

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
FINANCE 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: August 23, 2010.

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 None.

SECTION 4. PROCEDURE

4.1 The Southern West Virginia Community and Technical College's Emergency Plan and Procedure Guide is posted to the web and can be found at http://southernwv.edu/files/emergency_plan_Revised_July_1_2010.pdf

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 Refer to SIP-1233, **First Aid** procedure, and SCP-1435, **Inclement Weather and Emergency Situations** policy, for related information..

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 The Campus Directors will serve as the Incident Commander for all campus emergencies on their respective campus. The Chief Financial Officer will act in their absence. The Chief Financial Officer is responsible to review annual the Emergency Plan and Procedures Guide and to make any necessary updates.

7.2 All employees are required to become familiar with the Emergency Plan and Procedures Guide and each instructor is required to train their students each semester of the proper evacuation plans.

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 Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.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: http://southernwv.edu/files/emergency_plan_Revised_July_1_2010.pdf

Distribution: All employees of Southern West Virginia Community and Technical College via www.intranet.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 The policy SCP-1167 was rescinded by the Board of Governors to become a unit procedure on February 17, 2009.