Contacts and procedures to prepare for emergencies.

EPP II contains detail plans for essential functions in an emergency that affects services, technology or the collections.

VCU Libraries
Emergency Preparedness Plan

Updated May, 2014; Updated March 5, 2013. SR,
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## QUICK REFERENCE for VCU LIBRARIES

VCU Police at 828-1234 or 911 or TEXT 274637, keyword: VCUtip

<table>
<thead>
<tr>
<th>EVENT</th>
<th>FIRST ACTION</th>
<th>THEN DO THIS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRE or EXPLOSION</strong></td>
<td>Call 828-1234 or 911</td>
<td>Activate alarm system. Close all doors in the vicinity of the fire to contain smoke as you evacuate. Do not use elevators.</td>
</tr>
</tbody>
</table>
| **SECURITY PROBLEM**  
Active shooter, suspicious person, crime in progress | If you can safely do so:  
Call 828-1234 or 911  
Leave phone off hook and line open; police can trace & hear TEXT 274637, keyword: VCUtip  
Report by email: http://www.csv.vcu.edu/dev/polic e/site/facts/report_crime.html | Move to a safe location away from the danger. Assess your situation and hide, run or “right.” Remain in place or hide if moving is unsafe; Lock and barricade doors, block windows, close blinds; turn off lights. Stay behind heavy solid objects that might be effective in stopping bullets. |
| **MEDICAL ASSISTANCE** | Call 828-1234 or 911  
If calling from a VCU, phone dial 9 for an outside line. | Describe the injury/illness. Give the exact location and number of people needing medical assistance. Keep the individual safe until health professionals arrive. |
| **ODD ODOR/PACKAGES**  
Radiation/Chemical/Biological/Odd Odor  
Suspicious Package | Call 828-1234 and Environmental Office of Health & Safety 828-9834 | Assess your own safety and act accordingly. Isolate the package; don’t open, smell or touch. Follow instructions from VCU Emergency personnel. |
| **EARTHQUAKE** | Remain calm. Assess amount of time to seek safe location within building. Shelter in place. Do not exit building during tremors. | Assess your own safety; stay away from windows; take cover under heavy furniture such as desk, table or bench until shaking stops. If outside during an earthquake: stay clear of buildings, power lines or overpasses. |
| **BOMB THREAT** | Try to stay calm, note the time, and pay attention to details. Listen carefully to the caller’s voice. Ask questions: Where is it located? When will it go off? | When caller hangs up, immediately depress *97 on the same line to activate call tracing. Then call emergency services 8-1234. |
| **UTILITY FAILURE**  
Water/Flood, Electrical, Elevator | Call 828-9444  
24 hrs./VCU Physical Plant | Give exact type and location. Also contact Jeanne Hammer JBC 8-1116 and Jodi Koste, TML 8-9898. Assess your own safety and act accordingly. |
| **TORNADO** | Remain calm. Assess amount of time available to seek safe location within building. Shelter in place. Do not exit building. | Move quickly to basement or center of building away from windows or to lowest level as time permits. |

Updated March 5, 2013. SR, updated Oct. 4, 2013SR
DECISION MAKING AND EMERGENCY COMMUNICATIONS

Individuals responsible for the development and execution of this Unit Plan.

VCU Libraries Emergency Notification System

John E. Ulmschneider
Telephone: 828-1105
Email: john_ulmschneider@vcu.edu
Campus Location: Physical Addresses accountable to this Department Head are:
1. 901 Park Avenue (James Branch Cabell Library)
2. 509 North 12th Street (Tompkins-McCaw Library)

Unit Plan Emergency Preparedness Team
Jeannie M. Hammer, chair
Dennis Clark
Patricia Selinger
James Ghaphery
Sue Robinson
Teresa Doherty
Jodi Koste

Representative to the VCU/VCUHS Emergency Preparedness Committee
Primary: John E. Ulmschneider, 828-7746, jeulmsch@vcu.edu
Alternates: Jeanne Hammer, 828-1116, jmhammer@vcu.edu

Plan Development & Maintenance
The Primary contact information for the person responsible for development and maintenance of the Unit Plan is Jeanne Hammer, 828-1116, jmhammer@vcu.edu

The Alternate contact information for the persons responsible for development and maintenance of the Unit Plan is Patricia Selinger, 828-8679, peselinger@vcu.edu

Notification & Plan Activation

Updated March 5, 2013. SR, updated Oct. 4, 2013SR
The contact information for the Primary and Alternate persons responsible for notification of the activation (and deactivation of the emergency response and recovery plan) is as follows:

**Primary Contact**
John E. Ulmschneider
Work Telephone: 828-1105
Home Phone: (804) 329-8271
Cell Phone: (804) 909-1407
Email: jeulmsch@vcu.edu
Alt Email: johnulm@me.com

**Alternate Contact**
John Duke
Work Telephone: 827-3624
Home Phone: (804) 320-0590
Cell Phone: (804) 837-6692
Email: jkduke@vcu.edu
Alt Email: john.k.duke@gmail.com

### INTERNAL NOTIFICATION PROCEDURES

The Primary/Alternate contacts will be notified by: Beverly Warren, Provost and Vice President for Academic Affairs. The Primary/Alternate contact will make at least three attempts over a 2-hour period to notify the following persons, at the numbers listed:

<table>
<thead>
<tr>
<th>PERSON</th>
<th>EMAIL</th>
<th>PHONES</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Duke</td>
<td><a href="mailto:jkduke@vcu.edu">jkduke@vcu.edu</a></td>
<td>827-3624</td>
</tr>
<tr>
<td></td>
<td></td>
<td>320-0590 (h)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(804) 836-0861 (c)</td>
</tr>
<tr>
<td>Teresa Knott</td>
<td><a href="mailto:tlknott@vcu.edu">tlknott@vcu.edu</a></td>
<td>828-0634</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(804) 308-9893 (h)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(804) 836-5331 (c)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(915) 433-1101 (c) (h)</td>
</tr>
<tr>
<td>Name</td>
<td>Email</td>
<td>Phone</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Jeanne M. Hammer</td>
<td><a href="mailto:jmhammer@vcu.edu">jmhammer@vcu.edu</a></td>
<td>828-1116</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(434) 989-1307(c)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(434) 989-1275 (c)</td>
</tr>
<tr>
<td>Dennis Clark</td>
<td><a href="mailto:dtclark@vcu.edu">dtclark@vcu.edu</a></td>
<td>828-9136</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dennisclark@gmail.com">dennisclark@gmail.com</a></td>
<td>(979) 229-9082 (c)</td>
</tr>
</tbody>
</table>
KEY CONTACTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Work</th>
<th>Home</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Duke</td>
<td>Senior Associate University Librarian</td>
<td>827-3624</td>
<td>320-0590</td>
<td>836-0861</td>
</tr>
<tr>
<td>Teresa Knott</td>
<td>Director for Tompkins-McCaw Library and Associate University Librarian</td>
<td>828-0634</td>
<td>308-9893</td>
<td>836-5331 or (915)433-1101</td>
</tr>
<tr>
<td>Dennis Clark</td>
<td>Associate University Librarian for Public Services</td>
<td>828-9136</td>
<td></td>
<td>(979) 229-9082</td>
</tr>
<tr>
<td>Jeanne Hammer</td>
<td>Associate University Librarian for Admin. and Policy Development</td>
<td>828-1116</td>
<td>(434) 989-1307</td>
<td>(434) 989-1275</td>
</tr>
<tr>
<td>David A. Mattox</td>
<td>VCU Insurance and Risk Management</td>
<td>828-7531</td>
<td></td>
<td><a href="mailto:damattox@vcu.edu">damattox@vcu.edu</a></td>
</tr>
<tr>
<td>Dr. Dean Broga</td>
<td>VCU Environmental Health and Safety</td>
<td>828-5877</td>
<td></td>
<td><a href="mailto:broga@vcu.edu">broga@vcu.edu</a></td>
</tr>
<tr>
<td>Teresa A. Atkinson</td>
<td>Vice Provost</td>
<td>Work: (804) 828-6349</td>
<td></td>
<td><a href="mailto:taatkinson@vcu.edu">taatkinson@vcu.edu</a></td>
</tr>
<tr>
<td>Sue Robinson</td>
<td>VCU Libraries Director of Communications and PR</td>
<td>828-0129</td>
<td>(804) 591-5865</td>
<td>(804) 475-8737</td>
</tr>
</tbody>
</table>

Library Collection Disaster Preparedness Group

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Work</th>
<th>Home</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia Selinger, Head, Preservation (Chair)</td>
<td>Work: 828-1096</td>
<td>Home: 267-1611</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Key Emergency Contacts

Updated March 5, 2013. SR, updated Oct. 4, 2013 SR
## Emergency Services Contacts

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VCU Police: Emergency On-Campus</strong></td>
<td>828-1234</td>
<td>828-1196</td>
<td>911</td>
</tr>
<tr>
<td><strong>Non-Emergency</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Emergency Off-Campus</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Richmond Police</strong></td>
<td>646-5100</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Richmond Fire Department</strong></td>
<td>646-2500</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VCU Facilities Service Center</strong></td>
<td>828-9444</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VCU Office of Environmental Health and Safety</strong></td>
<td>828-9834</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Richmond Gas and Water Service</strong></td>
<td>644-3000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dominion Virginia Power</strong></td>
<td>888-667-3000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INTERNAL UNIT PLAN CONTACT TREE

1. CONTACT: JOHN ULMSCHNEIDER WILL NOTIFY:

<table>
<thead>
<tr>
<th>NAME</th>
<th>E-MAIL</th>
<th>TELEPHONE</th>
<th>CONTACT DATE AND TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Duke</td>
<td><a href="mailto:jkduke@vcu.edu">jkduke@vcu.edu</a>, <a href="mailto:john.k.duke@gmail.com">john.k.duke@gmail.com</a></td>
<td>Work: 827-3624</td>
<td></td>
</tr>
<tr>
<td>Teresa Knott</td>
<td><a href="mailto:tknott@vcu.edu">tknott@vcu.edu</a></td>
<td>Work: 828-0634</td>
<td></td>
</tr>
<tr>
<td>Jeanne Hammer</td>
<td><a href="mailto:jmhammer@vcu.edu">jmhammer@vcu.edu</a>, <a href="mailto:jeannehammer@gmail.com">jeannehammer@gmail.com</a></td>
<td>Work: 828-1116</td>
<td></td>
</tr>
<tr>
<td>Dennis Clark</td>
<td><a href="mailto:dtclark@vcu.edu">dtclark@vcu.edu</a>, <a href="mailto:dennistclark@gmail.com">dennistclark@gmail.com</a></td>
<td>Work: 828-9136</td>
<td></td>
</tr>
</tbody>
</table>

2. CONTACT: JOHN DUKE WILL NOTIFY:

<table>
<thead>
<tr>
<th>NAME</th>
<th>E-MAIL</th>
<th>TELEPHONE</th>
<th>CONTACT DATE AND TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Anderson</td>
<td><a href="mailto:bjanders@vcu.edu">bjanders@vcu.edu</a></td>
<td>Work: 828-6358</td>
<td></td>
</tr>
<tr>
<td>Jimmy Ghaphery</td>
<td><a href="mailto:jghapher@vcu.edu">jghapher@vcu.edu</a></td>
<td>Work: 828-3551</td>
<td></td>
</tr>
</tbody>
</table>
Karen Cary | kfcary@vcu.edu | Work: 828-8773  
| | | Home: 695-0214  
| | | Cell: 832-0351

Patricia Selinger | peselinger@vcu.edu | Work: 828-8679  
| | | Home: 267-1611  
| | | Cell: 467-5699

### 3. CONTACT: TERESA KNOTT WILL NOTIFY:

<table>
<thead>
<tr>
<th>NAME</th>
<th>E-MAIL</th>
<th>TELEPHONE</th>
<th>CONTACT DATE AND TIME</th>
</tr>
</thead>
</table>
| Stephen Barkley | srbarkley@vcu.edu | Work: 828-9898  
| | | Cell: (857) 998-7235 |
| Jodi Koste | jkoste@hsvcu.edu | Work: 828-9898  
| | | Home: 794-5154  
| | | Cell: 837-1302 |
| Shannon Jones | sdjones@vcu.edu | Work: 828-0626  
| | | Home: 967-0573  
| | | Cell: (919)539-1995 |
| Lynne Turman | luturman@vcu.edu | Work: 828-0638  
| | | Home: 730-9345  
| | | Cell: 357-3432 |
| Shirley Thomas | srthomas@vcu.edu | Work: 828-1706  
| | | Home: 264-4537  
| | | Cell: 357-1565 |

### 4. CONTACT: DENNIS CLARK WILL NOTIFY:

1. Use this format and add additional contacts as necessary.
<table>
<thead>
<tr>
<th>NAME</th>
<th>E-MAIL</th>
<th>TELEPHONE</th>
<th>CONTACT DATE AND TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teresa Doherty</td>
<td><a href="mailto:mtdohert@vcu.edu">mtdohert@vcu.edu</a></td>
<td>Work: 828-8658</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home: 673-8909</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cell: 380-5278</td>
<td></td>
</tr>
<tr>
<td>Eric Johnson</td>
<td><a href="mailto:edjohnson@vcu.edu">edjohnson@vcu.edu</a></td>
<td>Work: 828-2802</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ericdmjohnson@gmail.com">ericdmjohnson@gmail.com</a></td>
<td>Home: 321-4913</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cell: 301-2657</td>
<td></td>
</tr>
<tr>
<td>Sara Williams</td>
<td><a href="mailto:Swilliams76@vcu.edu">Swilliams76@vcu.edu</a></td>
<td>Work: 828-6339</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cell: 540-820-7381</td>
<td></td>
</tr>
<tr>
<td>Laura Gariepy</td>
<td><a href="mailto:lwgariepy@vcu.edu">lwgariepy@vcu.edu</a></td>
<td>Work: 828-8562</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:laurawgariepy@gmail.com">laurawgariepy@gmail.com</a></td>
<td>Cell:(336) 601-7999</td>
<td></td>
</tr>
<tr>
<td>Wesley Chenault</td>
<td><a href="mailto:wjchenault@vcu.edu">wjchenault@vcu.edu</a></td>
<td>Work: 827-3576</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home: 396-3450</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cell: (404)229-7030</td>
<td></td>
</tr>
</tbody>
</table>

5. CONTACT: JEANNE HAMMER WILL NOTIFY:

<table>
<thead>
<tr>
<th>NAME</th>
<th>E-MAIL</th>
<th>TELEPHONE</th>
<th>CONTACT DATE AND TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Morrison</td>
<td><a href="mailto:dimorrison@vcu.edu">dimorrison@vcu.edu</a></td>
<td>Work: 828-1276</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cell: 652-5657</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home: 741-3110</td>
<td></td>
</tr>
<tr>
<td>Michael Rawls</td>
<td><a href="mailto:rawlsmm@vcu.edu">rawlsmm@vcu.edu</a></td>
<td>Work: 828-1275</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home: 291-7162</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cell: 291-7162</td>
<td></td>
</tr>
<tr>
<td>Sue Robinson</td>
<td><a href="mailto:srobinson26@vcu.edu">srobinson26@vcu.edu</a></td>
<td>Work: 828-0129</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:sue.robinson.sain@gmail.com">sue.robinson.sain@gmail.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cell: 591-5865</td>
<td></td>
</tr>
</tbody>
</table>
Hillary Sullenberger  sullenberghe@vcu.edu  
Work: 828-2730  
Cell: (540)292-0464

2. Make a copy and use this sheet to document time of status of notification procedures within the 2-hour notification time.

VCU EMERGENCY NOTIFICATION SYSTEM

VCU’s emergency notification system includes multiple, redundant communications channels.

Outdoor Siren System - Ten sirens are located strategically on the Monroe Park Campus and MCV Campus. When siren wails, stay inside or seek shelter. “Shelter in place.”

VCU Alert Website at www.vcu.edu/alert is updated regularly with information and instructions about how to respond in an emergency situation. This link can also be accessed from the University’s website homepage.

ALERTUS devices are in all classrooms that house more than 20 students and high volume areas transmit audio and visual alerts, as well as 80-character messages. These devices are placed in key areas in Cabell and Tompkins-McCaw Libraries.

Text messaging, which provides personal communication to all cell phone users who register for the service. In addition to emergency communications, text messages will be used to announce closings, and delays for inclement weather. Students, faculty, staff and parents can sign up for text messaging at www.vcu.edu/alert/notify.

Digital screens in major academic buildings, the Commons, and all residential housing facilities on both campuses will be used to provide visual and audio alerts similar to those displayed on the VCU Alert Web site.

E-mail will be used to send more detailed information involving the incident.

OTHER HELPFUL RESOURCES:

Updated March 5, 2013. SR, updated Oct. 4, 2013SR
• VCU’s alternative Web site if the VCU server is down: http://sites.google.com/site/vculibalert/
• http://www.planning.fmd.vcu.edu/power/#Hospital shows which buildings on campus are open
COMMUNICATIONS STRATEGIES

Authorized spokespersons for any and all roles

John Ulmschneider
Teresa Knott for Tompkins-McCaw
John Duke (or any other designated member of the library leadership team: Dennis Clark, Jeanne Hammer)
Sue Robinson

Authorized VCU Libraries spokespersons (for posting to web, social media and internal communication)
Jimmy Ghaphery
Erin White
Shannon Jones
Teresa Doherty

EMERGENCY NOTIFICATION SYSTEM:
Use multiple platforms if possible.

- Official tool: Cabell VCU Libraries Home Page “Alert” (We have drafts of unpublished news items stored under EMERGENCY: headlines that pre-package information people may need.)
- VCU Libraries has its own “private” group within the VCU Alert system. Administrative Council members may use that to communicate with each other.
- This news blog feeds to social media via RSS via Hootsuite
- Email to all library staff list LIB-L@LISTS.VCU.EDU

Special notes:
Tompkins-McCaw Library has its own communications system
Use white boards or bulletin boards if buildings are open but electronic access limited
We may explore a solar or battery charging station in case staff need.
We may need to explore, if LIS has not already done so, getting a mobile hotspot device

VCU LIBRARIES EMERGENCY WEB SITE
http://sites.google.com/site/vculibalert/

Updated March 5, 2013. SR, updated Oct. 4, 2013SR
Purpose: To be used when access to the VCU network infrastructure is not available for posting alerts. Currently linked from the VCU Emergency page: http://vcuopen.org/

**Authorized posters:**

Members of Administrative Council  
Head, Library Information Systems  
Web Applications Manager, Library Information Systems  
Director, Communications and Public Relations

**How to Communicate with Patrons**

Public address system  
Librarians walking through spaces  
Big screen TVs  
Bullhorns (Cabell Only)  
Through VCU alert system to notify library staff members of status

**How do we get information that we share?**

Our knowledge of what’s happening inside the libraries  
University directives  
Reliable outside sources  
Television and radio.
VCU Libraries Separate Building Closing or Operations

When certain conditions cause a building to close (e.g., power outage, air conditioning is inoperable in extreme heat), the University Librarian (or a designated Associate University Librarian) may decide to close the building and/or coordinate with and notify the Provost’s Office, VCU Incident Commander, Human Resources and University News Services, as needed.

- An alert will be posted to the VCU Libraries home page.

- On some occasions, the University Librarian may keep open library facilities during emergencies when the rest of the University is closed.

- An alert will be posted to the VCU Libraries home page and the University Librarian or his designee will coordinate additional information (if possible) with University communications.

- Social media may also be used by designated spokespersons.
GENERAL GUIDELINES FOR COMMUNICATIONS IN AN EMERGENCY

The first step in communicating in a crisis is assessing the situation, and this is sometimes difficult in an emergency. The Executive Vice President and the Director of University Communications (Pam Lepley in the President’s office and Anne Buckley) are the ONLY university designed spokespersons. VCU Libraries, given its particular function and size, may have separate communication needs. Our approaches should be shared with University-level communications spokespersons. The Director of Communication and Public Relations or another designee of the University Librarian will liaise with University Communications (unless communication about academic units is being handled through the Office of the Provost).

VCU Libraries has special communications responsibilities regarding public services. General notes:

- Most communication in emergency situations is incremental.
- It is better to say nothing rather than to give incorrect information, false hope or, worse, advice or information that might harm others.

Early in an emergency, when few facts are available, people in public service and leadership roles and designated spokespersons may choose to use ‘holding statements.” These are pre-prepared ideas that can be developed in advance to be used in a variety of scenarios.

An example of such statements would be:

- “At this time, VCU Alerts is our main source of information about what’s happening. We are monitoring the situation and you should be as well.” (This assumes electronic devices are up and running.)

- “We are following our emergency response plan, which calls for us to take direction from VCU Police and a university-level emergency team.”

- “We have implemented our emergency plan, which places the highest priority on the health and safety of our patrons and staff.”
• “Our senior library staff is working to ascertain the facts, assess injuries/damages and better understand the situation but I just don’t have answers for you right now. Please remain calm and patient.”

• “I’m sorry that I cannot provide details or clear direction at this time. We will be supplying additional information when it is available and posting it on our website/announcing it on the PA system.”

Identify Key Messages

If a crisis/an emergency/its aftermath is ongoing, the team must develop specific messages for the situation and its stakeholders.

The team responsible for each aspect of the MEF—public services, technology, collections—should keep communication in mind as they assess the impact of an emergency (ongoing or past). Open and transparent communication is essential.

For VCU Libraries, this will largely be information for employees and mission essential functions. The Director of Communications and Public Relations or other designee of the University Librarian can draft key messages, coordinate with the team and senior leadership if possible and coordinate with University Communications as needed and as is possible.

Typical topics:

• Safety of patrons
• Hours of operation
• Viability of technical infrastructure
• Services availability
• Responsibilities of library staff and faculty
• Safety of the collection

About Social Media:

If you, as a designated poster, are posting in an emergency situation:

• Keep to the facts as you know them or can confirm them or can observe them.
- *Think* before offering information that may endanger people.
- Don’t be “cute” or trivial in the copy if you are using the institutional logons; save that for your personal Facebook or Twitter feeds.

Social media is particularly helpful for posting the incremental information usually available in emergencies. (“We’ve lost power but the emergency generator just kicked in.” “The Associated Press is reporting a tornado/earthquake.” “Per VCU Alerts, we are sheltering in place.” “The library search functions are down; we are working to return service.”)

Repost or retweet from reliable or trusted sources as your judgment dictates. VCU Libraries’ Twitter and Facebook accounts take feeds or have access to all local news organizations, the Associated Press, CNN, etc. as well as all major campus units. In an emergency, we will monitor University News Facebook and Twitter feeds as sources for updated information.

(Be cautious about retweeting student or unknown sources. Let people find those on their own. But there may be times when it is useful to retweet or share posts from reliable news organizations and other units on campus.)
COORDINATING WITH UNIVERSITY COMMUNICATIONS

Contact Information during an emergency

The contact information for the primary and alternate persons responsible for notification of the activation (and deactivation of the emergency response and recovery plan) is as follows:

**Primary Contact**
Name: Pam DiSalvo Lepley  Work Telephone: (804) 828-6057  
Home Phone: ( 804) 794-6600  
Cell Phone: (804) 868-9274  
(804) 338-7893  
24 hour pager (804) 759-7675  
Email: pdlepley@vcu.edu or Pam.lepley@gmail.com

**Alternate Contact**
Name: Anne Buckley   Work Telephone: (804) 828-6052  
Home Phone: (804) 320-3437  
Cell Phone: (804) 399-8076  
24 hour pager (804) 759-7675  
Email: albuckley@vcu.edu or a.buckley@comcast.net

**Emergency Location**

**Primary Location of Emergency Center: (Building and Room):**

**Medical Campus:**
- 1 Staff (UR Ex. Director Or C&PR Interim Director or C&PR Medical Center staff) in Operations Room, Main Hospital  
- Staff as required in Zeigler, third floor  

**Academic Campus:**
- UR Ex. Director at Emergency Command Post  
- Staff as required at C&PR Offices, Founders Hall

Updated March 5, 2013. SR, updated Oct. 4, 2013SR
- Media Center: to be decided upon by Incident Commander and UR Ex. Director
- Communications and Public Relations will be the channel for all university public communications, to ensure consistency of messages.

**EMERGENCIES: GENERAL GUIDELINES**

The VCU Libraries plan is part of a university-wide comprehensive Emergency Preparedness Plan. Virginia Commonwealth University (VCU) developed an Emergency Preparedness Plan (EPP) inclusive of a Continuity of Operations Plan (COOP) to prepare the institution to the greatest extent possible for appropriate responses across an all-hazards spectrum of disasters and events. The VCU Emergency Preparedness Plan (EPP) consists of four Volumes. Volume I is the central and overarching University plan providing information on the emergency management organization, threats to the University, and categories (Levels) of emergencies. Volume II contains the VCU Unit and Response Plans for thirteen of fourteen Units except for the VCU Health System. Volume III contains the VCU Health System Emergency Operations Plan (EOP), Unit Plan, and its nineteen Emergency Plans. Volume IV of the EPP is the VCU COOP. Volume I lists emergency events or threats including weather related, man-made, and others such as fire, floods and utility disruptions. Some of potential emergency events could be the result of a terrorist activity or an accident that could cause physical injury, chemical, radiation or biological release. Any of these could require a building evacuation.

The list of emergency events identified in VCU's plan is not all inclusive. It is intended to provide guidelines for members of the university community to follow in emergencies.

**These plans are housed:**
https://beech.vcu.edu/LotusQuickr/epp/Main.nsf/h_RoomHome/0adc68921f4fc144852573ad0055dd12/?OpenDocument

**VCU LIBRARIES: UNIQUE CONCERNS**

VCU Libraries has unique concerns in emergencies. Our large buildings are open to all members of the VCU community and are in use, at times, around-the-clock by hundreds of people. Our mission essential functions are vital to the entire campus. VCU Libraries' essential functions include maintaining public services, maintaining the technical infrastructure that supports all those public services and access to online resources, and preserving the collection of materials, in some cases rare and valuable collections.
Library staff should respond in a calm and effective manner to a wide variety of disturbances and life-threatening emergencies. Events can range from a mild altercation between patrons to a major weather disaster that affects public services and access to library materials. Every situation is different, and staff must use their judgment to:

- **assess** the gravity of the situation
- **diffuse** the situation, if possible
- **find** the most suitable resolution.

When assessing any situation, staff should observe the following priorities:

- safety of patrons and staff,
- safety of library collections and facilities,
- maintenance of a library environment that is conducive to research and study (see regulations on "Use of Library Facilities").
  http://www.library.vcu.edu/admin/regulations/documents/facilities.pdf

In emergencies:

- be as objective as possible
- be sensitive to the needs of all participants
- stay calm
- speak to patrons and colleagues in a calm manner

**GENERAL GUIDELINES FROM VCU ALERT FOR ALL STAFF IN EMERGENCIES**

- Remain calm, use common sense and give assistance as needed.
- Call the VCU Police at 828-1234 or the Richmond Police by dialing 911.
- Evacuate buildings immediately upon fire alarm activation or upon request of authorities.
- Shelter in place upon hearing a campus siren or upon seeing activation of an Alertus warning device.
• Know the location of at least two emergency exits close to your working areas.

All VCU personnel are reminded to report all suspicious activities to the VCU Police as well as to local law enforcement. VCU has procedures in place to report to City, State, and Federal law enforcement agencies.

What NOT to do in an emergency

• In order to keep lines open, do not use the telephone except to report the emergency situation.
• Do not use elevators.
• Do not jeopardize your life and the lives of others by attempting to save property.

The VCU Emergency Preparedness website offers many tips for situations, including these general ones about ice storms, snow, etc.

http://alert.vcu.edu/know/emergency.php

This plan addresses disasters as they affect the libraries only.
VCU LIBRARIES EMERGENCY INFORMATION

FIRE

IF YOU SEE SMOKE OR FIRE:

• Extinguish the fire if it is small enough to be easily and immediately contained.
• Only attempt to extinguish a fire if you have been trained on how to use extinguishers.
• Activate an alarm and call VCU Emergency Services 828-1234, as a safeguard.

Street Addresses:

James Branch Cabell Library, 901 Park Ave.
Tompkins McCaw Library, 509 North 12th Street

AND the location of the fire (Floor #, proximity to the main elevators).

• Close all doors in the vicinity of the fire to contain smoke as you evacuate.

EVACUATION PLANS:

▶ JBC Building Evacuation Procedures on page 34
▶ TML Building Evacuation Procedures on pages 38

WHEN THE FIRE ALARM SOUNDS: EXIT THE BUILDING ACCORDING TO PLANS

Updated March 5, 2013. SR, updated Oct. 4, 2013SR
- Remain calm
- Assess your own safety and act accordingly
- Help colleagues, students, faculty and visitors to nearest exit
- Use all available stairs and exit doors
- Exit yourself
- Go to your department's designated area

- Do not use elevators
- Do not run but keep moving
- Close doors if time permits
- Do not open doors that are hot to the touch.
- If clothes catch on fire, Stop, Drop, and Roll to extinguish flames

VCU Emergency Services assumes complete control over all fire alarm conditions. The Building Manager will report to the VCU Police or the Fire Department Officer and offer any assistance or information.

When the emergency condition is over, the Fire Department Officer in charge shall release the building to the VCU University Librarian or delegated alternate.

SUSPICIOUS PERSON OR ACTIVE SHOOTER:

ACTIVE SHOOTER:

Do:

- Move to safe location away from shooter.
- Remain in place or hide if moving is unsafe.
- Lock and barricade doors, block windows and close blinds.
- Turn off lights.
- Silence cell phones.
- Take cover behind dense, solid objects that might be effective in stopping bullets.
- For more tips, view the “Run. Hide. Fight.” video on You Tube and other resources on the VCU Police website.

Avoid:

- Attempting negotiations with shooter.

SUSPICIOUS PERSON

Do:

- Notice persons going door to door, office to office.
- Notice persons loitering in hallways or commons areas.
- Notice persons entering private offices unescorted.
- Notice persons offering items for sale in buildings.
- Notice persons entering secure areas.
- Notice persons asking for an unknown individual or department.
- Notice persons asking for money.
- Notice persons leaving packages.
- Notice any person who does not appear to belong in the area.
- Call VCU Police or Richmond Police at 911.
- Provide authorities a description and where person(s) were last observed.
- Alert others on your floor or area.

Updated March 5, 2013. SR, updated Oct. 4, 2013SR
• An easy-to-remember phrase is “See something, say something.”

Avoid:

• Seeing something and not reporting it to VCU Police or VCU authorities.

CIVIL DISTURBANCE

Do:

• Call VCU Police if activities threaten or may result in damage to university grounds or buildings.
• Give VCU Police your name, exact location of disturbance and any information known about the disturbance.
• Remain calm.
• Alert all persons in area of the situation.
• Lock doors and windows and close blinds to prevent flying glass.

Avoid:

• Obstructing or provoking protestors.
 • Remaining at your location if it is unsafe due to the disturbance.

CRIME IN PROGRESS

Do:

• Report crimes observed or believed to be in progress to VCU Police. Call (804) 828-1234 or text a tip to 274637 using the keyword VCUtip.

Avoid:

Apprehending or interfering with the criminal except in cases of self-defense
MEDICAL EMERGENCIES

- **Call VCU Emergency Services 828-1234 or 911**
  
  Give the exact location and number of people needing transport.
  
  Describe the injury/illness.
  
  If possible, ask someone to call for you and direct help to where you are
  
  - Stay with individual who is sick or injured.
  
  - Assure the person that help is on the way.
  
  - Do not move the individual.
  
  - Do not administer *any* medications, not even over-the-counter medication such as aspirin, ibuprofen, etc.
  
  - Keep onlookers away; keep people from blocking doors, etc.
  
  - Move furniture (chairs, etc.) away from the individual.
  
  - RESPECT PRIVACY: Do not attempt to identify the individual by going through personal belongings.

**GOAL:** Keep the individual safe and calm until health professionals arrive.

NOTE: The VCU Human Resource Division’s Workers’ Compensation Office provides information to staff, faculty and supervisors when job-related illnesses or injuries occur. For additional information see [http://www.hr.vcu.edu/workerscomp/filingclaims.htm](http://www.hr.vcu.edu/workerscomp/filingclaims.htm) or call 804-828-1533.
NOTE: The VCU Office of Employee Health does not require First Aid Kits to be on site for University Departments. Employee Health Office recommends limited contents for a first aid kit. If there is an onsite kit, it should include such items as: Band-Aids, Alcohol pads or other topical antiseptic swab, Topical antibiotic ointment (Neosporin™, Foille™ or similar), and gauze bandage. Staff do not administer first aid treatment or dispense any type of medication, including aspirin, ibuprofen, acetaminophen (Tylenol) etc. For additional references, see the Office of Environmental Health and Safety

UTILITY DISRUPTION:

Water/Flood

- Assess your own safety and act accordingly
- Do not walk or work in standing water
- Call VCU EMERGENCY SERVICES at 828-1234
- Close off area
- Do not remove books from shelves unless it is a small affected area and the books can be moved to a dry area without absorbing moisture
- Do not remove already wet books from the shelves
- Remove dry library materials on the floor from threatened areas
- Water-damaged materials, unlike fire-damaged materials or other damage, must be dealt with immediately to salvage them. The Preservation Department will implement the recovery plan for library materials

The individual who reported the water damage to Emergency Services will complete a Security Incident Report

Report Collection Damage

PRESERVATION DEPARTMENT 804-828-1096
PATRICIA SELINGER 804-467-5699 (cell)

See Collection Disaster Plan in EPP II
UTILITY DISRUPTION - Electrical

Assess your own safety and act accordingly
If power failure does not include entire building, evacuation may not be necessary
VCU Libraries have generators, which are tested annually and turn on automatically in an outage.

The generator powers emergency lights and one elevator at a time (in Cabell Library).

If power failure occurs **during the day**: 

- At JBC, call Jeanne Hammer 828-1116 or Dave Morrison 652-5657 or contact Emergency Services at 828-1234
- At TML, call Steve Barkley 828-1705 or Chris Welch 652-7146 or contact Emergency Services at 828-1234

- Follow evacuation procedures, if ordered.

Note: The public services staff has flash lights and battery operated devices.

If power failure occurs **at night**: 

- Contact the Floor Monitor for your area
- Contact Emergency Services at 828-1234
- Help direct patrons to the nearest exit Follow evacuation procedures, if ordered

Disabled Persons and Power Failures

People with disabilities may choose to wait in the building for electricity to be restored, and may need help to move near a window where there is natural light. However, the elevators should function once the emergency generator activates. There are emergency lights powered by the generator.
UTILITY DISRUPTION - Elevator

Elevators Stuck - Day

- Determine how many are in the elevator and if they are injured
- If injuries, call VCU Emergency Services at 828-1234
- There is an emergency phone in the elevator that the trapped person(s) can use to get help. Reassure anyone trapped in the elevator that help is forthcoming. Stay with them or find someone who will and continue reassuring communication. You can communicate through the closed doors.
- Report JBC incident to Facilities Office at 827-1162 or 828-1276 (652-5657 cell), at TML call Chris Welch 652-7146 or Steve Barkley 828-1705, and provide:
  - Which elevator

<table>
<thead>
<tr>
<th>For JBC</th>
<th>For TML</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elevator # 1 – Freight Elevator</td>
<td>Elevator # 1 – Main Public Elevator</td>
</tr>
<tr>
<td>Elevator # 2 – Middle Elevator</td>
<td>Elevator # 2 – Staff/Freight Elevator</td>
</tr>
<tr>
<td>Elevator # 3 - Elevator next to wall</td>
<td>Elevator # 3 – Journal Stacks</td>
</tr>
</tbody>
</table>

Also, report all other elevator problems to same staff and telephone numbers.

Elevator Stuck/Stop Working, etc. – Evenings

Call Physical Plant, 828-9444

Updated March 5, 2013. SR, updated Oct. 4, 2013SR
TORNADO

VCU Libraries has two NOAA radios for monitoring weather conditions. The Cabell Library radio is located at the Public Services desk. The Tompkins-McCaw Library is located in Room 112, behind the service desk. Information about public weather alerts can be found at http://alerts.weather.gov/

Tornadoes have occurred in every month of the year in Virginia. The frequency of confirmed tornados in Virginia is unpredictable, and there is only be a short time to make life or death decisions. A tornado warning is issued by NWS when a tornado has been sighted or indicated by weather radar as heading your way. The University plans to activate the campus siren systems and to use alerting technologies if a tornado is expected to impact its campuses. Recommended actions from the Federal Emergency Management Agency (FEMA) following the issue of a "tornado warning" include the following:

- Monitor weather status.
- Move immediately to a location such as ground floor or basement.
- If outside, seek shelter inside the nearest building in the ground floor or basement.
- Move as close to the center of the building as possible.
- Stay away from windows and doors with glass panes.
- Sit or crouch in an inner hallway, bathroom or room.

Avoid:

- Using elevators.
- Leaving the safe location until “all clear” is given by emergency personnel.
- Broken glass, debris and unstable structures after tornado.

EARTHQUAKE

Do:

- Drop to the ground; take cover by getting under heavy furniture, such as a desk, table or bench until shaking stops (if inside during an earthquake). An easy-to-remember approach is “Drop, cover and hold on.”
• Stay clear of buildings, power lines, overpasses and elevated expressways, due to falling debris (if outside).
• Expect aftershocks for several weeks after the quake, which can further weaken structures.
• Report suspicious smells of gas by calling VCU Police.

Avoid:

• Proximity to large windows, mirrors or other glass during a quake.
• Locations next to buildings and exterior walls due to falling debris.
• Exiting a building during an earthquake.

HAZARDOUS MATERIAL RELEASE

• Report all spills or releases of hazardous materials observed to VCU Police.
• Give VCU Police your name, exact location of spill or release, and source, character, amount, and extent of material spill/release if possible.
• Advise VCU Police of any injuries associated with the incident.
• Shut windows, turn off open flames and open hoods in the area, if possible.
• Remain a safe distance from released or spilled material.
• Keep others from entering the area.
• Wait for VCU Police and emergency responders to direct them to the area.

Avoid:

• Initiating spill/release cleanup unless properly protected and qualified to handle HAZMAT events.
• Touching or inhaling spilled materials.

BOMB THREAT

Most bomb threats are received by telephone. While the majority of threats are unfounded, some are not and all must be treated as a serious threat.

If you receive a bomb threat in a telephone call:
Remain calm. Note the time. Pay attention to details. Listen carefully to the caller's voice. Be polite and show interest. Ask the caller and record:

- Where is it located?
- When will it go off?
- How many bombs are there?
- What does it look like?
- What kind of bomb is it?
- Do you intend to hurt anyone?
- Where are you calling from?
- How do you know so much about this bomb?
- How do you know so much about this building?
- What group do you represent?
- Where are you now?
- What is your name?
- Try to identify the caller's Sex ______ Age ______ Accent ______ Voice characteristics ______

Try to keep the caller talking to learn more information. Note tone of voice, and anything unusual about the way he/she talks, words that are used.

- If possible, write a note to inform someone to call VCU Emergency Services at 828-1234 while you are still on the line.
- As soon as the caller hangs up, immediately press *97 on the same line to activate call tracing. Then call VCU Emergency Services at 828-1234.
- Write down as much detail as you can remember about the caller and their voice. Did the caller seem nervous/determined/angry? How old do you think the person was? Did the person speak with an accent? Use unusual words?
- Follow instructions from VCU Emergency personnel.

VCU Emergency Plan, Bomb Threat Checklist, Volume 1, Tab 5. The individual who received the bomb threat call will complete a Security Incident Report @ https://www.library.vcu.edu/cfapps/forms/security/index.cfm
SUSPICIOUS PACKAGE

- No return address label or incomplete return address
- Marked “Personal”
- Badly typed or written labels
- Misspelled words
- Addressed to a title (e.g. “Executive Director” rather than an individual)
- Possibly mailed from a foreign country
- Excessive postage
- Oily Stains, discoloring, or crystallization on the outside wrapper or envelope
- Excessive taping or string
- Strange odor
- Rigid or bulky
- Lopsided or uneven
- Left out in a public area

Action
- Handle with Care! Do not shake or bump
- Isolate the package immediately
- Do not open, smell, touch or taste
- Call VCU Emergency Services 828-1234
EXPLOSION

Call VCU Emergency Services 828-1234.
At JBC, contact Facilities Office 827-1162 or 828-1276 (652-5657 cell)
At TML, contact Jodi Koste (828-9898)

Evacuate all uninjured staff and patrons from the building. Attend to the injured in a safe place until medical help arrives. Building must be closed at once. Only authorized emergency personnel should enter. Call VCU Physical Plant Operations 828-9364 to inspect the damage and to turn off utilities if necessary

RADIATION/CHEMICAL/BIOLOGICAL EMERGENCY

In general, proper procedures conducted by VCU Environmental Office of Health & Safety must be followed to determine/clean hazardous materials. Call Emergency Services 828-1234

Call 828-9834, VCU Environmental Office of Health & Safety
See [www.vcu.edu/oehs/SAH2006.pdf](http://www.vcu.edu/oehs/SAH2006.pdf) for additional information
EMERGENCY EVACUATION PROCEDURES CABELL LIBRARY

If the fire alarm goes off: Evacuate
If the VCU siren goes off: Shelter in place

In some situations, the University Librarian will call for an evacuation

Role and Responsibility of Evacuation Team

• Floor Monitor – Four (4) monitors for the 1st floor, three (3) for each floor for the Basement, 2nd, 3rd, & the 4th floors. Each Monitor is identified by a red arm band. Follow five steps protocol:

  1. When the building evacuation is ordered. Inform everyone in your section to leave the building. {NOTE: The building evacuation order may be initiated with the audible alarm or a verbal command}.  
  2. Direct people to the nearest exit.  
  3. Report to the Building Evacuation Coordinator outside the building, and give the following appropriate information:
     • Your area is clear  
     • Someone is in your area that is unable to evacuate  
     • Someone is in your area that refuses to evacuate  
     • Any other information – example: visible smoke, flame, etc.  
  4. Direct people away from the building. {Important: Inform staff to report to their designated meeting area}  
  5. After the emergency is declared over and authorization to return to the building is announced by the fire official or VCU official people may re-enter the building.

• Evacuation Coordinator: Building Evacuation Coordinator for Cabell Library and one (1) TML Fire Warden. Each Coordinator and warden is identified by a blue and white arm band, (red arm band at TML). The Coordinator and Fire Warden have a blue & white arm band and a bull horn. Follow seven steps protocol:

  1. When the building evacuation is ordered. Call the emergency number 828-1234, as a safeguard. {NOTE: The building evacuation order may be initiated with the audible alarm or a verbal command}.  

Updated March 5, 2013. SR, updated Oct. 4, 2013SR
2. Go to the designated area outside the building to meet the floor monitors to receive their reports.
3. Keep track of which floor monitors have reported.
4. Give the fire department any information that you have, including:
   a. Areas that may not have been evacuated.
   b. The location of anyone who is unable to evacuate.
5. Instruct floor monitors to help keep people away from the building {Important: Inform staff to report to their designated meeting area}
6. Inform VCU Police the location of anyone who refuses to evacuate the building
7. After the emergency is declared over and the authorization to return to the building is announced direct Floor Monitors to inform staff it is safe to reenter the building. The fire marshal or a VCU official issues the all-clear.

In general, when evacuation has been ordered:
- Calmly and kindly direct people to the nearest exit.
- Close all doors behind you.
- DO NOT use elevators.
- Do not block stairwells, emergency exits, or corridors.
- Keep Moving. DO NOT RUN.
- Assemble in the location pre-designated for your unit. IMPORTANT: After you are outside of the building do NOT stay close to the building, go to your designated area.
- Do not re-enter building until authorized by Emergency Services personnel.

Disabled Persons and Evacuations:
- Direct disabled persons to the closest stairwell. Inform the Evacuation Coordinator and Emergency Personnel the floor number stairwell location that disabled persons were directed to go

After the evacuation and the emergency condition are over, Emergency Officials in charge shall release the building to the University Librarian or designated alternate.
**EMERGENCY EVACUATION PROCEDURES for Cabell Library**

**JBC Weekdays Evacuation Coordinator: David Morrison 652-5657 (cell)**

<table>
<thead>
<tr>
<th>Coverage Area</th>
<th>Floor Monitor Name</th>
<th>Room</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basement – B/14, Facilities, Physical Plant</td>
<td>Lee Southard <a href="mailto:elsouthard@vcu.edu">elsouthard@vcu.edu</a></td>
<td>B-9A</td>
<td>7-1162</td>
</tr>
<tr>
<td>Basement – AIT &amp; Computer Lab</td>
<td>Scott Wylie <a href="mailto:wylieks@vcu.edu">wylieks@vcu.edu</a></td>
<td>B-46</td>
<td>8-5615</td>
</tr>
<tr>
<td>Basement – Academic Technology</td>
<td>Rick McNeil <a href="mailto:rcmcnell@vcu.edu">rcmcnell@vcu.edu</a></td>
<td>B-40</td>
<td>8-1937</td>
</tr>
<tr>
<td>1st Floor – Stairwell # 4 Quadrant Periodicals/Reference Collections/Study Rooms</td>
<td>Donna Coghill <a href="mailto:decoghill@vcu.edu">decoghill@vcu.edu</a></td>
<td>RIS</td>
<td>8-6554</td>
</tr>
<tr>
<td>1st Floor – Stairwell # 5 Quadrant Gov Docs/Study Area/Study Rooms</td>
<td>Jason Morris <a href="mailto:jamorris@vcu.edu">jamorris@vcu.edu</a></td>
<td>RIS/135</td>
<td>8-8507</td>
</tr>
<tr>
<td>1st Floor – Stairwell # 6 Quadrant R&amp;R rooms 111 to 135/ Computer Workstations</td>
<td>Jeanne Scott <a href="mailto:njscott@vcu.edu">njscott@vcu.edu</a></td>
<td>CIS</td>
<td>8-1103</td>
</tr>
<tr>
<td>1st Floor – Stairwell # 1 &amp; Lobby Quadrant CIS to Starbucks</td>
<td>Teresa Doherty <a href="mailto:mtdocherty@vcu.edu">mtdocherty@vcu.edu</a></td>
<td>CIS</td>
<td>8-8658</td>
</tr>
<tr>
<td>2nd Floor – Stairwell # 6 Library Information Systems</td>
<td>Shariq Torres <a href="mailto:sdtorres@vcu.edu">sdtorres@vcu.edu</a></td>
<td>230</td>
<td>7-3600</td>
</tr>
<tr>
<td>2nd Floor – Stairwell #4 RDS, Rm. 220, &amp; Learning Commons (east side)</td>
<td>Anita Binns <a href="mailto:albinns@vcu.edu">albinns@vcu.edu</a></td>
<td>RDS/215</td>
<td>8-1115</td>
</tr>
<tr>
<td>2nd Floor- Stairwell # 5 &amp; Learning Commons (west side)</td>
<td>Jeanne Hammer <a href="mailto:jmhammer@vcu.edu">jmhammer@vcu.edu</a></td>
<td>443</td>
<td>8-1116</td>
</tr>
<tr>
<td>2nd Floor – Stairwells # 6 Acquisition/Cataloging</td>
<td>Lillian Redd <a href="mailto:lnredd@vcu.edu">lnredd@vcu.edu</a></td>
<td>230</td>
<td>8-1094</td>
</tr>
<tr>
<td>3rd Floor – Stairwell # 1 Study area to classrooms &amp; assist in stacks</td>
<td>Ken Hopson <a href="mailto:kwhopson@vcu.edu">kwhopson@vcu.edu</a></td>
<td>MRS/301</td>
<td>8-1088</td>
</tr>
<tr>
<td>3rd Floor – Stairwells # 6 Stacks</td>
<td>John Birch <a href="mailto:jdbirch@vcu.edu">jdbirch@vcu.edu</a></td>
<td>MRS/301</td>
<td>8-1088</td>
</tr>
<tr>
<td>3rd Floor- Stairwells # 4 MRS/Conference Room</td>
<td>Anita Williams <a href="mailto:anwillia@vcu.edu">anwillia@vcu.edu</a></td>
<td>MRS/301</td>
<td>8-1088</td>
</tr>
<tr>
<td>4th Floor - Stairwell # 6 Special Collections &amp; Archives</td>
<td>Wesley Chenault <a href="mailto:wichenault@vcu.edu">wichenault@vcu.edu</a></td>
<td>SCA</td>
<td>7-3576</td>
</tr>
<tr>
<td>4th Floor – Stairwells # 5 Stacks &amp; Study Areas</td>
<td>Michael Rawls <a href="mailto:rawlsmm@vcu.edu">rawlsmm@vcu.edu</a></td>
<td>440</td>
<td>8-1275</td>
</tr>
<tr>
<td>4th Floor – Stairwell # 1 – Administration</td>
<td>Scherley Jean-Baptiste <a href="mailto:sjeanbaptiste@vcu.edu">sjeanbaptiste@vcu.edu</a></td>
<td>440</td>
<td>8-2731</td>
</tr>
</tbody>
</table>

Updated March 5, 2013. SR, updated Oct. 4, 2013SR
JBC Evening/Weekend Evacuation Coordinator: Chris Morrison & Denise McGee @828-1111

The coordinators will direct security personnel to clear floors 2, 3, 4, & the Basement Level. They will also assign and train evening and weekend personnel to insure a Floor Monitor covers the First Floor. Ivan Orr in MRS will assist with clearing the 3rd floor as he exits the building.

Stairwells: #4 Southeast      #5 Southwest        #6 West side        #1 North side
AFTER BUILDING EVACUATION for Cabell Library

The Fire & Safety Office requires an established meeting place for staff to assemble when they evacuate the building. In a real emergency this allows for accounting of staff that evacuated.

Meeting place for Cabell Library follows:

Collections, Technical Services, and Information Systems (CTSIS)
- Acquisitions and Library Information Systems – Between Hibbs and the Performing Arts building at the small amphitheater
- Cataloging – Between Hibbs and the Performing Arts building at the small amphitheater
- Preservation – Between Hibbs and the Performing Arts building at the small amphitheater
- Collection Management - Corner of Park Avenue and Cathedral Place (Cathedral side of street)

Office of the Librarian
- Administrative Suite and Facilities - Corner of Park Avenue and Cathedral Place (Cathedral side of street)

Public Services
- CIS – Corner of Park Avenue and Cathedral Place (Cathedral side of street)
- MRS- Covered seating area facing Cathedral outside Shafer Dining Hall
- RIS & Outreach – Student Commons by the Wachovia ATM
- SCA - Between Hibbs and the Performing Arts building at the small amphitheater

Other
- RDS – VCU Compass
EMERGENCY EVACUATION PROCEDURES for Tompkins-McCaw Library

If you discover a fire or if a patron reports a fire:

1. Pull a fire alarm in the building;
2. Call *54 to report the nature and location of the fire;
3. Alert the TML Fire Warden (Steve Barkley 828-1705) to initiate Emergency Evacuation Procedures;
4. Call the Service Desk (x80636) and instruct staff to announce the evacuation of the building.

Responsibilities of Floor Monitors (Day Shift)

TML Fire Warden: Steve Barkley 828-1705

First Floor

Floor Monitor 1-1 (first floor) Karen Phillips

1. Alert monitors 1-2, 1-3, 2-1 and B-1; inform them that the primary evacuation plan will be followed unless the Main Entrance is blocked in which case the secondary plan will be used.

2. Make an announcement that all people should evacuate the building. (During a drill patrons should be reminded to leave library materials but take their valuables with them). Lock cash register.

3. Appoint an alternate floor monitor to attend Stairway 1 entrance and direct people out of the Main Entrance.

4. Exit building at Main Entrance; direct people north on 12th Street to the front of the Strauss Building; report to Fire Warden.

Secondary plan: In the event that the Main Entrance is blocked, direct people from areas for which you are responsible down Stairway 2 and out Fire Exit 2; report to Fire Warden.
Floor Monitor 1-2 (first floor) Thelma Mack

1. Clear the staff area, including offices 142, 144,145, 146 and public bathrooms on the first floor; direct people out the Main Entrance.

2. Clear Stack Level C, offices, Staff Lounge (1-029), and bathroom in the old wing including the Special Collections and Archives Reading Room; direct people out the Main Entrance through the Study Room.

3. Exit building at Main Entrance; direct people north on 12th Street to the front of the Strauss Building; report to Fire Warden.

   Secondary plan: In the event that the Main Entrance is blocked, direct people from areas for which you are responsible down Stairway 2 and out Fire Exit 2; report to Fire Warden.

Floor Monitor 1-3 (first floor) Mary Jane Green

1. Clear first floor public area including reference stacks, periodical stacks, public terminal area, all study areas and the public bathrooms, directing people out Main Entrance.

2. Clear staff work space near elevator (112), Conference Room (109) and coffee bar area. Be sure all doors are closed.

3. Exit building at Main Entrance; direct people north on 12th Street to the front of the Strauss Building; report to Fire Warden.

   Secondary plan: In the event that the Main Entrance is blocked, direct people from areas for which you are responsible down Stairway 2 and out Fire Exit 2, report to Fire Warden.

Alternates: Irene Lubker and Jennifer McDaniel
Second Floor

Floor Monitor 2-1 (2nd floor) Andrew Bain

1. Ensure that Floor Monitors 2-2 and 2-3 have been alerted.

2. Clear out Quiet Study Room and staff areas, TompCAT (2-006), Library Instruction Classroom (2-012), the Distance Education Room (2-010); directing people down Stairway 1 and out Main Entrance.

3. Clear study areas near Stairway 1 and public bathrooms, directing all people down Stairway 1 and out the Main Entrance.

4. Exit building at Main Entrance; direct people north on 12th Street to the front of the Strauss Building; report to Fire Warden.

Secondary plan: In the event Stairway 1 or the Main Entrance is blocked, direct people from areas for which you are responsible down Stairway 2 and out Fire Exit 2.

Floor Monitor 2-2 (2nd floor) Chris Welch

1. Clear book stack area, study area near Journal Stack entrance, Stack Level E; directing people down Stairway 1 and out the Main Entrance.

2. Descend Stack Stairway to Stack Level D and clear this area down the Stacks Stairway to Stack Level C, and out through the Pastore Memorial Exhibit Hall to the Main Entrance.

3. Exit building at Main Entrance; direct people north on 12th Street to the front of the Strauss Building; report to Fire Warden.

Secondary plan: In the event Stairway 1 or the Main Entrance is blocked, direct people from areas for which you are responsible down Stairway 2 and out Fire Exit 2 or down Stairway 3 and out Fire Exit 3.
Floor Monitor 2-3 (2nd floor)  Shannon Jones

1. Clear Group Study Rooms, directing people down Stairway 4 through the Pastore Memorial Exhibit Hall and out the Main Entrance. (Please caution people to go down one flight of stairs only).

2. Exit building at Main Entrance; direct people north on 12th Street to the front of the Strauss Building; report to Fire Warden.

   Secondary plan: In the event that Stairway 1 or the Main Entrance is blocked, direct people from areas for which you are responsible down Stairway 3 and out Fire Exit 3; report to Fire Warden.

Alternates: Barbara Wright and Emily Johnson

Basement

Floor Monitor B-1 (Basement) Lynne Turman

1. Ensure that Floor Monitors B-2 and B-3 have been alerted.

2. Have an Alternate Floor Monitor attend Stairway 1 entrance and direct people upstairs and out the Main Entrance.

3. Clear all public areas of the Lower Level, including study areas, public restrooms and Bound journal area; directing people up Stairway 1 and out Main Entrance.

4. Exit Building at Main Entrance; direct people north on 12th Street to the front of the Strauss Building; report to Fire Warden.

   Secondary plan: In the event that Stairway 1 or the Main Entrance is blocked, direct people from areas for which you are responsible out Fire Exit 2 or Fire Exit 3; report to Fire Warden.
Floor Monitor B-2 (basement) Liam Palmer

1. Clear Stack Levels A and B, directing people up the Stack Stairway to Stack C, out the Main Entrance via the Pastore Memorial Exhibit Hall and the Special Collections and Archives Reading Room.

2. Exit building at Main Entrance; direct people north on 12th Street to the front of the Strauss Building; report to the Fire Warden.

   Secondary plan: In the event that the Main Entrance is blocked, direct people from areas for which you are responsible out Fire Exit 3.

Floor Monitor B-3 (basement) Timothy Hurley

1. Clear Instruction Media Workshop (B-037) Resource Delivery Office (B-001, B-002), area adjacent staff elevator (B-010) and Resources and Operations Offices and TML Collections (B-012), directing people up Stairway 1 and out the Main Entrance.

2. Exit building at the Main Entrance; direct people north on 12th Street to the front of the Strauss Building; report to the Fire Warden.

   Secondary plan: In the event that the Main Entrance or Stairway 1 is blocked, direct people from areas for which you are responsible out Fire Exit 2; report to Fire Warden).

Alternates: Sarah Amick and Margaret Kidd

Sundays and Monday through Thursday Evenings

Floor Monitor 1-1 (first floor) Danielle Maitland

1. Alert monitors 2-1 and B-1; inform them that the primary evacuation plan will be followed unless the Main Entrance is blocked then the secondary plan will be used.

2. Make an announcement that all people should evacuate the building. Lock cash register.

3. If security guard is on duty have him/her stationed at the Service Desk to direct people out of the main entrance.
4. Clear first floor public area including reference stacks, periodical stacks, public terminal area, all study areas and the public bathrooms, directing people out Main Entrance.

5. Clear the staff area, including offices 142, 144, 145, 146 and public bathrooms on the first floor; direct people out the Main Entrance.

6. Clear Stack Level C, offices and bathroom in the old wing including the Special Collections and Archives Reading Room; direct people out the Main Entrance through the Special Collections and Archives Reading Room.

7. Clear staff work space near elevator (1-010), Conference Room (1-009) and former coffee bar area.

8. Exit building at Main Entrance; direct people north on 12th Street to the front of the Strauss Building; report to VCU Police.

   Secondary plan: In the event that the Main Entrance is blocked, direct people from areas for which you are responsible down Stairway 2 and out Fire Exit 2 or out Fire Exit 3; report to VCU Police.

**Floor Monitor B-1 (Basement) Steve Barkley**

1. Clear Instructional Media Workshop (B-037), Resource Delivery Office (B-012, B-013), area adjacent staff elevator (B-010) and Resources and Operations Offices (B-001, B-002), directing people up Stairway 4 and out the main entrance.

2. Clear all public areas of the Lower Level, including study areas, public restrooms and bound journal area; directing people up Stairway 1 and out main entrance.

3. Clear Stack Levels A and B, directing people up the Stack Stairway to Stack C, out the main entrance on the first floor via the Pastore Memorial Exhibit Hall and the Special Collections and Archives Reading Room.

4. Exit building at the main entrance; direct people north on 12th Street to the front of the Strauss Building; report to the Floor Monitor 1-1.

   Secondary plan: In the event that the main entrance or Stairway 1 is blocked, direct people from areas for which you are responsible out Fire Exit 2; report to Floor Monitor 1).
Floor Monitor 2-1 (2nd floor) Steve Barkley

1. Clear out Quiet Study Room (2-001) and staff areas, including TompCAT (2-006), Library Instruction Classroom (2-012), Distance Education Room (2-010); directing people down Stairway 1 and out main entrance on the first floor.

2. Clear study areas near Stairway 1 and public bathrooms, directing all people down Stairway 1 and out the main entrance on the first floor.

3. Clear Group Study Rooms, directing people down Stairway 4 through the Pastore Memorial Exhibit Hall and out the main entrance on the first floor. (Please caution people to go down one flight of stairs only).

4. Clear book stack area, study area near Journal Stack entrance, Stack Level E; directing people down Stairway 1 and out the main entrance.

5. Descend Stack Stairway to Stack Level D and clear this area down the Stacks Stairway to Stack Level C, and out through the Pastore Memorial Exhibit Hall to the main entrance.

6. Exit building at main entrance; direct people north on 12th Street to the front of the Strauss Building; report to Floor Monitor 1-1.

Secondary plan: In the event that Stairway 1 or the main entrance is blocked, direct people from areas for which you are responsible down Stairway 3 and out Fire Exit 3; report to Floor Monitor 1-1.

Saturdays

Floor Monitor 1-1 (first floor) Hourly staff

1. Alert floor monitor for 2nd floor and basement; inform individual that the primary evacuation plan will be followed unless the main entrance is blocked then the secondary plan will be used.

2. Make an announcement that all people should evacuate the building. Lock cash register
3. If the security guard is on duty have him/her stationed at Service Desk to direct people out of the main entrance.

4. Clear first floor public area including reference stacks, periodical stacks, public terminal area, all study areas and the public bathrooms, directing people out main entrance.

5. Clear the staff area, including offices 142, 144, 145, and 146 and public bathrooms on the first floor; direct people out the main entrance.

6. Clear Stack Level C, offices and bathroom in the old wing including the Special Collections and Archives Reading Room; direct people out the main entrance.

7. Clear staff work space near elevator (112), Conference Room (109) and coffee bar area.

8. Exit building at main entrance; direct people north on 12th Street to the front of the Strauss Building; report to VCU Police.

Secondary plan: In the event that the main entrance is blocked, direct people from areas for which you are responsible down Stairway 2 and out Fire Exit 2 or Stairway 3 and out Fire Exit 3; report to VCU Police.

Floor Monitor for basement and 2nd floor Tim Hurley

1. Clear Quiet Study Room (B-037), Resource Delivery Office (B-001, B-0002), area adjacent staff elevator (B-010) and Resources and Operations Offices (B-012), directing people up Stairway 1 and out the main entrance on the first floor.

2. Clear all public areas of the Lower Level, including study areas, public restrooms and bound journal area; directing people up Stairway 1 and out main entrance on the first floor.

3. Clear Stack Levels A and B, directing people up the Stack Stairway to Stack C, out the main entrance via the Pastore Memorial Exhibit Hall and the Special Collections and Archives Reading Room.

4. Clear Stack Level D and E, directing people down the Stacks Stairway to Stack Level C, and out through the Pastore Memorial Exhibit Hall to the main entrance on the first floor.
5. Clear study areas near Stairway 1, the book stack area, and public bathrooms, directing people down Stairway 1 and out the main entrance.

6. Clear out Quiet Study Room (2-001) and staff areas, including TompCAT (2-006), Library Instruction Classroom (2-012), Distance Education Room (2-010); directing people down Stairway 1 and out main entrance on the first floor.

7. Clear Group Study Rooms, directing people down Stairway 4 through the Pastore Memorial Exhibit Hall and out the main entrance on the first floor. (Please caution people to go down one flight of stairs only).

8. Exit building at main entrance; direct people north on 12th Street to the front of the Strauss Building; report to Floor Monitor 1-1.

Secondary plan: In the event that Stairway 1 or the main entrance is blocked, direct people from areas for which you are responsible down Stairway 3 and out Fire Exit 3; report to Floor Monitor 1-1.
AFTER BUILDING EVACUATION for Tompkins-McCaw Library

The Fire & Safety Office requires building evacuation procedures to establish a meeting place for staff to assemble when they evacuate the building. In a real emergency this allows for accounting of staff that evacuated.

Tompkins-McCaw Library
● All staff to the front of the Strauss building, 527 N. 12th Street
Mission Essential Functions (MEF)

Beyond the immediate public safety concerns of operating large open buildings, VCU Libraries has three (3) Mission Essential Functions:

- Public Services
- Ensuring availability of automated services and maintaining technical infrastructure and access to online resources
- Protecting the physical collections

EPP II

MISSION ESSENTIAL FUNCTIONS
MEF I: PROVIDING PUBLIC SERVICES
MEF II: ENSURING AUTOMATED SYSTEMS
MEF III: PROTECTING THE COLLECTIONS
VIRGINIA COMMONWEALTH UNIVERSITY: **TERRORIST THREAT CONDITIONS**

Our world has changed since September 11, 2001. The United States, the Commonwealth of Virginia, and Virginia Commonwealth University (VCU) remain a Nation, a State, and a University, respectively, at risk to terrorist attacks and will remain at risk for the foreseeable future. To that end, the Department of Homeland Security was created by the President of the United States. Subsequently, Governor Warner directed the development of the Commonwealth of Virginia Homeland Security Terrorist and Threat Conditions using the National Homeland Security Advisory System as the Virginia template.

The following Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each Threat Condition below are some suggested Protective Measures that are applicable to VCU's extensive resources, recognizing that department heads and unit chiefs are responsible for developing and implementing department and unit-specific Protective Measures. (Note: The Protective Measures, or Precautions, shown below are drawn from the "Commonwealth of Virginia Homeland Security Terrorist Threat Conditions" document published in 2003.)

At all Threat Conditions, the University community must remain vigilant, prepared, and ready to deter terrorist attacks. The Terrorist Threat Conditions identified in this document become a key complement to the VCU Emergency Preparedness Plan (EPP). The combination of implementing the respective State Terrorist Threat Condition precautions with contingent-ready VCU Unit and Response plans should serve to provide effective preparedness for emergency management at VCU.
1. LOW THREAT - GREEN LEVEL - LOW RISK: This condition is declared when there is a low risk of terrorist attacks. Routine security is implemented to preclude routine criminal threats. VCU departments and units should consider the following general measures in addition to department and unit-specific Protective Measures they develop and implement:

| CONDITION GREEN | • Review Unit and Response plans if additional emergency operations or business continuity plans need to be developed.  
• Encourage and assist students, staff and faculty to be prepared for personal, natural, technological, and homeland security emergencies.  
• Ensure that a communications plan for emergency and other key personnel is in place and updated.  
• Conduct training for employees on physical security precautions.  
• Budget for physical security measures. |
### Condition Blue

Continue all precautions from the lower Threat Condition.

- Ensure that key leaders and supervisors are familiar with your Unit and Response Plans in the VCU Emergency Preparedness Plan (EPP)
- Review, update, and routinely exercise functional Unit or Response Plans.
- Provide emergency preparedness information to employees via e-mail, newsletters, articles, and posters.
- Review and update the call down list for emergency notification of personnel.
- Develop or review Mutual Aid agreements with other agencies, organizations, facilities, and contractors and/or with local government for use during emergencies.
- Review physical security precautions for buildings, unused rooms, storage areas, equipment and vehicles to prevent theft, unauthorized entry, tampering, or destruction of property.
- Have you provided for:
  - Employee picture ID badges?
  - Background checks on all employees?
  - Access control and locking of high security areas at all times?
  - All security keys marked with “Do not Duplicate?”
  - Surveillance Cameras?
  - Backup power?
  - An alarm system?
3. **ELEVATED THREAT - YELLOW LEVEL - ELEVATED RISK:** An Elevated Condition is declared when there is a significant risk of terrorist attacks but a specific target has **not** been identified. In addition to the Protective Measures taken in the previous Threat Conditions, VCU departments and units should consider the following general measures in addition to the department and unit-specific Protective Measures that they will develop and implement:

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>YELLO V</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Continue all precautions from lower Threat Conditions.</strong></td>
<td></td>
</tr>
<tr>
<td>• Announce Threat Condition ELEVATED (YELLOW) to employees.</td>
<td></td>
</tr>
<tr>
<td>• Review vulnerability and threat assessments in your Unit and Response Plans and revise as needed.</td>
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</tr>
<tr>
<td>• Identify and monitor governmental, local, and national information sharing sources for terrorist warnings and alerts.</td>
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<tr>
<td>• Update and test call down/notification lists for key staff or faculty.</td>
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<tr>
<td>• Establish and monitor active and passive security measures.</td>
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<tr>
<td>• Conduct physical inspection of buildings for suspicious unattended packages.</td>
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<tr>
<td>• Review, coordinate, and update mutual aid agreements with other critical organizations and governmental agencies.</td>
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</tr>
<tr>
<td>• Review employee training on security precautions (bomb threat procedures, reporting suspicious packages, activities, and people).</td>
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<tr>
<td>• Conduct communications checks to ensure contact can be maintained.</td>
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</tbody>
</table>
4. HIGH THREAT - ORANGE LEVEL-HIGH RISK: A High Condition is declared when credible intelligence indicates that there is a high risk of a local terrorist attack but a specific target has not been identified. In addition to the Protective Measures taken in the previous Threat Conditions, VCU departments and units should consider the following general measures in addition to the department and unit-specific Protective Measures that they will develop and implement:

<table>
<thead>
<tr>
<th>Condition</th>
<th>Continue all precautions from lower Threat Conditions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORANGE</td>
<td>- Announce Threat Condition HIGH to all employees and explain expected actions.</td>
</tr>
<tr>
<td></td>
<td>- Place VCU Incident Response Team and Unit emergency operations teams on notice.</td>
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<td></td>
<td>- Activate the VCU and Unit Emergency Operations Centers (EOC) if required. Staff the VCU EOC if requested.</td>
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<tr>
<td></td>
<td>- Closely monitor available security and intelligence data from VCU, local, and State on world and local events. Pass on credible threat intelligence to key personnel.</td>
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<tr>
<td></td>
<td>- Ensure appropriate security measures are in place, understood by personnel, and functioning properly.</td>
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<tr>
<td></td>
<td>- Instruct employees to report suspicious activities, packages, and people.</td>
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<tr>
<td></td>
<td>- Restrict vehicle parking close to buildings.</td>
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<td></td>
<td>- Inspect intrusion detection systems and lighting, security fencing, and locking systems.</td>
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<tr>
<td></td>
<td>- Conduct 100% verification of all deliveries, restrict shipments, and consider accepting shipments only at off-site locations. Validate vendor lists for all routine deliveries and repair services.</td>
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<tr>
<td></td>
<td>- Remind employees to expect delays and baggage searches.</td>
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</tbody>
</table>

Updated March 5, 2013. SR, updated Oct. 4, 2013SR
5. SEVERE THREAT - RED LEVEL - IMMINENT RISK: A Severe Condition indicates that a terrorist attack has occurred or credible and corroborated intelligence indicates that one is imminent. Normally, this threat condition is declared for a specific location or critical facility. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, VCU departments and units should consider the following general measures in addition to the department and unit-specific Protective Measures that they will develop and implement:

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>RED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue all precautions from lower Threat Conditions.</td>
<td></td>
</tr>
<tr>
<td>• Announce Threat Condition SEVERE and explain expected actions.</td>
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</tr>
<tr>
<td>• Deploy security personnel based on threat assessments.</td>
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<tr>
<td>• Close or restrict entry to emergency personnel only in VCU facilities and restrict parking areas close to critical buildings.</td>
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<tr>
<td>• Search all personal bags, parcels, and require personnel to pass through magnetometer, if available. Require two forms of photo identification.</td>
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<tr>
<td>• Maintain a minimum staffing of essential employees.</td>
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<tr>
<td>• Deploy the VCU Incident Response Team to the EOC and, as required, Unit emergency response and security teams.</td>
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<tr>
<td>• Activate the VCU Emergency Operations Center and initiate liaison to local or state EOC as requested.</td>
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<tr>
<td>• Maintain close contact with local law enforcement.</td>
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<tr>
<td>• Be prepared to implement mutual aid agreements with government and with local agencies.</td>
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<tr>
<td>• Provide security in parking lots and other critical areas.</td>
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<tr>
<td>• Report suspicious activity immediately to the VCU Police by calling 828-1234.</td>
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</tr>
<tr>
<td>• Restrict or suspend all deliveries and mail to the VCU facilities. Emergency supplies or essential shipments should be sent to an off-site location for inspection.</td>
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</tbody>
</table>