

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
FACILITIES UNIT
SIP-1167**

SUBJECT: Emergency Procedures

REFERENCE: West Virginia Division of Homeland Security and Emergency Management

ORIGINATION: February 17, 2009

EFFECTIVE: February 17, 2009

REVIEWED: February 10, 2023

SECTION 1. PURPOSE

1.1 To provide guidance for employees in the event of an emergency situation.

SECTION 2. SCOPE AND APPLICABILITY

2.1 All employees, students, and the general public who use our facilities.

SECTION 3. DEFINITIONS

3.1 Emergency Plan and Procedure Guide: The document that outlines the College's emergency procedures and plans in case there is an emergency involving one or more of Southern's campuses.

SECTION 4. PROCEDURE

4.1 The Southern West Virginia Community and Technical College's Emergency Plan and Procedure Guide is posted on the web and can be found at <https://www.southernwv.edu/emergency-plan/>

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 Refer to SCP-1375, Reports of Accidents/Incidents, and SCP-1435, Inclement Weather and Emergency Situations policy, for related information.

SECTION 6. GENERAL PROVISION

6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 The Campus/Executive Directors will serve as the Incident Commanders for all campus emergencies on their respective campuses. The Chief Facilities Management Officer and/or Director of Facilities will act in the absence of the respective Campus/Executive Director. The Chief Facilities Management Officer, in consultation with the Director of Facilities and the Campus/Executive Directors, is responsible to review the Emergency Plan and Procedures Guide annually and to make any necessary updates.

- 7.2 All employees are required to become familiar with the Emergency Plan and Procedures Guide, and all instructors are required to advise their students each semester on the proper evacuation plans.
- 7.3 Each Campus/Executive Director is responsible to update, post on the intranet, and submit to the President's Office annually their campus-specific emergency plan.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

- 9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.

Attachments: <https://www.southernwv.edu/emergency-plan/>

Distribution: All employees of Southern West Virginia Community and Technical College via www.southernwv.edu

Revision Notes: February 2010 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined. The policy SCP-1167 was rescinded by the Board of Governors to become a unit procedure on February 17, 2009.

February 2023 – Revisions reflect a new link to Emergency Plan on the website, change in responsibilities, and addition of the definition of Emergency Plan and Procedures Guide.