

## APPENDIX J: UNFORESEEN LIFE-THREATENING EMERGENCIES

GENERAL INFORMATION: An Unforeseen Life-Threatening Emergency is defined as a crisis situation where the actions of an individual or group of individuals may result in serious injury and/or death to members of the campus community. An Unforeseen Life-Threatening Emergency is not a situation such as health concerns or other non-urgent matter that can be managed through means that will not disrupt the campus community. Gunfire, bomb threats, and hostage situations are all examples of Unforeseen Life-Threatening Emergencies

All Unforeseen Life-Threatening Emergencies will require the response of the Virginia Beach Police Department, and the college's primary concern during an Unforeseen Life-Threatening Emergency will be communication.

1. When an unforeseen life-threatening emergency crisis is discovered by a first responder that information is immediately relayed to **911** and then to Campus Security.
2. The Director of Campus Security or Security Shift Supervisor will then activate the campus alarm system.
3. The alarm will alert the campus community to the fact that there is "An emergency situation on campus," and to "Seek shelter immediately." The activation of this alarm will take place at the front gate.
4. Repetitive forms of communication will follow the initial emergency alarm including an e-mail alert via SAFE@vwc.edu, text messages to student, faculty, and staff cell phones via the e2 Campus System, and a campus-wide voice mail message.
5. Members of the Campus Security staff, while maintaining a safe distance, will respond to the scene to assess the situation prior to the arrival of the Virginia Beach Police Department.
6. Utilizing the "emergency phone tree system," Campus Security personnel will notify the Emergency Response Team and the Administrative Council.
7. Depending on the time of day, the residence life staff members should be able to reach their fellow staff members within their individual Villages. These individuals will be informed of possible ways they may be of assistance on their own floors.
8. When the Virginia Beach Police arrive on campus, College officials will follow whatever directives they prescribe.
9. Should a campus lockdown be put into effect, all students, faculty, and staff will be notified that they must stay in their current location until notified to do otherwise.
10. Communication between and among community members will utilize several methods to include the college Web Site, e-mails, voicemail messages, room and cell phones, and bullhorns. Staff on scene will notify other College officials with periodic status updates.
11. An Incident Command Center will be established by the Virginia Beach Police Department. From the Command Center, control, coordination and containment issues will be addressed. For example, from the Command Center, it will be determined whether or not to evacuate the campus, maintain shelter-in-place, or institute a campus-wide lockdown.
12. Communication with the external community such as parents, family members, trustees and others to include the media, will be coordinated by the Emergency Response Team.