

APPENDIX F: WEATHER EMERGENCIES

GENERAL INFORMATION: Should a decision be made to close the College, students, faculty, and staff will be alerted immediately through a variety of sources depending on the time of day. The College Web site, www.vwc.edu, and inclement weather hotline, 757.455.5711, are the two most important tools for closing information. Closing information will also be available on local television and radio stations.

PLAN A - COLLEGE CLOSES AND HALLS REMAIN OPEN (24 - 36 HOURS NOTICE): The College community will be notified of the plan of action. Vice presidents will notify their staffs. The president will notify the chair of the board and the members of the executive committee. Students will be notified via e-mail postings and personal conversations.

1. Students from the immediate area are encouraged to return to their families to ride out the storm.
2. No visitors will be allowed on campus and use of alcohol is prohibited.
3. All Residence Life staff will be required to stay on campus throughout the storm.
4. Equipment and other College property is relocated or secured. (i.e. patio furniture in Village III and underneath the Batten overhangs should be relocated to indoors and faculty and staff computers located on floors of low lying offices should be stored at a higher level in case of flooding.)
5. Utilize equipment - phone, Internet, and other media - as long as possible and then switch to radio frequencies.
6. Should our campus network go down due to weather conditions, updates on the status of the College will be made available on our emergency Web site at emergency.vwc.edu.
7. Key personnel should use cell phones for communication. Please refer to page 4, under Emergency Response Team for contact numbers.
8. Food and bottled water will be dispersed to Village locations prior to the storm's arrival.
Bray Village - Eggleston and Rose Hall first floors
Village II - East and Johnston Suites
Village III - North A, South A, and Teagle A Suites, Townhomes and Apartments, in the first floor inner hallway of apartments.
9. Food and bottled water will be available during established meal times in the dining hall (11:00 a.m. - 12:00 p.m. for lunch and 4:30 p.m. - 5:30 p.m. for dinner).
10. In the event of an extended power outage, the Physical Plant Director will obtain backup power for the sewage pumping station by Smith Drive at the Maintenance turnoff, the Village III pumping station, and the Food Services Operation (this last unit also will keep the telephone switch up and running). If an extended outage is apparent, some power may be restored to Bray Village and Village II by smaller generator units. The Batten Center has its own emergency generator.

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Continued

PLAN B - COLLEGE AND RESIDENCE HALLS CLOSE (48 - 72 HOURS NOTICE): The College community will be notified of the plan of action. Vice presidents will notify their staffs. The president will notify the chair of the board and the members of the executive committee. Students will be notified via e-mail, postings, and personal conversations.

1. Should our campus network go down due to weather conditions, updates on the status of the College will be made available on our emergency Web site at emergency.vwc.edu.
2. Key personnel should use cell phones for communication. Please see page 4, under Emergency Response Team for a listing of cell phone numbers.
3. Equipment and other College property is relocated or secured. (i.e. patio furniture in Village III and underneath the Batten overhangs should be relocated to indoors and faculty and staff computers located on floors of low lying offices should be stored at a higher level in case of flooding.)
4. **OPTION 1: HALLS CLOSE AND STUDENTS CONVENE IN CENTRAL LOCATION:**
 - a. Only those students with permission from the Director of Residence Life may stay on campus.
 - b. All students who must stay will be convened in the CMAC during the storm under the supervision of Carolyn Hughes and other Residence Life staff members.
 - c. No visitors will be allowed on campus and use of alcohol is prohibited.
 - d. Utilize phone, Internet and other media as long as possible.
 - e. Campus Security will stage two vehicles at the Chesapeake Bay Academy in the event of flooding on Smith Drive.
 - f. Students may return to individual rooms once the storm passes.
 - g. Provisions will be available during established meal times in the dining hall (11:00 a.m. - 12:00 p.m. for lunch and 4:30 p.m. - 5:30 p.m. for dinner).

OPTION 2: HALLS CLOSE AND STUDENTS WITHOUT ACCESS TO TRANSPORTATION ARE TRANSPORTED OUT OF THE AREA:

- a. Should it be deemed necessary to vacate the campus entirely, arrangements will be made to transport students and essential staff via chartered bus to Randolph-Macon College to ride out the storm. Randolph-Macon College's address is P.O. Box 5005, Ashland, VA 23005 and their switchboard number is 804.752.7200.
- b. Should our campus network go down due to weather conditions, updates on the status of the College will be made available on our emergency Web site at emergency.vwc.edu.

MANDATORY EVACUATION: Evacuation of the Virginia Wesleyan College campus should only occur upon the recommendation or mandatory orders of City, State, or Federal Civil Emergency Services Command. Once the determination to evacuate the campus is made, Plan B, Option 2 will be implemented.