

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
FACILITIES 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:** ~~February 10, 2023~~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 ~~there is 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/Executive Directors~~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/Executive Director~~campus director. The ~~Chief Facilities Management Officer, in consultation with the Director of Facilities and the Campus/Executive Directors,~~Director of Safety is responsible for reviewing the Emergency Plan and Procedures Guide

~~annually and making is responsible to review the Emergency Plan and Procedures Guide annually and to make~~ 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/Executive Director~~campus director is responsible ~~to update, post on the intranet, and submit~~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 ~~with a time frame for review to, 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 the procedure be amended or repealed.

**Attachments:** <https://www.southernwv.edu/emergency-plan/>

**Distribution:** All employees of Southern West Virginia Community and Technical College via [www.southernwv.edu](http://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. ~~Form~~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 responsibilities and corrections to grammar.