



Emergency Procedures

To report an emergency call: **911**

Safety and Security Plan is available at: <http://inside.southside.edu/plans/safety/default.asp>

Getting Information

During an emergency, SVCC will distribute information to the campus community via:

Audio: PA System

Web: an alert message will be posted on the homepage at www.southside.edu

E-mail: Blast e-mail to southside.edu accounts

Text/voice messages (weather closings, emergencies, etc.): SVCC Alert text messages to registered users. Faculty, staff and students register through alert.southside.edu on webpage under *About SVCC* or by *texting 411911 keyword SSVCC*.

People: Area coordinators/building and grounds staff.

Weather closings or delays will also be given to the following stations:

TV-SVCC TV channel broadcasts:

WWBT Channel 12 NBC Richmond

WSET Channel 13 ABC Lynchburg

Radio Stations

	AM Station	FM Station
WKLV (Blackstone)	1440	93.5 (WBBC)
WEVA (Emporia)	860	
WFLO (Farmville)	870	95.7
WLES (Lawrenceville)	580	
WRVA (Richmond)	1140	
WHLF (South Boston)	1400	95.3 (WJLC)
WSHV (South Hill)	1370	101.9 (WKSK)

Emergency Terms

If an emergency is announced on the PA system you will be given one of the following instructions:

Shelter in Place: Choose an interior room or one with as few doors and windows as possible. Remain there until the danger has passed.

Seek Secure Shelter: Get into a lockable space, like an office or classroom, and remain there. Lock and barricade doors, turn off lights, and turn cell phones to silent or vibrate mode. Get under a desk or other surface to hide. Wait for further instruction from law enforcement. If the threat is in your building and you can safely flee, then do so.

Examples: Active shooter or dangerous person immediately threatening the campus.

Evacuate: Immediately leave the building that you are in, exiting through the nearest and safest exit. If the fire alarm has not been activated, do so.

Examples: Fire, smoke.

Avoid Area, Warn others: In these types of incidents, the emergency is localized on campus. College officials do not want anyone near the area and want you to alert others of the emergency.

Examples: Hazardous materials spill, flooded roads, aircraft accident, bomb threat, civil disturbance, fire, gas leak, or power lines down.

What to Do

Tornado

The tornado warning will be given on the PA system and/or by southside alert.
Seek shelter in an inner room until notified by college officials that it is safe to leave.
Stay away from electrical lines, devices and windows.
PA announcement of "all clear" will be made after the danger has passed.

Fire

Activate the nearest fire alarm and call **911** if possible to report the location and cause of the fire.
Everyone must leave immediately when a fire alarm is activated, even if there are not obvious signs of an emergency.
Remain calm and assist others in safely getting out.
Confine the fire by closing all doors and windows if possible.
Follow directions given by Building & Grounds or emergency personnel and go to the location designated by your building coordinator to await further instructions.

Earthquake

Go outside to an open space until the danger has passed.

Active Shooter/Dangerous Person

Remain calm, do not engage the intruder.
A quick and quiet escape is suggested, if it can be done safely.
If attempting to escape, keep your hands elevated with open palms visible, especially if encountering law enforcement officers. Follow all instructions officers may give you. If you **cannot safely exit** the building, seek secure shelter.
Close and lock windows, lower blinds, remain out of sight, turn off lights.
Once secured inside, take cover behind concrete walls, thick desks, and filing cabinets that are away from windows and doors.
Remain quiet, turn off cell phones ringers.
Only one person from the room should call police at **911** and tell them where you are, where the dangerous person is, and the condition of others with you. Follow their instructions. If you cannot speak, leave the line open so the dispatcher can hear what is going on. Assist others if they are injured.
Do not respond to any unfamiliar voice commands until you can be sure they are coming from a police officer.