

Subject: Emergency Response and Management

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1. Purpose

This policy establishes the principles for planning for and responding to emergency situations that affect the college and threaten life or property. The policy also identifies certain responsibilities associated with such planning or response.

2. Policy

To fulfill its responsibility to provide a safe environment for employees, students, and visitors, Tidewater Community College will develop, maintain, and test an emergency response and management plan that addresses those situations that might threaten life or property. In addition to severe weather situations, those emergencies include incidents such as: fire, bomb threat/detonation, civil disturbance, hazardous substance release, airplane crash, and armed attack. This plan will incorporate the following principles.

1. The objectives of emergency response and management are to:
 - a. protect human life;
 - b. minimize damage to property;
 - c. effect an efficient return to normal business; and
 - d. act as a good citizen of the area and region.
2. Faculty, staff, and students are empowered to act proactively in the interest of protecting human life.
3. Decision-making in response to an emergency will be accomplished at the lowest possible level and in the least possible time.

Where feasible, the emergency response and management plan will address actions to be taken in preparation for the emergency, such as a hurricane or tornado. In all cases, the plan will address those immediate and subsequent actions to be taken to assure life safety and to gain control of the situation as well as those actions that might be required to return to normal operations.

Maintenance of a safe environment requires the participation of all employees. In particular, all employees with supervisory responsibility, including teaching faculty in their classrooms, are expected to participate directly in assuring the maintenance of a safe environment. In the event of an emergency, those with supervisory responsibility shall be directly and personally responsible for the safety of others under their supervision, including students, employees, and visitors, as well as for their own personal safety. This responsibility may not be delegated. Supervisors shall assure that those under their direction are familiar with the applicable emergency response procedures for the area in which they are situated.

3. Responsibilities

The Vice President for Administration, in coordination with the campus provosts, shall be responsible for developing and maintaining the college's emergency response and management plan and associated procedures that are consistent with this policy and that comply with applicable policies and procedures of the Virginia Community College System and the Commonwealth of Virginia.

4. Procedures

The college's Crisis and Emergency Management Plan (CEMP) provides procedures for implementation of this policy. Distribution of the CEMP is limited to those college staff and external agencies with a need to know.

5. Definitions

No definitions are associated with this policy.

6. References

No references are associated with this policy.

7. Review Periodicity and Responsibility

The Vice President for Administration shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This revision of the policy is effective upon its approval by the College President on October 15, 2003.

Policy Approved:

Deborah M. DiCroce
President

9. Review and Revision History

The initial version of this policy was approved February 20, 2003.

- Revision 1

Changes responsibilities from Dean of Finance and Administration to Vice President for Administration to reflect current college organization.

Approved October 15, 2003 by President Deborah M. DiCroce.