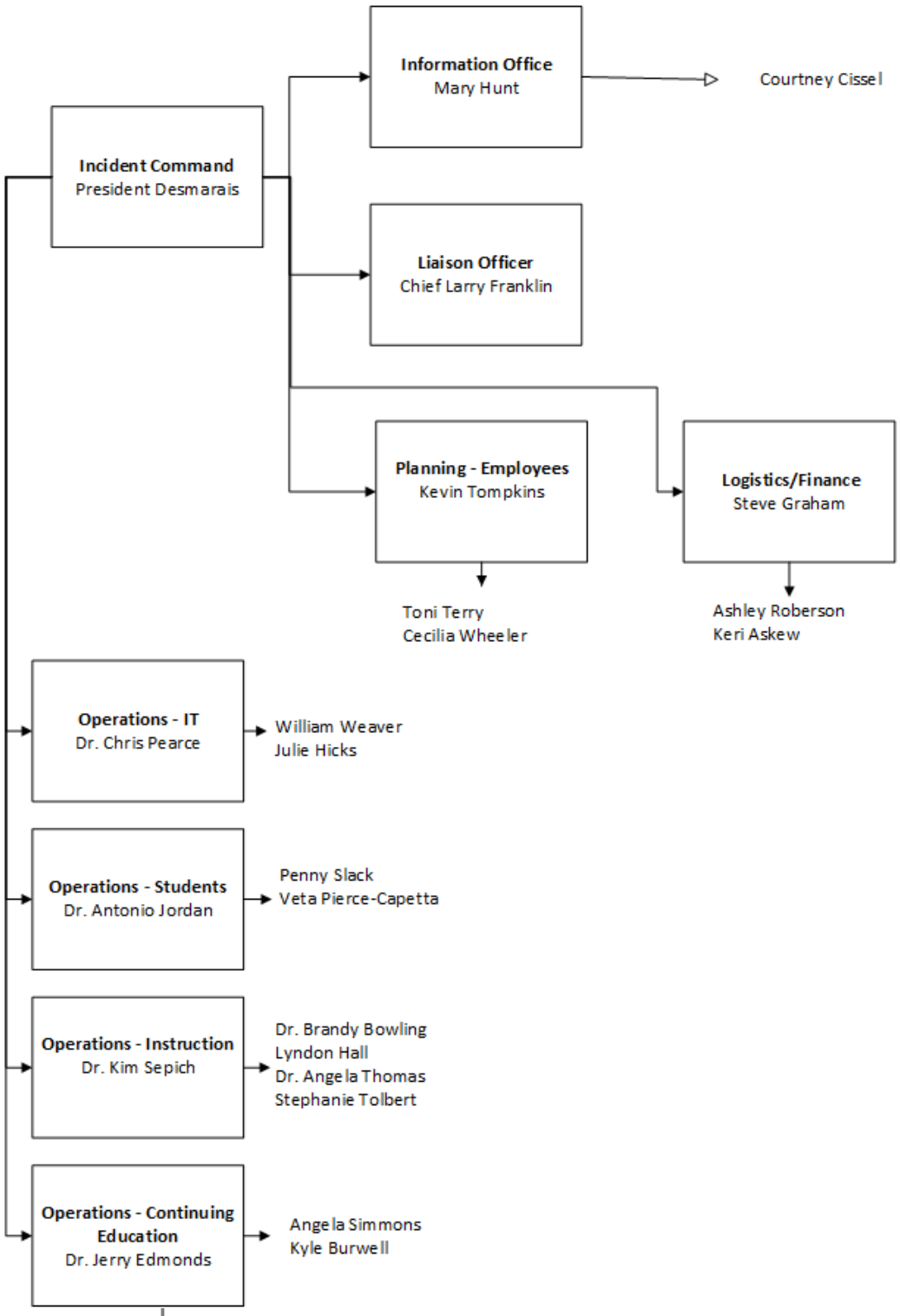
- Uses standardized position titles for all responding agencies.
- Allows ICS positions to be filled by the most qualified personnel.
- Established a modular structure that can be expanded to accommodate large-scale incidents, or reduced as an incident winds down.
- Uses plain English and common terminology to allow responding agencies to better communicate with one another.
- Establishes a unity of command, wherein incident personnel report to only one supervisor.
- Utilizes a management by objective approach.

Some medium-level and all high-level emergencies will require incident command activation. For contained emergencies on campus, the primary command center will be located [redacted] unless otherwise specified. The secondary site is [redacted]. The tertiary site is [redacted]. Other possible facilities or locations will be determined at the time of activation and the campus affected.

In high-level emergencies, incident command may be transferred to higher-ranking community emergency response personnel. It will be the responsibility of the President (or other current acting college incident commander) to communicate this hand-off to college personnel. The President or designee will also determine when to deactivate the incident command post and begin recovery operations.

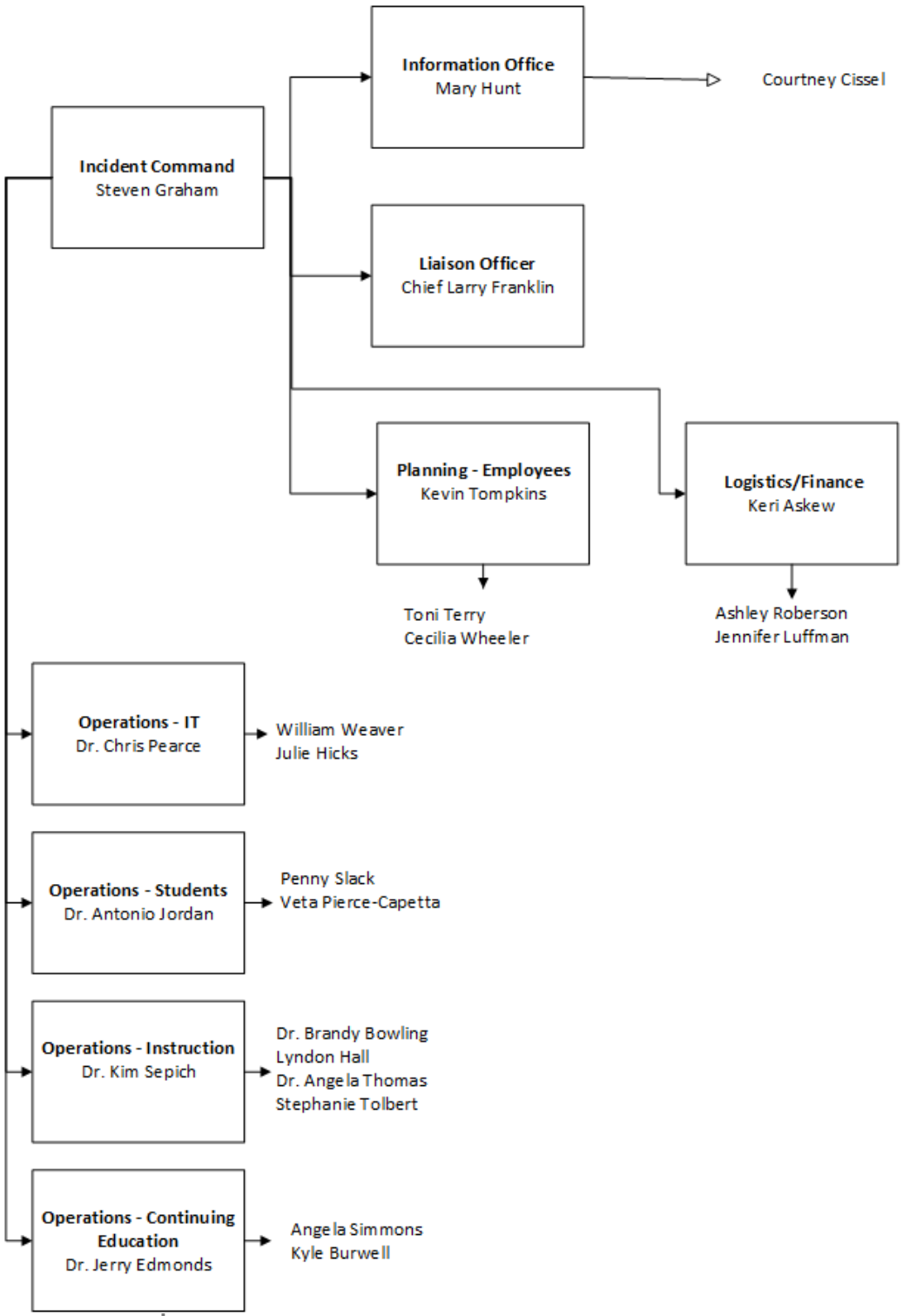
INCIDENT COMAND - PRESIDENT ON CAMPUS

As incidents grow, the Incident Commander may delegate authority for performance of certain activities to the Command Staff and the General Staff. The Incident Commander will add positions only as needed.



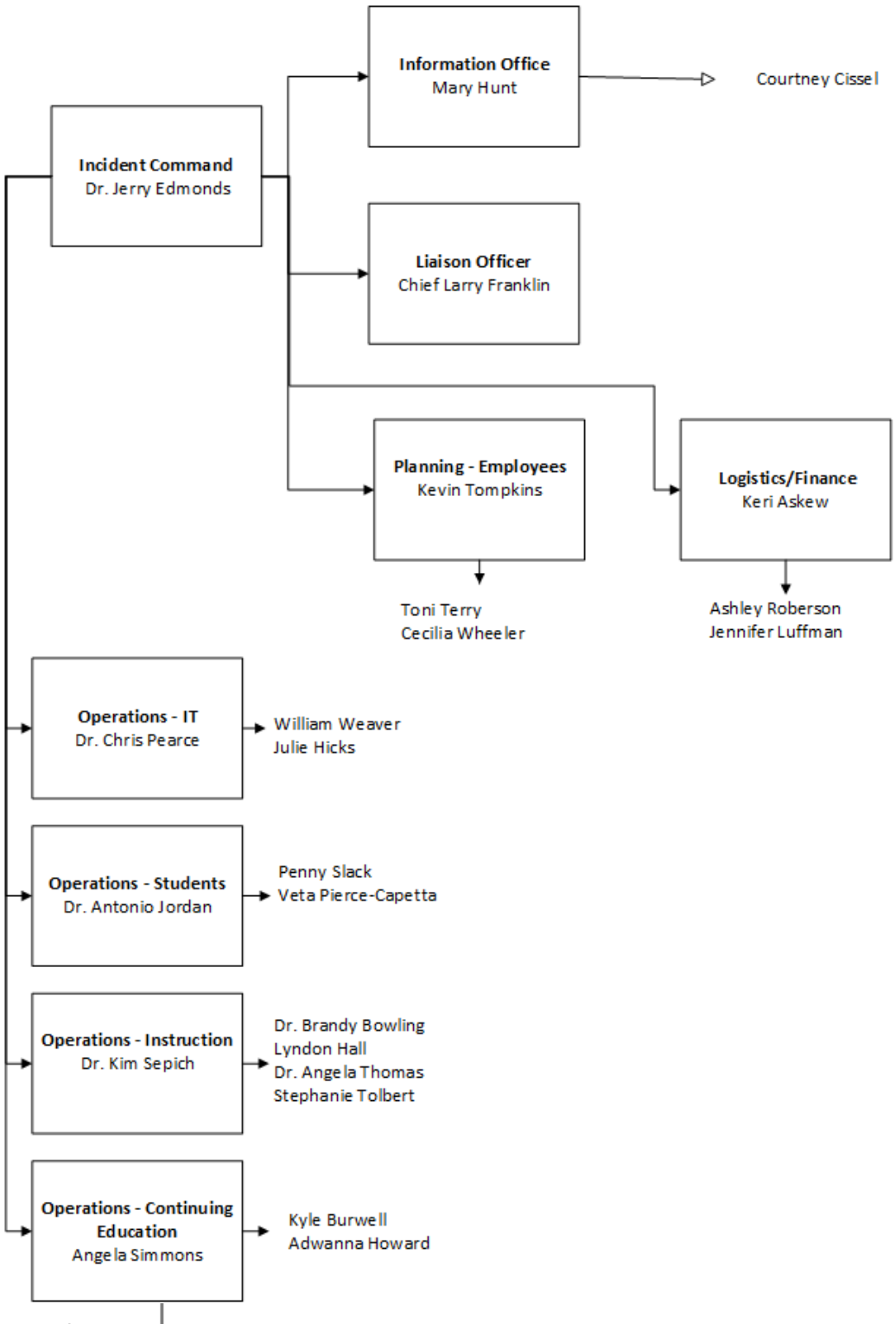
INCIDENT COMAND – PRESIDENT *NOT* ON CAMPUS - Primary

As incidents grow, the Incident Commander may delegate authority for performance of certain activities to the Command Staff and the General Staff. The Incident Commander will add positions only as needed.



INCIDENT COMAND – PRESIDENT *NOT* ON CAMPUS - Secondary

As incidents grow, the Incident Commander may delegate authority for performance of certain activities to the Command Staff and the General Staff. The Incident Commander will add positions only as needed.



Section 3 – BUSINESS CONTINUITY

A business continuity plan is a blueprint document that clarifies strategies and documents the procedures needed to continue operations and execute a recovery of critical applications or processes in the event of an interruption. It also includes procedures used to exercise recovery capabilities. All departments are encouraged to have reasonable business continuity plans to ensure continuation of programs and services in the event of a major disruption of operations. Plans should be updated annually.

Departments with mission critical functions must have disaster recovery and business continuity plans on file with the Office of the Executive Vice President. Mission critical functions are defined as processes or applications that are essential to the ability of the College to provide its services or perform its activities safely and effectively. The Director / Dean / VP of a department is responsible for determining if the applications or processes owned by a department or program fall into one of the following categories:

1. **Safety and Security:** Activities needed to support a safe and secure environment for students, faculty, staff and the visiting public.
2. **Learning and Education:** Activities that carry out or directly support the academic mission of VGCC.
3. **Business Support Services:** Activities that allow VGCC to maintain necessary business operations, safeguard assets, and ensure the financial viability of the College.

For each mission critical process or application, the following should be incorporated into the Business Continuity Plan:

- Identification of risks.
- Likelihood of risks.
- Severity of risks.
- Significance of risks.
- Recovery strategy including plans and location of essential documents.

Each VP should maintain an accessible paper or digital copy of their Business Continuity Plan in an offsite location.

See Appendix B for the most current Business Continuity Planning Document. This is not a publicly available document.