

Campus Relations

Emergency Procedures

VCFA is committed to preserving the safety and security of all guests to campus. Adequate planning saves lives and enables all individuals to respond calmly and effectively in emergency situations. This document provides an overview of VCFA's emergency procedures:

1. Emergency Phone Numbers
 2. Emergency Communication System
 3. Crisis Commands
 4. Emergency Procedures
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1. Emergency Phone Numbers

VCFA Campus Relations

(802) 828-8888

VCFA Campus Relations is staffed 24/7 during VCFA residencies and is available to assist you anytime you need assistance.

Montpelier Police and Fire: 911

Emergency calls should be made to 911 and (802) 828-8888. Calls to 911 can be made on campus phones by dialing "9" (for an outside line), then 911. When calling 911, please note that VCFA Campus Relations is not automatically notified. Please also notify Campus Relations by calling x8888.

Central Vermont Medical Center (CVMC)

130 Fisher Road, Berlin, VT 05602

(802) 371-4100

Sexual Assault Crisis Team (Barre, VT)

Emergency Hotline (802) 479-5577

Washington County Mental Health

(802) 229-0591

Poison Control Center

(800) 222-1222

2. Emergency Communication System

All members of the VCFA community are required to notify VCFA Campus Relations of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students on campus. VCFA is responsible for responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, VCFA has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community.

If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

A **timely warning** or an immediate **emergency notification** message will be distributed to the campus through any one or more of the following mechanisms:

- **All-Campus Voicecall:** A secure emergency notification service that allows the college to send information and instructions simultaneously to individuals through cell phones and text messaging. Staff information is collected and updated regularly. Students and faculty provide their information to Campus Services upon their arrival on campus.
- **E-mail Communications:** A group e-mail alerting students, faculty, and staff.
- **VCFA Website:** www.vcfa.edu
- **Campus Safety Phones:** During larger residencies, VCFA requests the help of specific student and faculty volunteers to carry “emergency phones” and to be available to distribute emergency messages to surrounding and available students and faculty.
- **Face-to-Face Communication:** VCFA Campus Relations and staff travel “door to door” on campus to make notification, either verbally or in writing.

3. Crisis Commands

Please familiarize yourself with these commands:

“Clear the Halls/Lockdown”

Clear the Halls means all students, faculty and staff exit the hallways and go to the nearest room with a door. Lock door if possible. Remain quiet and away from internal and external windows and doors. Shut off lights and close shades if available. Students, faculty and staff should not exit the building.

“Secure the Building”

Same as “Clear the Halls” except the exterior doors are locked.

“Shelter in Place”

Shelter in Place means that dangers (hazardous materials, for example) may exist outside the building. Faculty, students and staff should seek shelter inside the building, close all windows and doors and immediately turn off all air handling equipment.

“Evacuate the Building”

Evacuation means that all students, staff, and visitors exit the building and move quietly and quickly to designated safe areas at least 300’ away from the building.

4. Emergency Procedures

- **Medical Emergency:**
 - Call 911 and x8888
 - Stay with the injured person
 - If qualified, provide medical treatment
 - DO NOT attempt to move the patient unless necessary
- **Fire (or Fire Alarm):**
 - Pull the alarm (if not activated) and **evacuate the building** immediately
 - After evacuation, call 911 and x8888 to give further information. (Please note that 911 and VCFA Campus Relations are NOT automatically notified of alarm.)
 - Gather and wait at a safe distance from the fire and emergency personnel
 - DO NOT re-enter until the “All Clear” has been given
- **Crime, act of violence, or suspicious condition:**
 - Call 911 and x8888 to provide information
 - Intervene only if it can be done safely
 - If the situation is unsafe, evacuate the area immediately
- **Severe Weather Procedures/Natural Disaster:**
 - Follow the instructions of Emergency Responders and the VCFA emergency notification system
- **Power outage:**
 - Remain calm
 - Notify Campus Relations; await assistance
 - If 8888 does not work, call Director of Facilities **Call Matt Coyne.**
 - **Office: 802-828-8560 cell: 802-793-5044 Home: 802-535-1973 and if you cannot reach Matt call Carly Abrams 802-917-3085**
- **Hazardous spill:**

- Call 911 and x8888
- Secure the area if it is safe to do so
- DO NOT attempt to clean up the spill unless you are trained to do so

➤ **Bomb Threat:**

When a bomb threat is received, try to gather as much information as you can. Ask the following questions: *When is the bomb going to explode? Where is the bomb right now? What does the bomb look like? What kind of bomb is it? What is your name?*

Then contact 911 and VCFA Campus Relations immediately

➤ **Suspicious Person/ Intruder:**

- Ask unauthorized visitor who they are
- Contact Campus Relations and 911 if visitor is uncooperative
- **Clear the halls.** Wait for assistance
- Write down intruder's physical description

➤ **Active Shooter Protocol**

- If you witness any armed individual on campus at any time, immediately call 911 and VCFA Campus Relations from a campus phone: x8888 or (802) 828-8888. If any individual is acting hostile or in a belligerent manner, contact VCFA Campus Relations.
- **Clear the halls/lockdown**, as directed by Campus Relations
- **Lock all classroom and office doors**
- Move away from windows and line of sight
- Turn out all lights.
- Maintain silence and listen for further directions from authorized personnel.
Ensure all cell phones and pagers are off or in the “silent” mode.
- *Be sure to be a good witness. If you have seen the suspect or others involved, try to keep track of what you have observed*
- *Attempt to isolate and/or contain scene until further resources arrive*
- *Do not stop to render first aid unless you are sure the threat has been removed.*

Thank you for your assistance in keeping our campus safe.

*If you have any question about these procedures, please contact
Matt.Coyne@vcfa.edu or (802) 828-8560*