

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

SUBJECT: Implementation of Emergency Procedures

REFERENCE: W. Va. Code § 15-5

ORIGINATION: February 17, 2009

EFFECTIVE: February 17, 2009

REVIEWED: September 6, 2024

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: This document outlines the college's emergency procedures and plans in case of 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 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 director. The Director of Safety is responsible for reviewing the Emergency Plan and Procedures Guide annually and making 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 director is responsible for updating, posting on the intranet, and submitting 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, and a time frame for review will 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 Upon such review, the President or President's designee may recommend to the Board that this policy be amended or repealed.

Attachments: [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. The 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.

September 2024 – Revisions reflect changes in references, title, responsibilities and corrections to grammar.