

LONGWOOD UNIVERSITY
BOARD OF VISITORS
April 1, 2016
Minutes

Call to Order

The Longwood University Board of Visitors met on Friday, April 1, 2016 in the Stallard Boardroom. The meeting was called to order shortly after 9 a.m. by Rector Colleen Margiloff.

Members present:

Mr. Stephen Mobley
Mrs. Shelby Jones Walker
Mr. David Hallock
Mrs. Marianne M. Radcliff
Mrs. Eileen Anderson
Mrs. Colleen McCrink Margiloff
The Hon. Robert S. Wertz, Jr.
Mr. Michael Evans
Ms. Pia Trigiani
Mr. Brad Schwartz
[Members Busser, Hansen and Ward were absent.]

Also present:

President W. Taylor Reveley IV
Dr. Joan Neff, Provost and Vice President for Academic Affairs
Mr. Kenneth Copeland, Vice President for Administration and Finance
Ms. Victoria Kindon, Vice President for Strategic Operations
Dr. Tim Pierson, Vice President for Student Affairs
Ms. Courtney Hodges, Vice President for Institutional Advancement
Mr. Justin Pope, Chief of Staff
Mrs. Kay Stokes, Executive Assistant
Dr. Lissa Power-deFur, Faculty Representative
Ms. Constance Garner, Student Representative
Mrs. Courtney Addison Jones, Staff Advisory Committee Representative
Mr. Mike Lewandowski, Longwood University Foundation
Mr. Cameron O’Brion, Office of the Attorney General

Rector's Welcome and Approval of Minutes and Consent Agenda

The rector welcomed the Board and introduced a motion to approve the consent agenda:

Mr. Hallock asked a question about the proposed revision to the student-athlete drug policy. With Mr. Austin traveling and thus not present to answer, the Rector suggested removing the revision from the consent agenda for separate consideration later in the meeting. She requested a motion to approve the remainder of the consent agenda items. Mr. Wertz asked that the revision to the educational benefits policy extend to include clarifying the title to indicate that it also applies to retirees, which Mr. Copeland said would indeed be adjusted administratively. Mr. Mobley introduced the motion, and Mr. Schwartz seconded, and the consent agenda was approved unanimously.

Former Hampden-Sydney professor Jim Simms, speaking on behalf of a group of supporters of the Longwood Golf Course who oppose the decision to close the course, spoke of the historic value of the course and urged the Board to reconsider the decision to close the course, and rather invest in improving the course. Judy Dinzer, Nancy Andrews, Gwen Eddleman and Barbara Smith also spoke urging the Board to reconsider the decision. Several others also spoke briefly. The rector thanked them (and in subsequent communication informed them that the decision was indeed final).

President Reveley said that Longwood's police are highly decorated and have had all manner of national accolades, and that he was pleased for the Board to witness an additional commendation. He introduced Police Chief Robert Beach for a presentation from the Virginia Center for Accreditation with the Virginia Department of Criminal Justice Services, which confirmed its accreditation of the Longwood University Police Department, a distinction held by fewer than one-fourth of the roughly 400 law enforcement agencies in the state. Accreditation requires meeting nearly 200 standards for efficient and effective operation.

Derrick Mays, the Program Manager from the Virginia Center for Accreditation with the Virginia Department of Criminal Justice Services made an official presentation of the certificate of accreditation, and commended the department on its professionalism and effectiveness.

Chief Beach thanked the VCA, his team and colleagues in local law enforcement, expressing particular gratitude to Longwood colleagues Tim Pierson, Vice President of Student Affairs; Debbie Wooding, manager of integrated security systems; Lucy Smith, emergency management coordinator, Laura Rice of the parking services office; Investigator Sam Gillam and Lt. Ray Ostrander. He also thanked local colleagues, including Farmville Police Chief Curtis Davis; former chief Doug Mooney, Prince Edward Sheriff Wesley Reed and Commonwealth's Attorney Megan Clark.

President's Report and Discussion:

President Reveley noted that in a troubled landscape nationally across higher education, Longwood can be all the more proud of its progress on many fronts. Enrollment serves as a pure barometer of success, and Longwood has the second-highest enrollment growth of any Virginia

public institution the last three years, a period during which state enrollment has been flat overall.

Applications are up substantially, with a cumulative 33 percent increase since 2012-13. The number of full-time faculty during that time has increased by about 10 percent, from about 230 to 255, which demonstrates Longwood's commitment to holding true to the scale and teaching culture that is an important part of the institution's strength.

He highlighted Longwood's progress controlling costs, and the progress and hard work of the committee considering revisions to the general education curriculum. He also noted progress in alumni engagement, annual giving, relations with Farmville and other local communities, and faculty compensation, which increased 4.65 percent this year, the highest in at least 15 years.

There was a brief discussion regarding whether possible changes to the Fair Labor Standards Act could affect the university's budget. Mr. Copeland said it is impossible to know whether or how such changes might be implemented but said his office has indeed prepared various scenarios that could affect future budgets.

Reports of the Vice Presidents:

Dr. Neff introduced Profs. Lara Fergeson and David Lehr, and explained their new roles within Academic Affairs as associate provosts. Dr. Neff provided an update on several ongoing searches. She reported that faculty have submitted about 30 proposals to develop or change courses related to the debate, and gave an overview of a plan for each department to host an event for students connecting the debate and obligations of citizenship. She also announced a new National Science Foundation grant of \$642,000 that will bring underrepresented and low socio-economic status students who might not otherwise be able to attend Longwood to be mentored by STEM faculty.

In response to a question from Mr. Mobley, Dr. Neff and Mr. Copeland discussed current activities and future planning for Hull Springs Farm. Dr. Fergeson commented that Hull Springs has become central to the experience of Honors College students, and is increasingly used by alumni. There was a brief discussion regarding the timetable for rolling out the new general education curriculum. President Reveley noted that some of the courses being reworked for the debate will in practice serve as pilots for the new curriculum. Dr. Neff emphasized the importance of involving faculty in the process so they will feel ownership of the new curriculum and embrace it fully.

Mr. Copeland congratulated staff on successful implementation of a new statewide accounting system, and said his office had worked diligently to prepare scenarios for tuition and fees that would be presented to the Board the following day. Also facilities staff have been deeply involved in preparation for debate.

Ms. Hodges provided an updated on the success of "Love Your Longwood Day," in which the Longwood community produced participation numbers comparable to the similar campaign run

that day by New York University, which has more than half-a-million alumni and 12,000 employees.

Mr. Mobley asked about sponsorship opportunities related to the debate. Ms. Hodges emphasized Longwood's focus is on using the debate as an entrée to corporations and individuals with whom we don't currently have a relationship.

Ms. Kindon gave an update on admissions, reporting applications are up 15 percent year-over-year, and year-to-date deposits were up 37 percent. She also noted that applications are up across several high GPA bands, most notably with GPAs over 3.7 up 40 percent over the last few years. Richmond-area applications, which had been down last year, were up 22 percent for the current year. Out-of-state applications have also increased from 455 to 719 over the last two years.

Dr. Pierson provided an update on debate planning, accreditation of student affairs offices, student and discipline, noting student conduct hearings are up approximately 4 percent.

Mrs. Radcliff complimented Ryan Catherwood, associate VP for alumni relations, for the vigor of alumni activities and events since his arrival.

Report of Representatives to the Board:

Constance Garner introduced Dillon Yonker as new SGA president. She provided an update on student organizations planning for debate programming, and various campus programs, including Democracy Day. She discussed her experience visiting Washington, D.C. as part of a discussion with Virginia's two senators about student debt, and thanked the board for the opportunity to serve.

Lissa Power-deFur thanked the president for his support of the general education reform process and provided an update on faculty research endeavors.

Ryan Catherwood provided an update on alumni activities, in place of Kendall Lee, who could not be present to represent the Alumni Association. He also provided an update on career services operations in his office, and a new array of networking events for alumni. He noted that 70-80 percent of jobs are given by referral, which underscores the importance of Longwood working to strengthen its own network.

On behalf of the Longwood University Foundation, Mike Lewandowski provided an update on investment performance and transition among board members.

Courtney Addison Jones on behalf of the Staff Advisory Committee provided an update on opportunities for partnership for staff development.

Members of the Board and vice-presidents then broke for lunch and meetings of the strategic priorities groupings as follows:

Retention and Graduation: Anderson and Schwartz (with Kindon, Neff and Pierson)

Organization, Structuring and Governance: Trigiani (with Copeland and Pope) [Hansen absent]

Foot Traffic by Alumni and Friends: Hallock and Mobley (with Hodges) [Austin absent]

National Marketing: Radcliff and Wertz (with Hodges and Kindon) [Austin absent]

Regional Prosperity: Walker (with Pierson and Pope) [Ward absent]

Strengthening the University Community: Evans (with Copeland and Neff) [Busser absent]

Afternoon Sessions:

The meeting reconvened at 1:45 p.m. with brief reports from the strategic priorities groups on their meetings:

Mr. Schwartz and Mrs. Anderson reported this group had discussed goal-setting in retention, and ensuring retention practices incorporate a variety of issues.

As to governance, Ms. Trigiani discussed the early efforts and vision for the University Planning Council.

Concerning Foot Traffic by alumni and friends, Mr. Mobley and Mr. Hallock discussed the new position of director of event planning, and joint marketing efforts with Farmville;

Relating to national marketing, Mr. Wertz learned more about Love your Longwood Day, current social media efforts, and the importance of investing in marketing.

Mrs. Walker's discussion on regional prosperity centered on the close connection between the Prince Edward school search and economic development, and the hope this will prove to be the first of many steps toward closer collaboration.

For the university community, Mr. Evans was concerned with salary compression and strategies for alleviating them.

Following the group reports, Prof. Bill Abrams provided the annual update on the most recent study by the American Association of University Professors on faculty compensation, which shows Longwood faculty compensation up 4.65 on average this past year.

Report on Graduate Studies Task Force

Dean Jeannine Perry and Prof. Kevin Doyle made a presentation on the work of the new graduate studies task force, which is working to develop recommendations on the future of graduate education at Longwood. Dr. Perry provided context for the consultant's report that was shared with the Board, and said recommendations will be brought to the Faculty Senate next fall.

Mr. Mobley encouraged a broad review and imaginative thinking in considering the kinds of programs and ideas that might be possible here. There followed a discussion of demand issues, the value of graduate teaching assistance in a university that is not a major research institution, and the importance of diversifying programs across the university. There was also discussion about the role of housing options for graduate students, and the importance of financial aid, to ensure graduate students do not leave overly indebted.

Executive Session:

Mrs. Margiloff requested a motion to go into closed session pursuant to Virginia Code Section 2.2-3711(A)(2), A(3), and A(8) to discuss the acquisition of real property and consult with legal counsel concerning possible litigation. Mrs. Radcliff offered the motion and Mr. Schwartz seconded.

Mrs. Margiloff requested a motion to exit closed session. Mr. Wertz so moved, Ms. Trigiani seconded and the motion was unanimously approved by roll call vote (Board members Wertz, Radcliff, Schwartz, Anderson, Evans, Trigiani, Hallock, Walker and Mobley, all approved), certifying compliance with the Virginia Freedom of Information Act. The meeting returned to open session.

There followed brief further discussion of faculty compensation, recruitment and retention, and the importance of continuing to improve. There was also discussion of financial considerations regarding the work of the graduate studies task force, and implications for future enrollment, with 6,000 total students continuing to be an overall target.

There was a brief discussion of logistics regarding the remainder of the Board meeting.

There being no further business, the meeting was adjourned at 4:30 p.m.

Saturday, April 2, 2016

The Longwood University Board of Visitors reconvened on Saturday, April 2, 2016 in Willett Hall.

Members present:

Mrs. Colleen McCrink Margilff

The Hon. Robert S. Wertz, Jr.

Mr. Stephen Mobley

Mrs. Marianne M. Radcliff

Mrs. Eileen Anderson

Ms. Pia Trigiani

Mr. Michael Evans

Mr. Brad Schwartz

Mrs. Shelby Walker

Mr. David Hallock

There was brief discussion of the proposed revisions to the student-athlete drug policy, which are the product of a careful review by the Athletics Department and would bring Longwood's policies more closely in line with best practices espoused by the NCAA and the policies of peer institutions in the Commonwealth of Virginia and the Big South. Mrs. Margiloff proposed a motion to approve the revision. Mr. Wertz offered the motion and Mr. Schwartz seconded, and the motion was approved unanimously.

Mrs. Margiloff proposed a motion to go into Closed Session under Section 2.23711(A)(1) to discuss matters pertaining to the performance and promotion of Longwood University employees. Mr. Mobley so moved, Mrs. Radcliff seconded, and the motion was unanimously approved.

A motion was made by Mrs. Margiloff to return to open session. The motion was seconded by Mr. Schwartz and approved by the Board. In compliance with the provisions of the Freedom of Information Act, the Board returned to Open Session. Mrs. Margiloff moved to certify the discussion in Closed Session was held in accordance with the Code of Virginia. All members present voted to confirm: Mrs. Margiloff, Mr. Wertz, Mr. Mobley, Mrs. Radcliff, Mrs. Anderson, Ms. Trigiani, Mr. Evans, Mr. Schwartz, Mrs. Walker, and Mr. Hallock.

Mrs. Margiloff asked for a motion to award promotion and tenure to the following faculty:

To the Rank of Professor:

- Dr. David Buckalew (Biology)
- Dr. David Shoenthal (Math)
- Mr. Christopher Swanson (Music)
- Ms. Kerri Cushman (Art)

To the Rank of Associate Professor and Award of Tenure:

- Dr. Dale Beach (Biology)
- Dr. Virginia Beard (Criminal Justice)
- Dr. Suzanne Donnelly (Science Education)
- Dr. Richard Adam Franssen (Biology)
- Dr. Heather Lettner-Rust (English)
- Dr. Virginia Lewis (Math)
- Dr. Leah Shilling-Traina (Math)

Award of Tenure:

- Dr. Wade Znosko (Biology)

Mr. Mobley so moved, Mrs. Anderson seconded, and the motion was approved unanimously.

There followed general discussion of matters related to faculty development and compensation, efforts to support faculty research and reduce teaching workload, the effect on faculty of the transition to a new general education curriculum.

President Reveley presented a proposal for tuition and fees for the 2016-17 academic year, noting Longwood should be proud to have held increases under 3 percent for three consecutive years, and that its determination to minimize increases had produced a ripple effect around the Commonwealth. The president led a discussion of macro issues in higher education finance, state support and student financial aid.

Mrs. Margiloff asked for a motion to approve a 2.77 percent increase in tuition and mandatory fees for in-state students and other fee adjustments as presented by Mr. Copeland. Ms. Trigiani so moved, Mr. Schwartz seconded and the motion was approved unanimously.

There was brief discussion of plans for graduation and future meetings. There being no further business, the meeting was adjourned at noon.



Edits, Updates, and Amendments Regarding Policy, Procedure and Planning

These items concern regular updates and standard approvals including: discontinuance of two graduate degree programs pursuant to SACSCOC and SCHEV standards; revisions to the Athletics Department Drug Policy; the Educational Benefit Program policy; a PCI Project Team Charter; the Payment Card Security Policy; a resolution to name two new residence halls; and the Emergency Operations Plan.



**BOARD OF VISITORS
ACADEMIC AFFAIRS**

ACTION ITEM

Motion to discontinue the Master of Arts in English degree program.

ACTION REQUESTED: On behalf of the President, I move the Board of Visitors approve the closure of the Master of Arts in English degree program.

RATIONALE:

The Department of English and Modern Languages voted on October 10, 2014, to begin the process of discontinuing the MA in English due to decreasing enrollment, competition from online programs, and faculty workload. No new students were admitted to the program after that date. The program was submitted to storage per Longwood's educational programs policy following Faculty Senate approval in February 2015. Both SACSCOC and SCHEV consider degree programs closed at the point when students are no longer admitted to the program. If the department decides in the future to develop a master's program, it will likely differ from the existing program and will require approval from SCHEV as a new degree program.

BACKGROUND:

At the time when admissions were suspended in October 2014, there were 16 students enrolled in the program. These students were notified by email and informed that the University was committed to offering the degree program to its full completion for all currently enrolled students. As of March 1, 2016, five students are still enrolled in the program; four are scheduled to graduate in May 2016 and one will complete coursework in 2016 and have until Summer 2019 to complete and defend a thesis under continuous enrollment in keeping with the five-year time limit.

The lack of distinction between storage and closure of entire degree programs makes it difficult to comply with SACSCOC and SCHEV substantive change policies. SACSCOC substantive change policy requires institutions to submit a teach-out plan and notification of intent to close a program as soon as the decision is made to close. SCHEV policy requires submission of intent to discontinue a degree program to include BOV approval to close the program. The degree will remain in the SCHEV degree inventory until the intent to discontinue is submitted even though the program will not appear in Longwood's catalog or website, leading to potential confusion for prospective students. Longwood submitted notification to SACSCOC in November 2015.

**BOARD OF VISITORS
ACADEMIC AFFAIRS**

ACTION ITEM

Motion to discontinue the Master of Science in Sociology degree program.

ACTION REQUESTED: On behalf of the President, I move the Board of Visitors approve the closure of the Master of Science in Sociology degree program.

RATIONALE:

The Department of Sociology, Anthropology and Criminal Justice Studies voted on March 10, 2015, to move the MS in Sociology to storage due to inadequate faculty to support both the graduate program and increasing undergraduate enrollment. No new students were admitted to the program after that date. The program was submitted to storage per Longwood's educational programs policy following Faculty Senate approval in October 2015. Both SACSCOC and SCHEV consider degree programs closed at the point when students are no longer admitted to the program. If the department decides in the future to develop a master's program, it will likely differ from the existing program and will require approval from SCHEV as a new degree program.

BACKGROUND:

At the time when admissions were suspended in March 2015, there were 10 students enrolled in or admitted to the program. These students were notified by email and informed that the University was committed to offering the degree program to its full completion to them. As of March 1, 2016, seven students are still enrolled in the program; five are scheduled to graduate in May 2016 and two will have until Fall 2018 and Summer 2019 to complete and defend a thesis under continuous enrollment in keeping with the five-year time limit.

The lack of distinction between storage and closure of entire degree programs makes it difficult to comply with SACSCOC and SCHEV substantive change policies. SACSCOC substantive change policy requires institutions to submit a teach-out plan and notification of intent to close a program as soon as the decision is made to close. SCHEV policy requires submission of intent to discontinue a degree program to include BOV approval to close the program. The degree will remain in the SCHEV degree inventory until the intent to discontinue is submitted even though the program will not appear in Longwood's catalog or website, leading to potential confusion for prospective students. Longwood submitted notification to SACSCOC in November 2015.



BOARD OF VISITORS

ACTION ITEM

Approval of Revisions to Athletics Department Drug Policy

ACTION REQUESTED: On Behalf of the President, I move that the Board of Visitors approve revisions to the Longwood Athletics Drug Policy.

RATIONALE: In August of 2014, the NCAA reduced sanctions in the instance that a student-athlete fails a drug test for street drugs. In the light of that modification, the Department of Athletics began a review of drug policies of the institutions in the Big South Conference, and the Division I schools within the Commonwealth of Virginia. After assessing the various policies it was determined the Longwood Athletics Drug Testing Policy was significantly more punitive than most or all of the comparison departments, particularly with respect to street drugs. Longwood Athletics has made adjustments to its drug testing policy and accountability measures fall in line with peers. The adjustments are below for consideration.

Longwood Athletics Drug Policy

Introduction

The Athletics Departments promotes and upholds a year-round drug free environment within the Longwood and NCAA sanctioned athletics program> The priority of the Longwood University athletic program is the student-athlete's health, safety, and welfare> We provide this by emphasizing prevention, diagnosis, treatment, and rehabilitation of all student-athletes participating in the intercollegiate athletic programs> It has been proven that non-prescribed and/or illegal substances interfere negatively with the performance of a student-athlete and ultimately that student-athlete's overall experience>

Substance abuse is a very real and growing issue in our society> It is unfortunate that our student-athletes could be exposed to situations where drugs may be present but the fact remains that these substances are readily accessible to young people> Student-athletes are in the public eye and their behavior can bring negative attention to themselves, teammates, the Athletics Department, and Longwood University> Given this reality, the Athletics Department will implement a Drug Testing Program that is mandatory for our student-athletes to promote education, discourage use, and help with the treatment of any dependencies appropriately and promptly.

Purpose of the Program

The ultimate purpose of this program is to have healthy and high moral-character student-athletes that do not rely on recreational drugs or performance-enhancing substances> By have a policy, we are more prepared to help, inform and educate the student-athletes at Longwood University on the topic of substance abuse> The program is based on the Athletic Department's strong belief that the use of drugs and other substances are disadvantageous to the student-athletes experience with Longwood University Athletics>

By providing guidelines and a testing program, we hope to discourage substance abuse among our student-athletes and establish accountability for these individuals who break the rules> Drug testing will help to build a stronger relationship between the student-athletes and Athletics Department by demonstrating the commitment by the coaches, student-athletes, support staff and athletic administration to compete in a substance free environment.

Implementation of the Program

The Athletic Trainer will serve as the coordinator of the Drug Testing Program and will implement the testing program reporting to the Director of Athletics regarding substance abuse violations> At the beginning of the academic year, there will be a presentation made to all student-athletes at Longwood University that will outline and review the NCAA Drug Testing Program and Policy as well as the Longwood University Drug Testing Program and Policy> During this time, the purpose of the testing and education will be explained, and the procedures for the NCAA and Longwood University Drug Testing will be explained as well> Upon completion of the presentation each student-athlete will sign a form that acknowledges the receipt of the information and understanding of the drug policy and procedures for testing; consenting of urinalysis testing, and release of the individual's substance abuse testing information to a limited, defined group of individuals, which may include the Director of Athletics, the Coordinator of the Drug Testing program/Head Athletic Trainer and the head coach of the student-athlete's specific sport.

Protocol for Testing

During the annual health assessment, student-athletes will be educated as describe above> All prescribed medications must be reported to the Athletics Training Department> By signing the form, the student-athletes will be subject to testing throughout the calendar year for NCAA banned or prohibited substances (including illegal substances), which may include, but not limited to: amphetamines, anabolic steroids/agents, barbiturates, cocaine, codeine, any illegal substance, diuretics, drugs banned by the NCAA, heroin, marijuana (TCH level above 15 ng/ml) including second hand smoke, masking agents, morphine, opiates, PCP (Angel Dust) and analogues.

By NCAA standards, there is no complete list of banned drugs> Random selections will be made by a designated certified testing company after the Coordinator of Drug Testing program/Head Athletic Trainer submits the current rosters for each of the teams> Random testing may be performed on an individual or team at any time.

Due to a reasonable suspicion of substance abuse, a student-athlete may be tested independent of the random sampling> A reasonable suspicion regarding the use of the drugs may come from any source including Sport Supervisors, Associate Directors of Athletics, Head Coaches, Team Physicians, the Residence Staff Advisory, the University Faculty, and the Athletics Training Department> This suspicion will be reported to the Director of Athletics who will make the determination to independently test or not.

Those who test positive at any time may expect frequent screening thereafter during the remainder of their athletic eligibility> This is to provide safety and to help rebuild the trust in the

student-athlete with their team> In order to return to a team, the student-athlete would have to retest negatively and be medically cleared by the Team Physicians and the Head Athletic Trainer.

All members of teams participating in NCAA sanctioned competition or individual team members participating in such competition will be tested prior to that competition> Student-athletes will be notified of their selection for substance abuse testing by their respective athletics trainer prior to the day of testing, in writing.

The substance abuse test shall consist of a urine specimen provided by the student-athlete under the supervision of the designated certified testing company crewmember> The designated certified testing company will transport specimens to a SAMHSA (Substance Abuse and Mental Health Services Administration) and WADA (World Anti-Doping Agency)-accredited laboratories to screen for the above listed substances> Each student-athlete's sample will be identified by the number it was cataloged at the time of collection> These numbers and all record related to testing will be kept in a secure and confidential filing system in the Athletic Training Office.

Urine Toxicology Screening

SAMHSA and WADA-accredited laboratories will report to the designated certified testing company the results of the testing> The designated certified testing company will then inform the Coordinator of Drug Testing program/Head Athletic Trainer of the results> Upon request, the designated certified testing company will issues reports on the number of student-athletes tested and results information> The designated certified testing company will maintain databases sufficient to satisfy selection protocol and reporting requirements> All the above databases are maintained under strict confidentiality policies.

For the purposes of this policy, a positive test result is one that indicates by the accredited laboratories the presence of one or more banned drugs in the student-athlete's urine> If a student-athlete is tested outside of the Longwood University Athletics Drug Testing agency, he or she will be required to notify the Longwood University Coordinator of Drug Testing Program/Head Athletic Trainer> He or she is required to test negative and be medically cleared by the Team Physicians and Head Athletic Trainer prior to return participation and/or competition>

Those student-athletes who have completed their eligibility will not be included in the random drug-testing program.

Amnesty Admission Program

The Athletics Department encourages its student-athletes to voluntarily seek help if they feel that they have a problem with substance abuse> If a student-athlete voluntarily approaches the medical coordinator, sport administrator, or Director of Athletics prior to testing notification the Director of Athletics has the discretion to allow the student-athletes to return to participation immediately following a medical risk assessment by a third party medical professional licensed (e.g. medical doctor, certified drug counselor) for such examinations to determine the severity of any substance related issues. A student-athlete is not eligible to enter the Amnesty Admission

Program: (1) More than one time; (2) After he/she has been informed of substance testing; (3) After documentation of a positive drug test.

Self-Disclosure

Self-disclosure prior to substance abuse testing will be seen as a request for help> If self-disclosure does take place prior to testing, and the student-athlete has no prior positive tests, the Director of Athletics has the discretion to reduce the games suspension to five (5) percent of the championship season, including preseason and post-seasons. If self-disclosure does take place prior to testing and the athlete only tests positive for the substance disclosed, it is again under the Director of Athletics discretion> The student-athlete will be referred to the Longwood University Counseling Center and attend Longwood University's Alcohol and Drug Education Program "Last Call". The student-athlete will be tested periodically to insure that he/she remains substance free> The student-athlete must remain substance free to avoid imposed sanctions.

If the student-athlete tests positive for a substance other than the disclosed substance, the positive result will be treated in accordance with a positive test.

Failure to Test

Student-athletes will be notified prior to test date and get a receipt that states the date, time and location of the testing> A conflict with testing time may be rescheduled with the Coordinator of Drug Testing Program/Head Athletic Trainer prior to the time of testing> Failure of the student-athlete to report at the specific testing time will result in a positive test result> Failure of a student-athlete to report to the specific testing time following a positive test will result in an additional positive drug test result> The Coordinator of the Drug Testing Program/Head Athletic Trainer will notify student-athletes and coaches of sanctions after a failure to report> The student-athlete must test prior to participating in team functions.

Other Circumstances

The Coordinator of Drug Testing Program/Head Athletic Trainer will be in communication with the Health and Wellness Counseling Center to determine the status of a student-athlete's counseling and treatment.

If a positive test is the result of a prescribed medication, or of questionable nature, the Coordinator of Drug Testing Program/Head Athletic Trainer will determine if the presence of the prescribed medication or of another substance constitutes a positive test result> The student-athlete is required to provide all documentation of prescribed medications prior to the specimen collection.

Outcome of Positive Test Results for all drugs other than Marijuana

At the discretion of the Director of Athletics or athletic staff member, an offending student-athlete may be referred to the Judicial Board and/or Honor Board.

A positive drug test is a violation of Athletics Department rules> The positive drug test will have the following consequences:

1. First positive during the student-athlete's NCAA eligibility.

- a. The student-athlete will be required to attend Longwood's Alcohol and Drug Education Program "Last Call" within two weeks of the notification of the positive drug test.
 - b. Suspension from competition during championship season including preseasons and postseason for a time period of thirty-three **(33) percent of the team's season** – to begin immediately (EXCLUDES practice).
 - c. If the student-athlete is a minor, parents or legal guardians will be notified.
 - d. Failure to comply or refusal to participate in the "Last Call" program will result in immediate disqualification from all athletic participation until the above guidelines are met.
2. Second positive during the student-athlete's NCAA eligibility.
- a. The student-athlete will be required to attend Longwood's Alcohol and Drug Education Program "Last Call" within two weeks of the notification of the positive drug test.
 - b. Suspension from competition during the entire championship season including preseasons and postseason – to begin immediately (EXCLUDES practice).
 - c. The student-athlete will be enrolled in Longwood University Counseling Center.
 - d. If the student-athlete is a minor, parents or legal guardians will be notified.
 - e. Failure to comply or refusal to participate in the "Last Call" program will result in immediate disqualification from all athletic participation until the above guidelines are met.
3. Third positive during the student-athlete's NCAA eligibility.
- a. The Director of Athletics will notify the student-athlete in writing that he/she will be immediately removed from all further athletics participation at Longwood University.
 - b. In addition, any financial assistance provided by the Athletics Department will cease for the same time period and is effective immediately.
 - c. The student-athlete will be enrolled in Longwood University Counseling Center.

In the event that the student-athlete has completed his/her eligibility, a loss of any remaining financial aid may occur.

If a student-athletes tests positive, the student-athlete will be re-tested more frequently to promote substance free health.

A summary copy of the test results will be forwarded to the IAC and Faculty Athletics Representative.

Outcome of Positive Test results for marijuana

At the discretion of the Director of Athletics or athletic staff member, an offending student-athlete may be referred to the Judicial Board and/or Honor Board.

A positive drug test is a violation of Athletics Department rules> The positive drug test will have the following consequences:

1. First positive during the student-athlete's NCAA eligibility.
 - a. The student-athlete will be required to attend Longwood's Alcohol and Drug Education Program "Last Call" within two weeks of the notification of the positive drug test.
 - b. Suspension from competition during championship season including preseasons and postseason for a time period of fifteen (15) percent of the team's season – to begin immediately (EXCLUDES practice).
 - c. If the student-athlete is a minor, parents or legal guardians will be notified.
 - d. Failure to comply or refusal to participate in the "Last Call" program will result in immediate disqualification from all athletic participation until the above guidelines are met.
2. Second positive during the student-athlete's NCAA eligibility.
 - a. The student-athlete will be required to attend Longwood's Alcohol and Drug Education Program "Last Call" within two weeks of the notification of the positive drug test.
 - b. Suspension from competition during the entire championship season including preseasons and postseason for a period of fifty (33) percent – to begin immediately (EXCLUDES practice).
 - c. The student-athlete will be enrolled in Longwood University Counseling Center.
 - d. If the student-athlete is a minor, parents or legal guardians will be notified.
 - e. Failure to comply or refusal to participate in the "Last Call" program will result in immediate disqualification from all athletic participation until the above guidelines are met.
3. Third positive during the student-athlete's NCAA eligibility.
 - a. The Director of Athletics will notify the student-athlete in writing that he/she will be immediately removed from all further athletics participation at Longwood University.
 - b. In addition, any financial assistance provided by the Athletics Department will cease for the same time period and is effective immediately.
 - c. The student-athlete will be enrolled in Longwood University Counseling Center.

In the event that the student-athlete has completed his/her eligibility, a loss of any remaining financial aid may occur.

If a student-athletes tests positive, the student-athlete will be re-tested more frequently to promote substance free health.

NCAA Testing/Sanctions

The NCAA will test at championship events and random on-sites tests> Positive tests will result in a one-year suspension from NCAA competition per NCAA policy>

SPECIAL NOTE: Effective August 1, 2014 - For a student-athlete who is found to have used a substance in the banned drug class "street drugs" shall be charged with the loss of competition during a minimum of 50 percent of a season in all sports (at least the first 50 percent of all contests or dates of competition in the season following the positive test).

For further information, go to www.drugfreesport.com> A positive NCAA test result will be considered a positive test result under Longwood University's Drug Policy.

Appeals Process

Within **48 hours** of an imposed suspension by the Athletic Department, the student-athlete may appeal ***in writing*** to the appropriate sport supervisor> An appeal should include ***NEW*** information that illustrates extenuating circumstances not previously available when the suspension was originally imposed in order to be considered> The sport supervisor, in consultation with the Director of Athletics, will make a final determination and notify the student in writing within two business days.

Upon a decision by the sports supervisor, the student-athlete has **24 hours** to submit a written appeal to the Faculty Athletics Representative> The Faculty Athletics Representative will form a committee to also include one Intercollegiate Athletic Council representative and one Compliance Review Committee representative to review the appeal> The committee will make a determination within 10 business days which will be deemed final.





Longwood University
Chief Administration and Finance Officer:
Human Resources
201 High Street, Lancaster 335, Farmville, VA 23909
Phone: 434.395.2074 Fax: 434.395.2666

Policy 5211

~~EDUCATIONAL BENEFITS FOR EMPLOYEES~~ EDUCATIONAL BENEFIT PROGRAM

I. PURPOSE

Professional growth is important to Longwood University. This policy seeks to assist its employees and their families in gaining increased, affordable access to Longwood University's course offerings.

II. APPLICABILITY

The following Longwood University employees are eligible for the Educational Benefit:

- A. *Full-time, salaried Longwood University faculty and staff;*
- B. ~~Part-time non-instructional~~ Funded Wage and Miscellaneous employees working at least twenty (20) hours a week regularly;
- C. Part-time instructional faculty teaching at least three courses in the semester the benefit is used.
- D. Longwood University Retirees
- E. Legally married spouses of eligible Longwood University employees;
- F. Unmarried dependent children (claimed on Federal Tax Return) under the age of twenty-five (25) of eligible Longwood University employees or retired Longwood University employees;
- G. Exclusions: Temporary employees, part-time seasonal employees, employees occupying any grant funded positions (includes any portion of the position being grant-funded), and employees on leave without pay are not eligible for the Educational Benefit.

III. POLICY

Eligible employees must have been continuously employed by Longwood University for a minimum of one year prior to being eligible to receive benefits under the Educational Benefits For Employees, and remain employed during the term of the course.

Tuition Assistance for Courses Taken at Longwood University

A. Employees/Retirees: Tuition, student activity, comprehensive and registration fees are waived for one four (4) credit course or one non-credit course per semester. Summer school is considered one semester for the purpose of this policy. Eligible employees shall be exempt from paying the comprehensive fee when taking classes full-time or part-time at the University. Employees remain responsible for any lab, technology or other course-associated fees.

Enrollment in credit courses is contingent upon having vacant seats in the class subsequent to regular student registration. Enrollment in non-credit courses is contingent upon having sufficient paying students to cover costs. The institution presently does not have any agreements with other institutions, which would permit Tuition or Comprehensive Fee Waiver at institutions other than Longwood.

PLEASE NOTE: Employees are registered only on the last business day prior to the beginning of the semester/first official day of classes.

1. Auditing Courses: Auditing a course involves taking the course but receiving no course credit. Employees normally audit courses if they have an interest in the subject matter but they are not interested in receiving credit toward a degree. The Educational Benefit courses may be audited or taken for credit.
2. Time Accounting Alternatives: Attending class during work hours is at the discretion of the supervisor. If the employee has obtained supervisory approval to attend class during work hours, the time missed from work to attend a class will not be considered time worked and the employee will not be compensated. The employee must either make up the time lost to attend the class or must use personal leave balances for time used during the work hours.
3. Supervisor's Approval: The supervisor has the discretion to approve or not approve classes. If an employee wishes to take a class during normal work hour, the employee must receive the approval of his or her department head prior to enrolling in the course.
4. Tax Implications: The Economic Growth and Tax Relief Reconciliation Act of 2001, made a permanent exclusion for job-related, graduate level courses previously included under IRC Section 127. Fees waived will not be included in the employee's taxable income. This exclusion applies to courses taken after December 31, 2001.

Eligible employees may have tuition waived up to the amount of the In-State Tuition Rate, set by Longwood University. If an eligible employee does not qualify for an In-State Tuition Rate due to domicile, the eligible employee will be responsible to pay in advance the difference between the In-State Tuition Rate and Out-of-State Tuition Rate.

~~The Educational Benefit applies only to Longwood University courses. The University does not offer tuition assistance for courses offered by other institutions.~~

B. Spouses and Children: Spouses and unmarried dependent children (claimed on Federal Tax Return) under the age of twenty-five (25) of eligible Longwood University employees shall be exempt from paying the comprehensive fee when taking classes at the University. Spouses and dependent children of Longwood University employees must pay in full all other charges and associated fees, e.g., tuition, graduation fee, internship fee, lab or technology fees, room and board, etc.

C. Dependent Children of Retired Employees: Unmarried dependent children (claimed on Federal Tax Return) under the age of twenty-five (25) years of retired Longwood University faculty or staff shall be exempt from paying the comprehensive fee when taking classes, full-time or part-time at the University.

D. Separation of employment: If an employee involuntarily separates from employment, the employee will be required to withdraw from any course he/she is currently enrolled in for which tuition and/or fee were initially waived. The employee will not be responsible to repay Longwood University for waived fees.

If an employee voluntarily separates from employment, the employee will be required to reimburse the University for the tuition, student activity, comprehensive and registration fees for any course taken within the current semester. Furthermore, if the employee's spouse or eligible dependents benefited from any fee waivers within the current semester, the employee will be required to reimburse the University for those waived fees.

Tuition Reimbursement for Graduate-Level Courses Taken at Other Institutions

Eligible full-time, salaried University faculty and staff employed for three or more consecutive years at Longwood University may receive Tuition Reimbursement for graduate-level courses at other four-year Virginia public colleges or universities, provided that the courses are not offered at Longwood University. The employee must meet the performance expectations of his or her current position. The maximum number of credit hours is limited to the maximum of twelve (12) credit hours including a combination of Tuition Assistance and Reimbursement during a calendar year.

It will be the employee's responsibility to pay for the cost of tuition and other fees in advance. Courses authorized by this policy must be unavailable at Longwood University. The employee must complete the Request for Tuition Reimbursement form with all appropriate signatory approvals and proof of enrollment prior to classes beginning with the other institution. The first phase of approval is subject to a review by the Longwood University Executive Steering Council. The second approval phase is based upon successful completion of the course with grade of "B" or better, copy of the tuition bill and proof of payment.

The reimbursement expenses for courses taken will be limited to \$250 per course and not to exceed \$1,000 per calendar year.

Exceptions to this policy must be approved by the Executive Steering Council in advance.

IV. PROCEDURE

Tuition Assistance for Course Taken at Longwood University ~~Educational Benefits~~ procedures for Employee and Supervisors: (Link to be provided)

Tuition Reimbursement for Graduate-Level Courses Taken at Other Institutions ~~Educational Benefits~~ procedures for Employee and Supervisors: (Link to be provided)

Approved by the Board of Visitors December 1, 2001.

Revised and approved by the Board of Visitors, September 7, 2002.

Revised and approved by the Board of Visitors,

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Longwood University

PCI Project Team Charter

Background

The Payment Card Industry Data Security Standard (PCI DSS) is an information security standard for organizations that store, process or transmit cardholder data (CHD) in any format (e.g. electronic, paper-based, etc). This standard was created to better assist entities increase overall security of CHD and reduce credit card fraud via its exposure. The PCI DSS is comprised of 12 requirements that specify the framework for secure payment environments.

Longwood University will undertake steps to ensure the University is compliant with the PCI DSS by developing and implementing a service offering that includes the technology, training, policies, procedures, processes and support to achieve compliance and mitigate risks, as outlined in the PCI DSS Compliance Roadmap Report.

The PCI Project Team is a cross-organizational working group of representatives from the University that have interaction with the handling of CHD. This team will discuss findings and develop strategies that will ensure PCI DSS requirements are met.

Purpose

The PCI Project Team will assist the University in getting compliant with the PCI DSS and reduce the scope of items that will need to be compliant with the PCI DSS by implementing the changes set forth by the strategic direction of the University.

Functions

- Meet monthly to address issues and findings.
- Develop strategies for remediation of non-compliant items.
- Monitor, support and follow up with merchant areas to ensure any and all corrective actions are applied.
- Report any feedback, concerns and proposals from the merchant areas to the project team.
- Assist merchants in completing their annual Self-Assessment Questionnaires (SAQ).
- Champion PCI DSS compliance across the University.

Structure

- Edward Ko, Security Advisor – CampusGuard
- Cat Mobley, Director of Financial Operations & Materiel Management (Chair)
- Tracy Nelson, Financial Operations – Special Projects
- Bob Smith, Information Security Officer
- Bruce Jenkins, Director - Cashiering & Student Accounts
- Crissy Sampier, LancerCard Office Manager
- Aneicia Stimpson, Director of Application Services
- David Overstreet, Internal Auditor (non-voting member)

Operation

The PCI Project Team will meet at least monthly to discuss and act upon areas of non-compliance at the University. The direction will be based on a consensus, incorporating the requirement to be compliant with the PCI DSS. If consensus cannot be reached, the Chair will seek resolution with the PCI DSS Compliance Project Sponsor (Vice President for Administration and Finance).

The PCI Project Team will remain in place for the duration of the PCI DSS Compliance Project.



This policy is being updated to add information regarding the newly formed PCI Project Team. A new PCI Project Team Charter has been developed and has been linked to the PCI Project Team in the policy.

Policy 1015

Payment Card Security Policy

I. Purpose

Longwood University accepts credit/debit cards as payment for various goods and services. The purpose of this policy is to establish appropriate procedures to ensure that all applicable University units conduct business in accordance with Payment Card Industry Data Security Standards (PCI DSS). This policy applies to all academic and administrative units and employees of Longwood University who accept credit/debit card payments and all external entities contracted by Longwood to provide outsourced services for credit/debit card processing for University business.

II. Policy

The PCI requirements apply to all systems that store, process or transmit cardholder data. Longwood University will review annually its card processing services to determine the extent to which cardholder data is being collected, processed, transmitted, stored and disposed. The University will support unit compliance with card processing procedures and industry standards governing credit card transaction processing, specifically Payment Card Industry Data Security Standards (PCI DSS). *The University's PCI Project Team is responsible for developing strategies to ensure PCI DSS requirements are met. This Team has been granted the authority to govern PCI decisions and approve credit card acceptance practices.*

The approval process for all credit/debit card processing activities will be as follows:

1. An "Application to Process Payment Cards" must be completed and submitted to the Director of Cashiering and Student Accounts.
2. The Vice President for Administration and Finance must approve all credit/debit card processing activities, regardless of transaction method used (e-commerce, POS device, e-commerce outsourced to a third party, etc.) Any agreements/contracts made with third parties relative to credit/debit card transaction processing must be approved by the Vice President for Administration and Finance; departments are prohibited from negotiating third-party credit/debit card activities.
3. All technology implementation associated with credit/debit card processing must be approved by the University's Information Security Officer, to include the purchase of software and/or equipment (excluding verifone devices).

Units approved for debit/credit card processing activities must adhere to procedures established to promote compliance with standards governing credit/debit card transaction processing. Such procedures are applicable to payments deposited with the State Treasurer, in local accounts or with the Longwood University Foundation. The Vice President for Administration and Finance may terminate credit/debit card collection privileges for noncompliance with established procedures.

Departments are responsible for ensuring all individuals involved with credit/debit card transactions are aware of the importance of cardholder data security. Specific responsibilities include (1) documenting departmental procedures, (2) ensuring that credit/debit card activities are in compliance with established University procedures, (3) annual validation of PCI compliance with their acquirer, and (4) ensuring that appropriate individuals complete annual credit card security awareness training. Any confirmed or suspected breach will be reported immediately to the Information Security Office.

Financial Operations is responsible for ensuring the annual validation of PCI compliance with the University's acquiring bank is completed, the annual review of departmental procedures and practices in connection with credit/debit card transactions, and consulting with Information Technology prior to implementing any new credit/debit card transaction process.

Information Technology is responsible for verifying appropriate technical system security controls in accordance with PCI Data Security Standards and regular monitoring and testing of the Longwood University network. The Information Security Office is responsible for establishing and initiating security incident response and escalation procedures and initiating such procedures when necessary to ensure timely and efficient handling of all incidents.



**LONGWOOD UNIVERSITY
RESOLUTION NAMING
WILMA REGISTER SHARP '66 HALL & MARC BOYD SHARP HALL**

WHEREAS, Wilma Register Sharp earned a Bachelor of Science in Education from Longwood University in 1966; and

WHEREAS, she was an engaged member of the Longwood community as an Orientation Leader, a Sophomore Assistant, a member of the Baptist Student Union, and a member of the Student Education Association; and

WHEREAS, she earned a Master of Education in Gifted Education, Curriculum and Instruction from The College of William and Mary in 2004; and

WHEREAS, she was a successful teacher of gifted children for many years; and

WHEREAS, she has also served her alma mater as a member of the Alumni Association Board, the Longwood Center for the Visual Arts Advisory Board, and Chair of the Class of 1966 Reunion Giving Committee; and

WHEREAS, Marc Boyd Sharp, is a successful businessman and the retired president of Greensprings Plantation Inc., part of the Busch Companies; and

WHEREAS, he earned both a Bachelor of Science in Commerce in 1973 and a Master of Science in Accounting from the University of Virginia; and

WHEREAS, he served in the U.S. Army; including service in Vietnam as a pilot in an attack helicopter unit; and

WHEREAS, Wilma and Marc met on Longwood's campus more than 50 years ago; and

WHEREAS, Marc is a devoted and loving husband who supported his wife's Longwood endeavors; and

WHEREAS, the Sharps expressed their commitment to Longwood's residential college experience with a \$2 million gift to endow the deanship of the Cormier Honors College and support its work; and

WHEREAS, Jennie Sharp Davidson '98, the Sharps' daughter, is an alumna of the Cormier Honors College; and

WHEREAS, the Sharps have worked tirelessly to make a meaningful difference in the lives of others through their lifelong dedication to liberal arts education, Longwood University, and the Cormier Honors College; and

WHEREAS, the Sharps are firmly committed to the principles and practices of citizen leadership, the Sharps champion education, civic engagement, youth outreach, and community development.

NOW THEREFORE LET IT BE RESOLVED by the Board of Visitors of Longwood University that the new residence halls located beside Greenwood Library be named and forever known as REGISTER HALL and SHARP HALL on this 1st day of April in the year Two Thousand and Sixteen in the one hundred and seventy-seventh year of Longwood University.



Longwood University

EMERGENCY OPERATIONS PLAN



W. Taylor Reveley IV, President
December, 2015- Version 1.0

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INTRODUCTORY ITEMS

Approval and Implementation

Pursuant to §23-9.2:9 of the Code of Virginia, requires that each state institution shall prepare and maintain a current emergency operations plan. Every four years, each state institution of higher education is required to conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current, and the revised plan shall be formally adopted by the board of visitors or other governing body of the institution. Documentation of this adoption must be certified in writing to VDEM.



Promulgation of the Longwood University Emergency Operations Plan

By virtue of the authority vested in me by the Code of Virginia Title 44 and Executive Order 41 as President of Longwood University and as the administrator ultimately responsible for emergency management on campus, I hereby promulgate and issue the Longwood University Emergency Operations Plan ("the Plan") dated December 18, 2015. The Plan provides that Longwood University will respond to emergencies and disasters in order to save lives; to protect public health, safety, and property; to restore essential services; and to enable and assist with the University's economic recovery.

The Plan complies with Code of Virginia Title 23 and Title 44, Executive Order 41 and is consistent with the National Incident Management System as implemented in the National Response Framework of the Department of Homeland Security adopted January 2008. See Annex 1 Regulatory.

The Longwood University Chief of Police, and his/her designee on behalf of the President, is hereby authorized to activate the Longwood University Emergency Operations Plan and its Emergency Operations Center ("EOC") in order to direct and control emergencies at Longwood University and where necessary to assist the community.

The Coordinator of Emergency Management, on behalf of the this office, is hereby charged to develop, review annually and provide the appropriate information and changes to the Plan and to those who are required to have such information to sustain such emergencies. When changes are made to the Plan a review by the Emergency Operations Team and submittal to the University Cabinet for approval will be applied.

Furthermore, the Emergency Management Coordinator is hereby authorized, in coordination with this Office, to amend this Plan as necessary to ensure the continued safety of the students, faculty, and staff, and property of the University. The Vice President of Student Affairs shall submit to the Board of Visitors initially and every four years following the amendments (if any) of the plan to ensure compliance. Once the Plan is approved and signed by the Longwood University Rector of the Board of Visitors the Plan is returned to the Emergency Management Coordinator for submittal to the Virginia Department of Emergency Management.

The Emergency Management Coordinator shall provide the necessary strategies to effectively exercise this plan as required by Executive Order 41. Members of the Executive Steering Council and their departments shall assist the Emergency Management Office to ensure compliance of this Plan and ensure the University meets the exercise requirements.

This Plan, when approved, rescinds all other Emergency Operations Plans for this University and shall become an annex to the Emergency Management Policy for Longwood University. This Plan shall remain in full force and effect until amended or rescinded. In addition to the duties and responsibilities assigned

in the Plan, each division or department of the university shall have a representative to fulfill the following responsibilities within their respective division or departments:

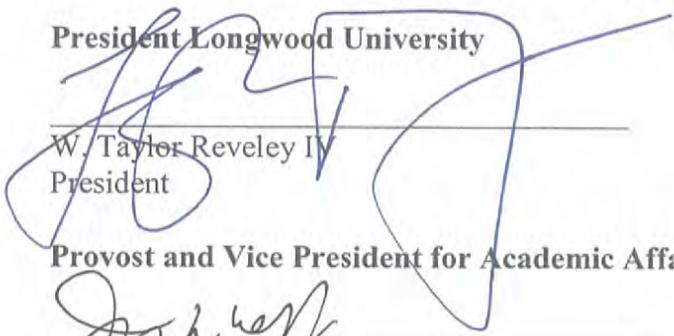
1. Coordinate with the University's Office of Emergency Management regarding this Plan and any emergency preparedness, response, and recovery issue;
2. Prepare and maintain designated divisional/department parts of the Plan for which the department is responsible;
3. Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the Plan;
4. Maintain an emergency roster of department faculty and staff to assist in disaster operations and ensure that persons on the roster are accessible and available for training, exercises, and activations of the Plan;
5. Coordinate appropriate training for department personnel through the University's Office of Emergency Management regarding disaster operations.

The Emergency Management Coordinator shall be responsible for the development, training, implementation and audit of the Plan.

This Promulgation shall be effective upon its signing and shall remain in full force and effect until amended or rescinded by further promulgation.

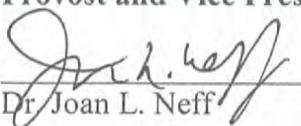
Given under my hand and under the Seal of Longwood University, this 1st day of April, 2016.

President Longwood University



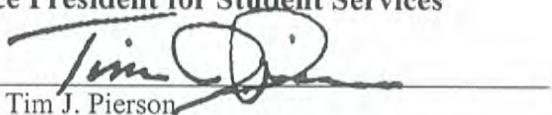
W. Taylor Reveley IV
President

Provost and Vice President for Academic Affairs



Dr. Joan L. Neff

Vice President for Student Services



Dr. Tim J. Pierson

Resolution of Adoption

WHEREAS, the Board of Visitors of Longwood University is concerned with the health and well- being of its students, faculty and staff and desires that the best possible emergency services be available to them; and, the **President** is concerned with the health and well- being of its students, faculty and staff and desires that the best possible emergency service be available to them; and

WHEREAS, the §23-9.2:9 of the Code of Virginia requires that any public institution of higher education shall develop, adopt, and keep current a written crisis and emergency management plan; and every four years, each institution shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure the plan remains current, and the revised plan shall be adopted formally by the board of visitors or other governing body. Such review shall also be certified in writing to the Department of Emergency Management; and

WHEREAS, such a plan has been developed by the Longwood University Office of Emergency Management in coordination with the Virginia Department of Emergency Management and rescinds all other Emergency Operations Plans it complies with the Commonwealth of Virginia Executive Order 41.

NOW THEREFORE BE IT RESOLVED that the **Longwood University Board of Visitors** on this **18th day of March, 2016**, does hereby officially adopt the Central Virginia Community College Emergency Operations Plan, to include plans and procedures for both natural and human caused disasters.

I, Colleen McCrink Margiloff, do hereby certify that the foregoing writing is a true, correct copy of a resolution unanimously adopted by the Longwood University Board of Visitors at a meeting held on the **1st day of April, 2016**.

SIGNED

Colleen McCrink Margiloff '97
Rector, Longwood University Board of Visitors

RECORD OF CHANGES

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
1	Dec., 2015	Basic Plan revised to VDEM required format	Contents updated and revised to new template	Lucy Carter Smith LU Emergency Management Coordinator
2				
3				
4				
5				
6				
7				

RECORD OF DISTRIBUTION

This plan is intended for distribution to the members of the Longwood community. Any sensitive or personal information has been omitted. Such information is available through the Longwood Office of Emergency Management or the Longwood Police Department.

Group	Office	Title of Recipient	How Distributed (electronic or hard-copy)
LU President's Council	VP of Student Affairs	Dr. Tim J. Pierson	Electronic and hard-copy
LU Board of Visitors	Office of the President	Kay L. Stokes	Electronic and hard-copy

PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

Purpose

The purpose of this Emergency Operations Plan (EOP) is to provide policies, procedures and guidance for actions in the event of an emergency affecting the operations of the University. The Plan establishes an emergency organization to direct and control operations during an emergency situation by assigning roles and responsibilities to specific individuals and departments. Additionally, it establishes an emergency organization to integrate with the local jurisdiction, the Town of Farmville. All essential entities are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from a natural or human caused emergency.

Scope

An emergency is defined as an event that disrupts the standard operations of the College, its students, employees, affiliates, visitors, or vendors. Such emergencies may include, but are not limited to: fires, floods, storms, earthquakes, criminal attacks, pandemic outbreaks and or hazardous materials incidents. At times such an event may have the potential to cause injury or loss of life to faculty, staff, students or the public. Emergencies may vary in impact and nature and will be managed on a case by case basis. The potential for emergencies has been identified through a risk assessment process.

An emergency is defined within this Plan is *any event or condition that presents an imminent risk of death, serious injury or illness to persons, suspension or significant disruption of LU operations, significant physical or environmental damage, or significantly threatens the University's financial well-being.*

This Plan and all its contents apply to all University personnel and properties owned or leased by Longwood University. It is consistent with established practices related to the coordination of emergency response actions. Personnel or partners who have a role must have access to and be knowledgeable of the EOP. Major emergencies may impact the surrounding community as well as the campus. If this occurs, Longwood University will make every effort to cooperate with local, state, and federal officials in their delivery of emergency services.

This Emergency Operations Plan (EOP):

- Describes the organizational structures, roles and responsibilities, policies and protocols for providing emergency support.
- Facilitates response and short-term recovery activities.
- Provides flexibility for use in all emergencies and disasters.
- Pre-designates functional area representatives to the Incident Command, Unified Command and the Emergency Operations Center (EOC), whenever possible, to facilitate responsive and collaborative incident management.

The University will respond to University emergency situations in a safe, effective and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

- Priority 1: Protection of Human Life
- Priority 2: Support of Health, Safety, and Basic Care Services
- Priority 3: Protection of University Assets
- Priority 4: Maintaining of University Services
- Priority 5: Protecting and Maintaining the Institutional Image
- Priority 6: Assessment of Damages

- Priority 7: Counseling or other necessary steps to restore wellbeing on campus
- Priority 8: Restoring General Campus Operations
- Priority 9: Evaluating the Crisis and Revision of Procedures.

Situation

Longwood University is located in the rural town of Farmville, Virginia. Within the County of Prince Edward, the Town is approximately 65 miles southwest of Richmond, the capital. Lynchburg, Virginia is 49 miles to the southwest. The population of Farmville is 8,216 as of the census recorded in 2010. Founded in 1839, the institution provides educational programs to approximately 4,900 students. The campus spans 60 acres and houses both undergraduate and graduate students.

The main campus of the University can be divided into two parts based on architecture, the historic "North Core" and the more recently constructed south end. Through the years, expansion has occurred across route 15 (Main Street) which runs through the Town. A mixed use facility just east of Main Street houses students in apartments above commercial properties.

The University provides for off campus housing in areas designated as Longwood Village, The Landings and Lancer Park. Access to all areas of the University is open to the public and is not a walled community. Security is provided by a dedicated 24/7 accredited Police Department.

The following situations impact Longwood University's EOP:

- The Town of Farmville covers land in both Prince Edward and Cumberland Counties.
- The campus is within close proximity to US 460. Daily hazardous materials are transported along this east west corridor. Should an accident occur causing leakage of materials, it is likely that it would affect at a minimum traffic around campus.
- Approximately seven miles to the south is another institution of higher education, Hampden Sydney College. Established in 1776, Hampden Sydney is an all-male college historically known to have Longwood students visit on campus. Students from there spend time at Longwood as well.
- Both fire and emergency medical services provided in the area are staffed by volunteers.
- Due to the proximity to Washington DC, the Norfolk Naval Station in Norfolk, Virginia, Fort Lee in Petersburg, Virginia and Fort Pickett in Blackstone, Virginia, Longwood is at risk for terrorism, both domestic and international.
- Willett Hall, on the Longwood Campus is listed on the Commonwealth's list of facilities to be used as a State Managed Shelter by the Department of Social Services (DSS). Activation of the shelter is dependent upon a declaration of emergency by the Governor. In the case of activation, the University may receive up to 620 evacuees into the shelter on campus.

Based on a hazard identification and risk assessment for Longwood the hazards that were determined as most likely to impact the University are:

Hazard	Significance Ranking
Natural	
Hurricane	Limited
Tornado	Moderate
Severe Weather	Moderate
Fire	Moderate
Conflagration	Moderate
Resource Shortage	Likely
Earthquake	Limited
Flood	Limited
Human Caused	
Terrorism	Moderate
Criminal Activity	Moderate
Internal Threat Assessment	Moderate
Pandemic	Moderate
Mass Casualty	Limited
Civil Unrest	Moderate
Chemical Incident	Limited
Radiological Incident	Limited
Biological Incident	Limited
Explosive Incident	Moderate
Nuclear Incident	Limited
Communication Failure	Moderate
Infrastructure Failure	Moderate
Accidents	Moderate
Injury and Illness	Moderate
Power Outages	Moderate
Psychological Crisis	Moderate
Workplace Violence	Moderate

Capability Assessment

Capability assessments indicate the strength and knowledge of the faculty and staff in emergency procedures, the importance of the installed and tested emergency alert system throughout the campus, and reinforce the need to continue efforts to integrate campus response with the locality's response plans. The Office of Emergency Management is responsible for conducting capability assessments. These assessments are scheduled throughout the year by the Emergency Management Coordinator in coordination with other University staff through a series of exercises and debriefings. The documentation and records pertaining to assessments can be obtained from the Office of Emergency Management within the Longwood University Police Department.

Assumptions

The Longwood University EOP has been devised under the following basic assumptions:

- The Chief of Police or the Emergency Management Coordinator will mobilize resources and personnel as required by the situation.
- Cooperation between faculty, staff, emergency response personnel, and students will occur.
- An adequate number of personnel identified within this plan will be available and able to reach the incident scene, emergency operations center (EOC), or designated work location as appropriate to their function.

- All incidents will be managed initially by the University and when necessary jointly with local, state or federal agencies.
- University executives or their designees will be available to review and approve response strategies, changes to operations or schedules, and to coordinate the dissemination of information critical to emergency response strategies.
- Senior management, e.g. directors, deans and managers have been involved in developing and reviewing contingency plans related specifically to their areas, as well as university-wide scenarios. Area Coordinators, designated for all buildings, have been trained on a variety of topics such as handling bomb threats and the evacuation of facilities.
- When properly implemented, this Plan will reduce or prevent disaster-related losses.
- Longwood University will provide operational capability within 12 hours of the event and be able to continue essential operations for 30 days or until termination of the event, whichever is earlier as outlined in the Continuity of Operation Plan (COOP.)
- Recovery for anything less than complete destruction will be achievable by using the COOP plan.
- The succession of events in an emergency or disaster is not predictable, therefore, published operations plans, such as this one, only serve as a guide and may require modifications to meet the requirements of an emergency.
- Resource management, including mission assignment, deployment, and demobilization is coordinated from the Longwood Emergency Operations Center (EOC) during emergency and/or disaster situations.
- Incidents or emergencies may affect the local community, the region or the entire state. As such Longwood must be prepared to respond to a disaster and perform recovery operations for the short term without assistance as assistance may take up to 72 hours to arrive.

In the event that these assumptions are not met, it is expected that alternate arrangements will be pursued to satisfy the objectives of this plan.

CONCEPT OF OPERATIONS (CONOPS)

Institution emergency operations plans (EOPs) are based on the idea that emergency operations will begin with the institution and that outside assistance from the locality in which the institution resides will be requested when an emergency or disaster exceeds institutional capabilities. Requests for assistance will be submitted to the VEOC by the local Emergency Manager **only when the institution's and the jurisdiction's capabilities are exceeded.** Situations in which several localities are threatened or impacted concurrently usually involve the state from the onset. If the state is overwhelmed, the Governor may request federal assistance. At each level, the government should officially declare an emergency in order to request assistance.

A primary goal of Longwood University is to provide a safe environment for its students, faculty and staff members. This EOP will be activated when an emergency arises. The Emergency Communication Center (ECC), immediately upon learning of an emergency, will notify the Chief of Police and the Emergency Management Coordinator (EMC) who will make the determination to activate the "Alert System" campus wide and place the University into a level of emergency in accordance with this Plan.

Although the President of Longwood University is ultimately responsible for emergency operations within the University, the direction and control is provided by the selected and designated individuals trained to respond, mitigate and recover from the emergency. The Chief of Police (or designee) upon determining the level of the emergency shall activate the Emergency Operations Center (EOC) through the ECC who will immediately contact each member of the Incident Management Team to request that they report to the EOC or other specified location.

All units, departments, and divisions shall, when requested, contribute to the emergency response and assist each other in responding to an emergency or disaster under the authority of the Incident Commander and Emergency Management Coordinator.

Longwood University will activate and operate from its own EOC, however, when the Town of Farmville activates its EOC in conjunction with the emergency the Town's EOC will become the Command EOC and the EOC at LU will only be used for internal purposes, campus direction and control.

The operations of the University during an emergency will be conducted in a coordinated fashion. The purpose of a coordinated response to critical incidents is to provide:

- A rapid response;
- A systematic management approach to critical incidents;
- A venue for promptly identifying and supporting Longwood decision makers;
- A system for evaluating all critical incidents with the goal of providing improved plans to protect lives and property as well as reduce exposure to liability and;
- Improved management of public information.

NIMS Compliance

As required for the Federal Emergency Management Agency (FEMA) and the Virginia Department of Emergency Management (VDEM), the LU EOP uses the concept of the National Incident Management System (NIMS). This system provides a template used nationwide enabling federal, state, local, and tribal governments to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless to cause, size, or complexity. The use of NIMS facilitates the institution's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

Management

Under NIMS, the University responds to emergencies using the Incident Command System (ICS). ICS is the model for command, control, and coordination of a response and provides a means to coordinate the efforts of individual departments and agencies. It is a standardized, on scene, all-hazards incident management approach. ICS is flexible and can be used for incidents of any type, scope, and complexity and implemented at all levels. This increases efficiency and effectiveness as agencies work together to stabilize an incident, protect life, property and the environment.

The span of control of any individual with incident management supervisory responsibility should range from 3 to 7 subordinates, with 5 being optimal. Noted below is a sample Incident Command Structure.

INCIDENT COMMAND
Dependent Upon Incident Type
Chief of Police

PUBLIC INFORMATION OFFICER
Director of Communications and Media Relations

SAFETY OFFICER
Compliance/Safety Officer

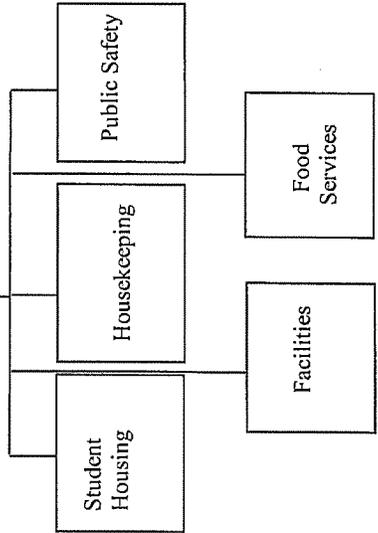
EOC Dir. /Liaison
Emergency Management Coordinator

OPERATIONS CHIEF
Operations Lt. Police Dept.

PLANNING CHIEF
VP Student Services

LOGISTICS CHIEF
Director of Administrative Services

ADMIN./FINANCE CHIEF
Director of Material Management



Phases of an Incident

Non-Emergency/Normal Operations

During normal operations of Longwood University the following activities will occur:

- Public information, educational materials, and incident-specific procedures will be provided to professors, students, workers, etc. via email, institution newspaper/newsletters, brochures, institution website and other media.
- Development, testing, and maintenance of the University's Emergency Notification System.
- Maintenance of emergency contact lists, resource lists, and emergency contracts.
- Current contact information for Virginia Criminal Injury Compensation Fund and Virginia Department of Criminal Justice will be available through the LU Emergency Management Coordinator as well as the LU Police Department.
- Registries of individuals with special needs will be maintained by the LU ADA Coordinator.

Notification/Activation Stage

In the event of an emergency, the President, their designee, University Police, the Incident Commander, or Emergency Management Coordinator may activate this EOP. Potential causes for activation include:

- An imminent hazard or threat that has or had the potential to impact the University's, students, faculty, staff, or visitors.
- A state of emergency is declared within the Town of Farmville.
- An incident occurs on the campus of Longwood that requires coordination or support from any local, state or federal agencies.
- An imminent threat to public safety or health exists.
- An extended response and coordination is required to prepare for, respond to, or recover from an emergency or disaster event.
- An emergency or disaster impacts surrounding jurisdictions which may require the support of Longwood response resources.
- The EOP structure is necessary to control a planned major event.

Mobilization Stage

The mobilization phase is defined as the initial actions taken to bring the necessary individuals and resources to bear upon an emergency. During the initial phases of emergency response the following will occur:

- The Incident Commander (as established by the President, LUPD, the LU Emergency Management Coordinator or local emergency response official) will organize the individuals under their command in accordance with ICS guidance.
- Notification of additional university officials, using the LU Emergency Contact List and regulatory agencies are made as necessary.
- The LU Emergency Management Coordinator will oversee the activation of the EOP and opening of the EOC, if necessary, and provide an initial briefing of the situation and guidance.
- Additional resources will be acquired, distributed, and utilized as necessary to assist in mobilizing individuals in accordance with response procedures.

Emergency Operations/Response Stage

The emergency operations/response stage is the period during which response efforts are ongoing and actions are taken to eliminate, mitigate, or attempt to control the impact of an emergency. This stage may span from hours to days depending upon the severity of the incident. During this stage, LU personnel will:

- Use Incident Command to follow ICS protocols and develop Incident Action Plans for each operational period as necessary.
- Redirect efforts and resources to accomplish emergency tasks.
- Staff the EOC continuously or meet periodically to support the Incident Commander.
- Meet as necessary to review response strategies and make adjustments to the university activities or the operating schedule as deemed appropriate.
- The President or his designee will oversee the creation and distribution of emergency statements and communications in accordance with University policy.
- Maintain records of response actions throughout the response phase.
- Contact the Virginia Department of Criminal Justice Services and the Criminal Injury Compensation Fund to deploy if the event involves victims of crime as pursuant to §19.2-11.01.
- During this stage, Longwood may:
 - Suspend daily functions of the institution that do not contribute directly to the emergency operation.
 - Implement evacuation orders as needed.
 - Open and staff emergency shelters as needed.

Recovery Stage

The recovery phase is the period that follows shortly after the response state is initiated and encompasses the actions taken to resume normal operations. During the recovery phase the University will:

- Complete an Initial Damage Assessment and submit to the VEOC within 72 hours of impact.
- Assess infrastructure and determine viability for re-entry of on-campus residents.
- Begin immediate repairs to infrastructure.
- Use Incident Command to continue to support response and recovery operations in accordance with ISC guidance.
- Maintain the EOC as operational to provide support to Incident Command, individuals, or community members that are impacted by the emergency.
- Ensure that activities are conducted as necessary to maintain the health and safety of the institution community. These may include but are not limited to victim's assistance centers and activation of the University's Continuity of Operations Plan.
- Modify activities and academic schedules as necessary as directed by the President.
- Inform the public of response actions taken, modifications to activities and schedules and request assistance from volunteer organizations if necessary.

Demobilization Stage

The demobilization stage is the period during which assets, individuals, and facilities return to normal operations. Once incident objectives are completed, the Emergency Management Coordinator and Incident Command work together in the effort to demobilize resources. Longwood administration, faculty and staff will be notified of demobilization activities affecting their activities as necessary.

After Action

All situational reports, financial documents related to emergency response related expenditures, and after action reviews will be submitted to the Emergency Management Coordinator. These reports and documents will be used to create the After Action Report (AAR) and archived for federal and state public assistance reimbursement programs. The After Action Report will be submitted to the Vice President of Student Services for review. Modifications to University facilities, plans, procedures, policies, and activities will be made as necessary according to the recommendations of the President, the Vice President Student Services and the Vice President Administration and Finance.

Mitigation Actions

In order to reduce or eliminate long-term risk from hazards, the University will perform the following activities:

- Work with the Virginia Department of Emergency Management Mitigation Program to develop mitigation grant projects to assist in areas most at risk.
- Ensure early documentation of losses.
- Educate all community members about the importance of preparedness.
- Participate in grant programs designed to mitigate losses.
- Coordinate mitigation activities with local agencies.

ROLES AND RESPONSIBILITIES

A successful institutional emergency management program involves a solid team of institution and emergency preparedness officials.

Longwood University Board of Visitors

- Protect the lives of students, faculty, staff and the property and assets of the institution;
- Establish the institution emergency management program;
- Designate the administrator ultimately responsible for emergency management (**President**);
- Identify individuals to serve on the threat assessment committee, pursuant to § 23-9.2.10 of the Code of Virginia, Designate the administrator ultimately responsible for emergency management (**President**); and
- Adopt the EOP.

President (Designee)

- Work with local, state or federal responders in the management of any phase of an incident to ensure objectives of life safety and property protection are met;
- Work with law enforcement, other emergency responders and the Emergency Management Coordinator to determine the need to evacuate an endangered area;
- Work with officials in considering the need to alter the normal business or class schedule of the institution;
- Exercise direction and control from the EOC during disaster operations;
- Support the on campus emergency management program and the Emergency Management Coordinator;
- Maintain, exercise, and update the EOP and COOP;
- Ensure that the EOP is reviewed, revised and adopted every four years;
- Ensure that the University adheres to requirements of agencies having oversight authority for emergency management.

Emergency Management Coordinator/Emergency Coordination Officer (ECO)

The responsibilities and the duties of this position as well as the Alternate ECO are stated in Executive Order (EO) Number 41 (2011). Each ECO, the alternate ECO, and any other appropriate personnel designated by the department head must complete FEMA independent study training courses 100, 200, 700, and 800.

- Maintain the EOC, if applicable, in a constant state of readiness;
- Develop and maintain the EOP;
- Assume relevant duties as directed by the president or their designee;
- Develop and implement a test, training, exercise and drill schedule to assure all parties involved in emergency response and recovery are fully prepared to fulfill their tasks. An exercise should be held at least annually; and

- Work directly with the local Emergency Manager through their EOC during an incident or emergency.

Refer to EO 41 for a complete list of ECO's duties as they relate to emergency planning.

Campus Community Involvement

Longwood University will, through informational pamphlets, procedures, drills, tabletop and functional exercises prepare its faculty, staff and students to respond to an emergency to ensure life safety before, during and after an emergency. These mechanisms will be initiated through the Office of Emergency Management with emphasis from the President and Cabinet.

Longwood University has a campus Community Emergency Response Team (CERT) with volunteers available to assist with emergency preparedness, response and recovery activities. This team is trained in basic first aid and emergency response skills. The LU CERT may be deployed when needed to assist in response activities as requested by the Emergency Management Coordinator.

Members of the Longwood faculty and staff who participate in response and recovery activities shall complete National Incident Management System training as required by VDEM. Copies of certificates documenting completed ICS training shall be maintained by the Emergency Management Coordinator. Certificates earned by Officers of the Campus Police Department shall be maintained by the Campus Police Chief.

External Partners

When needed, the University may reach out to partners in the private sector as well as nongovernmental and volunteer organizations. These may include, but are not limited to:

Town of Farmville
Prince Edward County
Hampden-Sydney College
Virginia Department of Emergency Management (VDEM)
Virginia State Police (VSP)
American Red Cross
Local Media
Federal Emergency Management Agency (FEMA)
Farmville Fire Department
Farmville Volunteer Rescue Squad

Administration, Finance and Logistics

All assets of the University including but not limited to human resources and facility and equipment will become available to the President or his/her designee for activities related to the response to or recovery from an emergency. The Finance Section of the Incident Management Team will be responsible for maintaining financial records as well as the reporting and tracking of resources. As deemed necessary by the University administration, Longwood may enter into mutual aid agreements with community partners to ensure resource availability during emergencies.

PLAN MAINTENANCE

§23-9.2:9 of the Code of Virginia requires each state institution to conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current. Longwood shall coordinate with the Town of Farmville Emergency Manager, as defined by § 44-146.16, to ensure integration into the local emergency operations plan.

The LU Emergency Management Coordinator maintains the EOP including making recommendations to the Chief of Police as needed after major events during which the plan is activated. The revised plan shall be formally adopted by governing body of the institution every four years. Recommendations for changes may be made after drills or exercises. The revised plan shall be formally adopted by the Board of Visitors. Documentation of this adoption must be certified in writing to VDEM. In addition, annually, the President and Vice President of Student Services must comprehensively review the EOP, certify in writing that the plan has been reviewed, and recommend changes to the institution based on the review. This does not preempt the requirement to comprehensively review and revise the EOP and certify to VDEM every four years.

TRAINING AND EXERCISES

§ 23-9.2:9 of the Code of Virginia, requires each public institution of higher education to annually conduct a functional exercise in accordance with the protocols established by the institution's crisis and emergency management plan. The Emergency Management Coordinator is responsible for developing and implementing the institution's training and exercise plan. At least one functional exercise will be conducted annually. Whenever possible, the functional exercise will be coordinated with the local emergency response agencies.

In addition, The U.S. Department of Education's (ED) Office of Safe and Healthy Students (OSHS) provide a NIMS training guide for all institutions to incorporate into their program. This document includes information regarding training for Executive Leaders, General Personnel, Command Staff, and Incident Managers. The chart containing the training guide can be found [here](#).

AUTHORITIES AND REFERENCES

Federal

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
2. The Homeland Security Act of 2002
3. National Response Framework
4. Comprehensive Preparedness Guide 101, V.2 – November 2010

State

1. Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.
2. The Code of Virginia, Title 1 Chapter 19, 23, and 44.
3. The Commonwealth of Virginia Emergency Operations Plan (COVEOP)
4. Executive Order 41, September 2011

APPENDIX A: ACRONYM LIST

ARC - American Red Cross
CMT - Crisis Management Team
CONOPS - Concept of Operations
CONPLAN - Concept of Operations Plan
COOP - Continuity of Operations Plan
D-CMT - Director - Crisis Management Team
EAS - Emergency Alert System
EHS&EM - Environmental, Occupational Health, Safety and Emergency Management
ECO - Emergency Coordinating Officer
EOC - Emergency Operations Center
EMS - Emergency Medical Services
EOP - Emergency Operations Plan
EOS - Emergency Operations Staff
ESF - Emergency Support Function
EPZ - Emergency Planning Zone (Radiological term)
HAZMAT - Hazardous Material(s)
IAP - Incident Action Plan
IC - Incident Commander
ICS - Incident Command System
ICP - Integrated Communications Plan
IDA - Initial Damage Assessment
IDAR - Initial Damage Assessment Report
JFO - Joint Field Office
JIC - Joint Information Center
MAA - Mutual Aid Agreement
MACC - Multi-Agency Coordination Center
MACS - Multi-Agency Coordination System
MOU - Memorandum of Understanding
NGO - Nongovernmental Organization
NIMS - National Incident Management System
NRF - National Response Framework
NWS - National Weather Service
OSHA - Occupational Safety and Health Administration
PDA - Preliminary Damage Assessment
RACES - Radio Amateur Civil Emergency Services
SAR - Search and Rescue
SOP - Standard Operating Procedure
UC - Unified Command
VDEM - Virginia Department of Emergency Management

APPENDIX B: DECLARATION OF EMERGENCY



Consent to Longwood University President's

Declaration of Emergency

Whereas, The President of Longwood University (or designee with written authority) does hereby find:

That due to _____, Longwood University is facing a threat to the safety of persons and property on campus. This condition of peril to life and property warrants the necessity for and declaration of a Campus State of Emergency on _____ (date) at the time of _____.

The conditions are unable to be fully responded to with available University resources. The Commonwealth of Virginia Code, Longwood University Emergency Operations Plan and other University policies empower the President to declare a Campus State Emergency when the campus has been affected by an emergency or disaster.

A declaration of emergency is made to protect lives and property of Longwood University and to comply with laws and regulations for requesting assistance from local, state, and federal agencies. During these emergency conditions the powers, functions, and duties of the emergency management of Longwood University shall be those prescribed by the Longwood University Emergency Operations Plan. The Campus State of Emergency shall be deemed to continue to exist until its termination is declared by the President of Longwood University. A copy of this declaration will be forwarded to the Town of Farmville, and the Governor of Virginia Office of Emergency Preparedness, the Virginia Department of Emergency Management, and the Board of Visitors for Longwood University.

Signed the day _____ of _____ 20__ as President (or Designee) of Longwood University, 201 High Street, Farmville, Virginia 23909

President of Longwood University

W. Taylor Reveley IV
President

APPENDIX C: PHONE BOOK FOR KEY EMPLOYEES

This rapid recall list includes contact and telework information for key personnel tasked with responsibilities during a disruption to agency operations or services. Agency staff not included on this list should follow instructions provided by The Continuity Coordinator during an activation of the Continuity Plan.

Executive Council

Employee Name	Title / Department	Email Address	Work Telephone	Cellular or Pager	Home Telephone
Victoria Kindon	Vice President of Information & Instructional Technology Services, and Chief Information Officer	kindonv@longwood.edu	434-395-2034	301-512-9035	N/A
Ken Copeland	Vice President Administration and Finance	copelandpk@longwood.edu	434-395-2016	434-390-4603	434-392-4765
Tim J. Pierson	Vice President of Student Affairs	piersonjt@longwood.edu	434-395-2039	434-390-1301	434-392-5544
Courtney Hodges	Interim VP for Commonwealth Relations & Associate VP for University Advancement	hodgesmc@longwood.edu	434-395-2823	434-808-2694 804-363-8121	N/A
Sabrina Brown	VP of Marketing & Communication	hodgesmc@longwood.edu	434-395-2020	434-414-6241 540-621-1890	N/A
Chief Robert Beach	Chief of Police	beachrr@longwood.edu	434-395-2092	434-414-4751 434-808-4928	N/A
Joan L. Neff	Vice President and Provost	neffjl@longwood.edu	434-395-2010	804-248-2522	434-392-4392

Note: Longwood University does not require employees to have a telework agreement on file.

**Table A-1
Key Personnel Phone Book**

Employee Name	Title / Division	Email Address	Work Telephone	Cellular or Pager	Home Telephone
Michael Lonon (Primary)	Director of Environmental Health and Safety	lononrc@longwood.edu	*2809	434-607-2729	N/A
Bob Beach (Primary)	Director of Public Safety and Chief of Police	beachrr@longwood.edu	*2092	434-414-4751 434-808-4928	N/A
John Johnson (Alternate)	Operations Lieutenant	johnsonjp@longwood.edu	*4837	434-547-7511	N/A
Ray Ostrander (Alternate)	Administrative Lieutenant	ostranderr@longwood.edu	*2848	434-603-1770	N/A
Brenda Ferguson (Primary)	Special Assistant to the President & Director of Academic Ceremonies	fergusonbw@longwood.edu	*4806	434-603-1010	434-392-6066
Kay L. Stokes (Alternate)	Executive Assistant	stokeskl@longwood.edu	*2001	804-690-8846	804-378-3302
Dr. Jennifer Apperson (Primary)	Interim Dean, College of Arts and Sciences	appersonjm@longwood.edu	*2054	434-547-7792	434-392-6990
Teresa Irish (Alternate)	Executive Assistant to Vice President of Academic Affairs	irishtr@longwood.edu	*2256	404-285-0025	N/A
Jen Fraley (Primary)	Director of Student Conduct and Integrity	fraleyjl@longwood.edu	*2490	518-588-6673	N/A
Matt McGregor (Alternate)	Associate Dean of Wellness and Director of Campus Recreation	mgregormc@longwood.edu	*2356	434-315-1658	N/A
Matt McWilliams (Primary)	Director of Communications and Media Relations	mcwilliasmj@longwood.edu	*2026	434-808-2350	434-736-2380
Justin Pope (Alternate)	Chief of Staff	popejn@longwood.edu	*4805	617-462-7922	N/A
Victoria Kindon (Alternate)	VP for Strategic Operations	kindonv@longwood.edu	*2034	301-512-9035	N/A
Cat Mobley (Primary)	Director of Materials Management	mobleycb@longwood.edu	*2759	434-660-1982	434-352-7293

Employee Name	Title / Division	Email Address	Work Telephone	Cellular or Pager	Home Telephone
Shelly Farley (Alternate)	Procurement Officer	farleyss@longwood.edu	*2306	434-390-9057	434-392-3846
Dawn Schwartz (Primary)	Senior Manager of General Accounting and Financial Reporting	schwartzdm@longwood.edu	*2892	434-391-4062	N/A
Kelly Anderson (Alternate)	Senior Accountant	andersonke@longwood.edu	*2651	434-390-6289	434-392-5120
Angela Stimpson (Primary)	Manage, Facilities Administrative Services	stimpsonar@longwood.edu	*2836	434-660-6954	N/A
Ben Myers (Alternate)	Director of Physical Plant	myersab@longwood.edu	*2740	434-808-2094	N/A
Robert Smith (Primary)	Assistant Vice President of Information Technology Services and Information Security Officer	smithrj@longwood.edu	*2034	434-390-2756	N/A
John Carroll (Alternate)	Information Security Analyst	carrolljw@longwood.edu	*2034	N/A	N/A

Note: The * represents (434) 395.

APPENDIX D: ORDERS OF SUCCESSION

Pre-identifying orders of succession is critical to ensuring effective leadership during an emergency. In the event an incumbent is incapable or unavailable to fulfill his/her essential duties, successors have been identified to ensure there is no lapse in executive leadership. Authority shall return to the agency leader when the agency leader is capable of resuming essential duties or a permanent replacement has been identified in accordance with agency policy. Longwood University's orders of succession and method of notification to personnel are:

Orders of Succession

Position	Notification Method	Successor #1	Successor #2	Successor #3
President	Email/Cell Phone	VP for Academic Affairs	VP for Administration & Finance	VP for Student Affairs
VP for Academic Affairs	Email/Cell Phone	Associate Vice President for Academic Affairs	Dean of Cook-Cole College of Arts & Sciences	Vice President for Administrations & Finance
VP Administration & Finance	Email/Cell Phone	Director of Finance Operations & Materiel Management	VP for Student Affairs	Executive Director for Facilities Management
VP Strategic for Operations	Email/Cell Phone	Director of Communications and Media Relations	AVP Digital Marketing and Content Strategy	AVP for Athletics Communications
VP for Commonwealth Relations	Email/Cell Phone	Director of University Engagement	Director of Advancement Services	Executive Assistant to the VP for Commonwealth Relations
VP Student Affairs	Email/Cell Phone	Dean of Students	Associate Dean of Wellness	Assistant VP for Student Affairs

APPENDIX E: DELEGATION OF AUTHORITY

Generally, pre-determined delegations of authority will take effect when normal operations are disrupted and terminate when these have resumed. Longwood University has identified the following delegations of authority:

Delegations of Authority

Authority (Function)	Type of Authority	Position Holding Authority	Delegation to Position	Triggering Conditions	Limitations
Provide University wide authority and leadership	Authority and Signature	President	Vice President Academic Affairs VP Admin & Finance	Incapacitated or unavailable	Upon return of incumbent
Provide Signature for Management of Facilities, Real Property & Air	Signature Authority	VP Admin & Finance	Executive Director for Facilities Management	Incapacitated or unavailable	Upon return of incumbent
Provide Financial Authority	Signature Authority	VP Admin & Finance	Director of Finance Operations and Materiel Management	Incapacitated or unavailable	Upon return of incumbent
Provide Housing Authority	Signature and Administration Authority	VP Student Affairs	Dean of Students	Incapacitated or unavailable	Upon return of incumbent
Provide Education Management Authority	Signature and Direction	VP Academic Affairs	Associate Vice President for Academic Affairs	Incapacitated or unavailable	Upon return of incumbent
Provide Direction and Control of Continuity Operations	Signature and Direction	VP Student Affairs – Director of Crisis Management Team	Chief of Police	Incapacitated or unavailable	Upon return of incumbent
Issue Contracts	Signature Authority	VP Admin & Finance	Chief of Staff	Incapacitated or unavailable	Upon return of incumbent

APPENDIX F: LIST OF FACILITIES WITH GENERATORS

- ARC
- Bedford
- Blackwell
- Brocks Common
- Chichester
- Communications / Theater
- Cox / Wheeler
- Coyner / Boiler Plant
- Dining Hall
- Fitness Center
- Frazer
- French
- Grainger
- Greenwood
- Heating Plant
- Lancaster
- Lancer Park
- Willett

APPENDIX G: LIST OF DEFINITIONS

Amateur Radio Emergency Services

A public service organization of licensed amateur radio operators who have voluntarily registered their qualifications and equipment to provide emergency communications for public service events as needed.

Command Section

One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

Command Post

That location at which primary command functions are executed; usually co-located with the Incident Base, also referred to as the Incident Command Post.

Continuity of Operations

The effort to ensure an organization can continue its mission essential functions across a wide range of potential events

Continuity Plan

A set of documented procedures developed to provide for the continuance of mission essential functions during an emergency

Decontamination

The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the Hazardous Materials/HAZMAT.

Emergency

Any occurrence, or threat, whether natural or human-caused, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources and may involve governmental action beyond that authorized or contemplated by existing law because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens or the environment of the Commonwealth or clearly defined portion or portions thereof.

Emergency Alert System

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner to warn and inform the public of needed protective actions in the event of a disaster or emergency situation.

Emergency/Disaster/Incident

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

Emergency Management

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include fire-fighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

Emergency Operations Center

A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

Evacuation

Assisting people to move from the path or threat of a disaster to an area of relative safety.

Exercise

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties; and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

Federal Disaster Assistance

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of (PL 93-288).

Geographic Information System

A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e., data identified according to their locations.

Hazardous Materials

Substances or materials that may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials that are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

Hazardous Materials Emergency Response Plan

The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for our community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions. This plan is separate from the county's Emergency Operations Plan.

Incident Command System

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span of control, pre-designed facilities, and comprehensive resource management. In ICS there are five functional elements: Command, Operations, Logistics, Planning and Finance/Administration.

Incident Commander

The individual responsible for the management of all incident operations.

Initial Damage Assessment Report

A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

Integrated Communications Plan

This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

Joint Field Office

The central coordination point among federal, state and local agencies and voluntary organizations for delivering recovery assistance programs.

Local Emergency

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

Local Emergency Planning Committee

Appointed representatives of local government, private industry, business, environmental groups, and emergency response organizations responsible for ensuring compliance with the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III).

Mitigation

Activities that actually eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances, State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations.

Mobile Crisis Unit

A field response team staffed and operated by mental health professionals specially trained in crisis intervention. The Mobile Crisis Unit is available to provide on-scene crisis intervention to incident victims and to follow up work with victims and formal critical incident stress debriefings for service providers after the incident has been brought under control.

Mutual Aid Agreement

A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and/or equipment in an emergency situation.

National Response Framework

A guide to how the nation conducts all-hazard response. It is built upon scalable, flexible and adaptable coordinating structures to align key roles and responsibilities across the nation.

National Weather Service

The federal agency which provides localized weather information to the population and, during a weather-related emergency, to state and local emergency management officials.

Preparedness

The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond

appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises and resources necessary to achieve readiness for all hazards, including weapons of mass destruction incidents.

Presidential Declaration

A presidential declaration frees up various sources of assistance from the federal government based on the nature of the request from the governor.

Situation Report

A form which, when completed at the end of each day of local Emergency Operations Center operations, will provide the jurisdiction with an official daily summary of the status of an emergency and of the local emergency response. A copy should be submitted to the VEOC via fax or submitted through the Virginia Department of Emergency Management website.

Span of Control

As defined in the Incident Command System, span of control is the number of subordinates one supervisor can manage effectively. Guidelines for the desirable span of control recommend three to seven persons. The optimal number of subordinates is five for one supervisor.

Special Needs Populations

Populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who are older adults, who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation dependent

State of Emergency

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the state is of sufficient severity and magnitude to warrant disaster assistance by the state to supplement local efforts to prevent or alleviate loss of life and property damage.

Superfund Amendments and Reauthorization Act of 1986

Established federal regulations for the handling of hazardous materials.

Unified Command

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations, and maximizing the use of all assigned resources.

Victim

A person who has suffered physical, psychological or economic harm as a direct result of the commission of a felony, assault and battery, stalking in violation, sexual battery, attempted sexual battery, maiming or driving while intoxicated (Source [§19.2-11.01B](#)).

Weapons of Mass Destruction

Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921).

APPENDIX H: SUPPORTING AGENCIES

Agency Name	Contact Name/Telephone Number
American Electric Power Company	Tony Woodall office (434)522-4336 cell (434)382-7606
Columbia Gas of Virginia	(800) 544-5606; David Wright (434) 660-2690
Criminal Injuries Compensation Fund (CICF)	(800) 552-4007
Farmville Area Bus	(434) 392-7433
Town of Farmville Emergency Management	Gerry Spates- 911 cell (434) 603-2000
Town of Farmville Water and Sewer Department	(434)392-3333 or 911
Prince Edward County Emergency Management	Sarah Puckett cell (434) 547-2050
Centra Southside Community Hospital	(434) 392-8811
Red Cross Emergency Services	Ginger Weaver office (434) 476-5148 cell (434) 470-7332
State Fire Marshall	David Brown office (540) 561.7033 cell (540) 598.8076
State Police	(804) 674-2000
Virginia Department of Transportation VDOT	(800) 367-7623
Virginia Department of Emergency Management	(804) 674-2400
VDEM Regional Coordinator	Gene Stewart cell (540) 383-5126 VEOC (800) 468-8892
Virginia Dept. of Health- Piedmont Health District	David Martin – Work (434) 392-3984 Home (434) 981-1227
Veterans Crisis Line	(800) 273-8255

EMERGENCY SUPPORT FUNCTIONS

Emergency Support Functions (ESF's) have been developed to support the basic plan. They identify key University departments and strategies that are necessary to conduct critical operations in responding to or recovering from an emergency. Annexes will be added to the LU EOP as deemed necessary by Longwood officials.

As Longwood is physically located within the jurisdiction of the Town of Farmville, all activities relating to emergencies will be coordinated with appropriate local responding agencies. To that end, Longwood personnel will assist local authorities with activities necessary to ensure prompt and effective response to any emergency.

ESF	Title	Lead Department
#1	Transportation	LU Facilities Management
#2	Communications-Internal	Police Department & LU Communications
#3	Facilities Management	LU Facilities Management
#4	Fire Fighting	Farmville Fire Department
#5	Emergency Management	LU Police Department-OEM
#6	Mass Care, Housing & Human Services	LU Dean of Students
#7	Resource Support	LU Materials Management
#8	Public Health and Medical Services	LU Student Health and Wellness & VDH
#9	Search and Rescue	Farmville Fire Department
#10	Hazardous Materials Response	Environmental Health & Safety
#11	Agriculture and Natural Resources	N/A
#12	Energy	LU Facilities Management
#13	Public Safety & Security	LU Police Department
#14	Long Term Recovery	LU Facilities Management
#15	External Affairs	LU Marketing and Communications

#1 Transportation

Primary Agency

- Longwood University Office of Facilities Services
- Longwood University Police Department

Secondary/Support Agencies

- Longwood University Office of Emergency Management
- Prince Edward County Public Schools
- Private Contractors
- Town of Farmville Department of Public Works
- Virginia Department of Transportation
- Virginia State, Prince Edward County, and Town of Farmville Police Departments

Introduction

Purpose:

Emergency Support Function (ESF) #1 serves as the guidance for the identification and management of critical/vital assets/ necessary to restore transportation services to the University community. This support function will also provide guidance for response operations and restoration of the transportation infrastructure.

Scope:

ESF #1 will assist with the coordination of transportation activities and resources during the response phase immediately following an emergency or disaster. It will also facilitate damage assessments to establish priorities and determine needs of available transportation resources followed by prioritization and/or allocation of all government transportation resources. It shall help process all transportation requests from University departments and emergency support functions. Finally it will facilitate movement on the campus in coordination with other transportation agencies.

Policies:

- This ESF will coordinate evacuation transportation as its first priority.
- When necessary, the University response and recovery efforts will be coordinated with local, state, or federal supporting agencies.
- Enforcement of any traffic plan developed by the University or other agencies will be applicable to all community members.
- Communication to the public about issues affecting traffic and parking will be provided by the Longwood University PIO in coordination with Longwood University Police Department.

Concept of Operations

General:

The Emergency Operations Plan provides guidance for managing the use of transportation services and deployment of relief and recovery resources. A disaster may severely damage the transportation infrastructure and interrupt transportation services. The damage to the transportation infrastructure may influence the means and accessibility level for relief services and supplies. Disaster responses will be difficult to coordinate effectively during the immediate post disaster period due to unusable transportation routes. One of the major focuses will be the clearing of access routes. All requests for transportation support will be submitted to the EOC for coordination, validation, and/or action in accordance with this Emergency Support Function.

Organization:

Longwood University, in conjunction with the Town of Farmville, is responsible for coordinating resources needed to restore and maintain transportation routes necessary to protect lives and property during an emergency or disaster. The Longwood University Police Department will serve as the lead in coordinating all decisions regarding transportation activities during the response and recovery phases of an emergency.

The Town of Farmville will provide a liaison and provide information on road closures, alternate routes, and infrastructure damage and debris removal, bus transit, and restoration activities.

The Town of Farmville in conjunction with support agencies will assess the condition of roadways, bridges, signals, bus transit, and other components of the transportation infrastructure and where appropriate:

- Close infrastructure determined to be unsafe;
- Post signing and barricades; and
- Maintain and restore critical transportation routes, facilities, and services.

Actions:

- ESF #1 will develop, maintain, and update plans and procedures for use during an emergency;
- Alert local primary agency representative of possible incident, and begin preparations for mobilization of resources;
- If necessary contact state or federal agencies and alert Secondary Agencies. Assess initial damage and work to decide on the priorities for reconstruction and restoration of critical transportation facilities;
- Keep record of all expenses, and continue through the duration of the emergency;
- Prepare appropriate facilities for possible use;
- ESF #1 staff coordinates the use of transportation resources to fulfill University mission assignments and follow established practices and procedures;
- Continue to provide support where needed; and
- The locality will communicate and inform the State EOC of actions and intentions.

Responsibilities**Primary Agency:**

- Assess damage and impact on transportation and campus infrastructure;
- Coordinates and implements, response and recovery functions.
- Assists with determining the most viable transportation networks to, from, and within the emergency or disaster area and regulates the use of these transportation networks; and
- Identifies resource requirements for transportation and coordinates their allocation.

#2 Communications

Primary Departments

- Longwood University Office of Emergency Management
- Longwood University Police Department
- Longwood University Office of Communications & Media Relations
- Longwood University Office of Information Technology Services

Secondary/Support Agencies

- Longwood University Office of Facilities Management & Real Property Management
- Town of Farmville Police Department
- Town of Farmville Volunteer Fire Department
- Town of Farmville Volunteer Emergency Medical Services

Introduction

Purpose:

ESF #2 will enable Longwood University to use available communication resources to respond to an incident. It will allow the University to alert and warn the campus community of a threatened or actual emergency and will continue to communicate with the Longwood University community through a variety of media. During events impacting the Town of Farmville or Virginia Department of Emergency Management, ESF #2 will allow LU to coordinate with local and regional partners.

Scope:

Ensure that the institution has the ability to notify the campus community of a disaster or emergency situation through the emergency notification and warning system.

Support the institution with the restoration and reconstruction of telecommunications equipment, computers, and other technical resources.

Communication includes transmission, emission, or reception of signs, signals writing, images, and sounds or intelligence of any natures by wire, radio, optical, or other electromagnetic systems.

Policies:

During activation of the Longwood University (LU) Emergency Operations Center (EOC):

- The Longwood University Emergency Communications Center (LUECC) will initiate notification and warning of appropriate personnel through use of standard procedure.
- The LUECC is accessible to authorized personnel only.
- The LUECC operates 24 hours a day, seven days a week.
- Notification and warnings will be provided through all communications means available including: e2Campus text alerts, email messages, alert banners on University web page and social media sites. As technology changes, additional means of messaging the public may be added.
- LU Police Officers and other field emergency service personnel will use LU issued public safety radios and will follow standard procedures during all communications.
- Additional LU Emergency Communications Center policies and procedures may be found in the LUPD Communications Policy and Procedure Manual in the LUECC.
- When necessary, existing communications and assets may be augmented by those provided by the Virginia Department of Emergency Management or other outside agencies.

Concept of Operations

General:

The Emergency Operations Plan provides guidance for managing emergency communications resources while the LU Communications Center is the point of contact for receipt of all warnings and notification of actual or impending emergencies or disasters. The dispatcher on duty will notify the LU Chief of Police, other key personnel, and department heads as required by standard operating procedures (SOP). For Longwood University, the ECC is most often the first point of contact for the general public. When contacting the general public during an emergency, common terminology will be used.

Organization:

The LUPD is responsible for ensuring the ability to provide continuous services as the center of communications during emergencies.

As such, the LUPD will develop and maintain primary and alternate communication systems for contact with local jurisdictions, state agencies, private sector agencies and community members as required for mission support. Costs incurred in performing ESF #2 will be tracked by the LUPD in coordination with LU Information Technology Services.

The LU Department of Information Technology Services (ITS) will secure technology equipment/resources when needed. Additionally, LUITTS will provide technology support as needed.

All activities related to messages disseminated to the public during an emergency will be performed using the most up to date LU Crisis Communication Plan. The LU Office of Communications and Media Relations is responsible for the development and maintenance of this plan. (See ESF#15)

Under the Operations Section -Information and Instructional Technology Services

1. Director of Communication and Technology Services
2. Senior Network Engineer
3. Network Computer Systems Administrator
 - Coordinates all computing and network technologies on-campus during disaster or emergency operations, including application, data and telecommunication systems, and A/V media services. Additionally IT:
 - Maintains the telecommunications utility service for the campus and serves as liaison with telecommunications support functions for telephone and mass communication services.
 - Assists the Emergency Management Coordinator with coordinating the set up and dismantling of the EOC.
 - Assists Facilities Services with damage assessment of telecommunications services.
 - Serves as the lead department for ESF #2 – Communications.

Public Information Officer (PIO)

1. Director of Communications & Media Relations
2. Chief of Staff and Advisor to the President
3. AVP Digital Marketing and Content Strategy
 - Coordinates emergency public information activities in the EOC and maintains liaison with any and all media. Responsible for development of news releases and statements for dissemination to Longwood personnel, the media, and the public. Additionally the PIO will:
 - Serve as the **only** authorized representative to release information to the media.

- Obtain Incident Commander's approval of media releases.
- Determine from the Incident Commander if there are any limits on information release.
- Develop material for use in media briefings.
- Coordinate and validate information with Information Officers at agency EOCs when activated, to ensure consistency.
- Enlist assistance from experts as needed and appropriate.
- Coordinate media relations and acts as the sole official link between Longwood University and the public.
- Inform media and conduct media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Obtain media information that may be useful to incident planning.
- Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.
- Maintain Unit Log.

EMERGENCY NOTIFICATION PROCEDURES

Until the EOC is activated, the LU Emergency Communications Center (LUECC) will notify the following officials upon receipt of notification of an emergency. In some cases it may be appropriate for the Incident Commander to direct LU officials to contact the LUEC for information or instructions.

Official
Longwood University President
Police Chief
Emergency Management Coordinator
Public Information Officer
Town of Farmville Emergency Manager

#3 Facilities Management

Primary Agencies

- Longwood University Facilities Management
- Longwood University Office of Environmental Health and Safety

Secondary/Support Agencies

- American Red Cross
- Farmville Volunteer Fire Department
- Longwood University Office of Emergency Management
- Longwood University Police Department
- Prince Edward County Fire Department
- Town of Farmville Public Works
- Virginia Department of Environmental Quality
- Virginia Department of Transportation

Introduction

Purpose:

Emergency Support Function (ESF) #3 will conduct necessary inspections to ensure the integrity of buildings, assist with debris removal and ensure that any rebuilding complies with existing zoning and land-use regulations. It will provide for the identification and management of critical facilities.

Scope:

ESF #3 is structured to provide facilities management, public works, and engineering-related support of incident management. Activities within the scope of this function include:

- Conducting pre-and post-incident assessments of university infrastructure;
- Providing emergency repair of damaged infrastructure and critical facilities.
- Executing emergency contract support;
- Providing technical assistance to include engineering expertise, construction management, and contracting and real estate services.

Policies:

Activities associated with ESF #3 will be coordinated with the Town of Farmville whenever necessary. Activities associated with rebuilding will be coordinated through use of the Longwood University COOP.

- Personnel will stay up to date with procedures through training and education.
- The primary agencies will develop work priorities in conjunction with other agencies when necessary.
- Local authorities will obtain required waivers and clearances related to ESF #3 support.
- The condition of raw water sources will be a top priority.
- Adequate staffing levels will be maintained to ensure adherence to all regulatory requirements.

Concept of Operations

General:

Access to the disaster areas may be dependent upon debris clearance and roadway repairs. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities. In a disaster, buildings and structures may be destroyed or severely damaged. Residences, public buildings, bridges, and other facilities may need to be reinforced or demolished to ensure safety. Public utilities may be damaged and be partially or fully inoperable.

Prompt assessment of the disaster area is required to determine critical response times and resource requirements. Early damage assessment must be general in nature. Following an incident, a multitude of

independent damage assessment activities will be conducted by a variety of organizations including the locality damage assessment teams, insurance companies, Virginia Department of Emergency Management, utility companies and federal agencies.

Organization:

The Emergency Management Coordinator will be responsible for deploying damage assessment teams, consolidating damage data, and compiling reports. At the Incident Commander's request, the Damage Assessment Teams' first priority will be to assess structural damage.

Local Damage Assessment Teams will assess damage to the extent of their resources and in their areas of expertise. The Health Department and the Office of Environmental Health and Safety may assist Facilities Management Department with damage assessments related to health and safety hazards.

An Initial Damage Assessment Report will be completed by LU Facilities Management and Real Property in coordination with the LU Emergency Management Coordinator and submitted to the Virginia Department of Emergency Management within 72 hours of the event. This report will outline the severity of the problems and the determination of need for further assistance. Federal/State supported damage assessment precedes delivery of a Presidential Disaster Declaration and defines the specific needs for a long-term recovery.

To minimize threats to public health, the Town of Farmville Department of Public Works will serve as liaison with the Virginia Department of Environmental Quality (DEQ) and the County/Town Attorney to secure the necessary emergency environmental waivers and legal clearances that would be needed to dispose of emergency debris and materials from demolition activities. The Facilities Management Department will coordinate with DEQ to monitor disposal of debris materials.

The university departments mentioned will inspect all buildings for structural, electrical, gas, plumbing and mechanical damage following a disaster situation. Such departments will ensure that in addition to compliance with regulatory requirements; will also make certain that any repairs or rebuilding complies with the Longwood University comprehensive plan.

The Local Building Official is responsible for determining the state of a building and placing notification on the facility. The building owner retains responsibility for deciding whether to demolish or restore the structure. During the recovery phase the Building Official is responsible for the facilitation of the building permit issuance process and for the review and approval of the site-related and construction plans submitted for the rebuilding/restoration of residential and commercial buildings.

Estimated logistic requirements such as personnel, supplies, equipment, facilities, and communication needs will be developed during normal planning processes and exercises.

Actions:

- ESF #3 will prepare Facilities Services to make an initial damage assessment;
- Alert personnel to report to the EOC;
- Review plans;
- Begin keeping record of expenses and continue for the duration of the emergency;
- Activate the necessary equipment and resources to address the emergency; and
- Coordinate response with local, state, federal departments and agencies.

Responsibilities:

- Assist in conducting initial damage assessment;

- Submit initial damage assessment to EOC;
- Assist in coordinating response and recovery;
- Prioritize debris removal;
- Inspect buildings for structural damage; and
- Ensure all repairs comply with local building codes, zoning, land-use regulations and comprehensive plan.

#4 Fire Fighting and Emergency Medical Services

Primary Agency

- Farmville Fire Department
- Prince Edward County Fire Departments
- Farmville Volunteer Rescue Squad

Secondary/Support Agencies

- Longwood University Office of Emergency Management
- Longwood University Police Department
- Virginia Department of Emergency Management
- Virginia Department of Forestry
- Private Ambulance Services
- Longwood University Office of Environmental Health & Safety

Introduction

Purpose:

Emergency Support Function (ESF) #4 provides for the coordination of fire rescue and emergency medical activities to ensure safety of life and property during emergencies.

Scope:

ESF #4 directs and controls operations involving fire prevention, fire detection, fire suppression, rescue, and hazardous materials incidents. It also assists with warning and alerting, communications, evacuation, and other duties as required during an emergency.

Policies:

- Priority is given to protection of life and safety for the public and responders and then property
- For efficient and effective fire suppression and/or treatment and transport of the injured, mutual aid may be required from various local response agencies.
- The Incident Command System will be used in planning, response and recovery activities.
- Personnel will stay up to date with procedures through education and training.
- When additional or specialized support is required, assistance can be obtained from the Town of Farmville, Price Edward County or neighboring jurisdictions.

Concept of Operations

General:

The Prince Edward County Fire Department, Farmville Fire Department and Prince Edward Volunteer Rescue Services are prepared to assume primary operational control in fire prevention strategies, fire suppression, patient management, and hazardous material incidents (See ESF #10). Fire department and rescue personnel who are not otherwise engaged in emergency response operations will assist as necessary and appropriate during any emergency situation.

When Emergency Support Function # 4 is activated, requests for firefighting and emergency medical support will, in most cases, be submitted to the 9-1-1 Center for coordination, validation, and/or action.

The Longwood Chief of Police or their designee in coordination with the Emergency Management Coordinator will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. However, the Incident Commander may order an immediate evacuation prior to requesting or obtaining approval, if in his/her judgment this action is necessary to safeguard lives and property. Should an evacuation become necessary the warning and instructions will be communicated

through all means (See ESF #2). In addition, LUPD and Residential & Commuter Life personnel will use mobile loudspeakers or bullhorns, or go door to door to ensure that all affected residents have received the warning.

Organization:

A Fire and EMS representative will be assigned to the EOC in order to coordinate fire and rescue response. These representatives will be a part of the EOC staff and will assist with the overall direction and control of emergency operations.

The Fire and EMS Departments will implement evacuations and law enforcement will assist and provide security for the evacuated area. In the event of a hazardous materials incident, the Incident Commander should implement immediate protective actions to include evacuation as appropriate.

Actions

- Develop and maintain plans and procedures to provide fire and rescue services in time of emergency;
- Document expenses and continue for the duration of the emergency;
- Fire and EMS Service representatives should report to the Local Emergency Operations Center to assist with operations;
- Fire and EMS department personnel may be asked to assist with warning and alerting, evacuating, communications, and emergency medical transport; and
- Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services; and;

Responsibilities

- Fire prevention and suppression;
- Emergency medical treatment;
- Hazardous materials incident response and training;
- Radiological monitoring and decontamination;
- Assist with evacuation;
- Search and rescue;
- Temporary shelter for evacuees at each fire station;
- Assist in initial warning and alerting;
- Provide qualified representative to assist in the Local EOC;
- Requests assistance from supporting agencies when needed;
- Arranges direct liaison with fire chiefs in the area;
- Implements Mutual Aid.

#5 Emergency Management

Primary Agency

- Longwood University Office of Emergency Management
- Longwood University Police Department
- Town of Farmville Emergency Management

Secondary/Support Agencies

- Farmville Fire Department
- Prince Edward Volunteer Fire Department
- Farmville Emergency Medical Services
- Longwood University Information and Technology Services
- Longwood University Facilities Management
- American Red Cross
- Virginia Department of Emergency Management
- Longwood University Environmental Health and Safety

Introduction

Purpose:

ESF #5 provides guidance for coordination and support of emergency operations from the Longwood Emergency Operations Center using principles of the National Incident Management System.

Scope:

ESF #5 serves as the support for all University departments across the spectrum of incident management from prevention to response and recovery. ESF #5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination. This includes alert and notification, deployment and staffing of emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

Policies:

- The EOP will provide guidance for planning response and recovery activities.
- The Incident Command System will be used in planning, response, and recovery functions.
- ESF #5 staff supports the implementation of mutual aid agreements to ensure seamless resource response.
- The University will provide representatives to staff key positions on Incident Management Teams.
- Longwood departments and outside agencies when necessary will participate in the emergency planning process, which is coordinated by ESF #5.
- When University resources are taxed, request for support will be made to the Town of Farmville.

Concept of Operations

General:

The Emergency Coordinator will assist in the development and maintenance of emergency operations procedures on the part of each major emergency support service. Each service should maintain current notification rosters, designate and staff an official emergency operations center, designate an EOC representative, establish procedures for reporting appropriate emergency information, and provide ongoing training to maintain emergency response capabilities. Emergency Preparedness officials and departments

assigned responsibilities by this plan should be aware of the hazards that have the greatest potential for a local disaster and are most likely to occur.

The EOC support staff will include a recorder, message clerk, and other support personnel as required by ICS in order to relieve the decision-making group of handling messages, maintaining logs, placing maps, and other administrative duties. Procedures for support operations will be established and maintained. An EOC wall map will be prepared and be readily accessible.

The Planning Section, when activated, will produce situation reports which will be distributed to the EOC staff, on-scene incident command staff, and the VEOC. The staff of the EOC will support short term and long term planning activities. Plans will be short and concise. The EOC staff will record the activities planned and track their progress. The response priorities for the next operational period will be addressed in the Incident Action Plan (IAP).

Organization:

Emergency operations will be directed and controlled from the Longwood Emergency Operations Center (EOC). Depending upon the nature and scale of the emergency, the EOC will be comprised of the following:

- Incident Commander
- EOC Director
- Liaison Officer
- Safety Officer
- Public Information Office (PIO)
- Planning Section Chief
- Operations Section Chief
- Finance/Administrative Section Chief
- Logistics Section Chief

The EOP section titled Annexes includes:

- Sample charts for EOC organization
- Longwood University Orders of Succession
- Longwood University Delegation of Authority
- Key essential employees' contact information

As allowed by the Incident Command Structure, the Longwood EOC will be staffed to the extent necessary based on the emergency. EOC support personnel to assist with communications, internal logistics, finance, external affairs and administration will be designated at the departmental level by leadership. The Directors university offices or their designee of will be available for decision-making.

The regulatory agencies and governing bodies play an important role as they must pass and implement the rules, regulations, codes, and ordinances, which would reduce the impact of a disaster. Local government agencies and volunteer emergency response organizations assigned disaster response duties are responsible for maintaining plans and procedures. These agencies are also responsible for ensuring that they are capable of performing these duties in the time of an emergency. In addition, these will address areas where new/revised codes, regulations, and ordinances may mitigate a particular hazard to the attention of Longwood, in coordination with the Emergency Coordinator.

The Emergency Coordinator will assist in the development and maintenance of established procedures on the part of each major emergency support function. Generally, each department should maintain current notification rosters, designate staffing as appropriate for an official agency operation center, if applicable,

designate EOC representatives, establish procedures for reporting appropriate emergency information, and provide ongoing training to maintain emergency response capabilities.

The Emergency Coordinator will assure that all actions are completed as scheduled. The President or his or her delegate may close facilities, programs, and activities in order that employees who are not designated "emergency service personnel" are not unnecessarily placed in harm's way.

The Emergency Coordinator will coordinate training for this emergency support function and conduct exercises involving the EOC.

Actions

Develop and maintain a capability for emergency operations and reflect it in the Emergency Operations Plan.

- Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations;
- Maintain a notification roster of EOC personnel and their alternates;
- Establish a system and procedure for notifying EOC personnel;
- Identify adequate facilities and resources to conduct emergency operations at the EOC;
- Coordinate Emergency Management mutual aid agreements dealing with adjunct jurisdictions and relief organizations, such as the American Red Cross;
- Develop plans and procedures for providing timely information and guidance to the campus in times of emergency through ESF #2;
- Identify and maintain a list of essential services and facilities, which must continue to operate and may need to be protected;
- Test and exercise plans and procedures; and
- Conduct campus outreach/mitigation programs.
- Ensure compatibility between this plan and the emergency plans and procedures of the Town of Farmville;
- Develop accounting and record keeping procedures for expenses incurred during an emergency;
- Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects
- Provide periodic staff briefings as required;
- Prepare to provide emergency information to the public in coordination with ESF #2;
- Provide logistical support to on scene emergency response personnel;
- Maintain essential emergency communications through the established communications network;
- Provide reports and requests for assistance to the Virginia EOC;
- Compile an initial damage assessment report and send to the Virginia EOC; and
- Coordinate requests for non-mutual aid assistance.

Responsibilities

- Activates and convenes local emergency assets and capabilities;
- Coordinates with law enforcement and emergency management organizations;
- Coordinates short and long term planning activities;
- Maintains continuity of operations;
- Directs and controls emergency operations;
- Submits state required reports and records;
- Coordinates initial warning and alerting; and
- Provides emergency public information in coordination with ESF #2.

#6 Mass Care, Housing, and Human Services

Primary Agencies

- Longwood University Dean of Students
- Longwood University Residential & Commuter Life
- Virginia Department of Social Services

Secondary/Support Agencies

- Longwood University Office of Emergency Management
- Longwood University Office of Environmental Health and Safety
- Longwood University Police Department
- Longwood University Office of Disability Resources
- American Red Cross
- Prince Edward County Public Schools
- Virginia Department of Health – Local Health Department
- Town of Farmville
- Farmville Emergency Medical Services
- Prince Edward County Volunteer Rescue Squad
- Virginia Department of Emergency Management

Introduction

Purpose:

ESF #6 provides direction for shelter, food, and emergency first aid following an emergency.

Scope:

ESF #6 promotes the delivery of services and the implementation of programs to assist university operations impacted by an incident. This service delivery includes immediate relief, short-term office space and housing for residential students.

Policies:

- Potential hazards may require an evacuation. The actual situation will determine the scope of the evacuation and the number of evacuees who will require a shelter.
- The Office of Emergency Management and/or Residential & Commuter Life will determine if a shelter is to be opened and will also select the shelter site(s) in coordination with the affected department(s).
- As needed, sheltering, feeding and emergency first aid activities will begin immediately after the incident. Staging of facilities may occur before the incident when the incident is anticipated.
- Information about persons identified on shelter lists, casualty lists, hospital admission, etc., will be made available to family members to the extent allowable under confidentiality regulations.
- Efforts will be made to coordinate among agencies providing information to minimize the number of inquiry points for families.

Concept of Operations

This ESF will coordinate the provision of sheltering, feeding, emergency first aid, emergency relief supplies and other basic human services. During shelter operations VDSS will support local DSS planning efforts to develop and maintain capabilities. The four primary functions of ESF #6, Mass Care, Emergency Assistance, Housing, and Human Services, are outlined below.

- Mass Care involves the coordination of nonmedical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites,

collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items.

- Emergency Assistance addresses immediate needs beyond the scope of the traditional mass care provided at the local level.
- Housing involves the provision of assistance for short- and long-term housing needs of victims.
- Human Services include providing victim related recovery efforts such as counseling, identifying support for persons with special needs, expediting processing of new benefits claims, assisting in collecting crime victim compensation for acts of terrorism, and expediting mail services in affected areas.

Organization:

The University will ensure that handicapped and other special needs populations are provided for in the time of an emergency. Current roster and resource lists are maintained by Longwood Residential Life.

Should crisis-counseling services be required, trained mental health professionals will be provided by local Community Services Boards, in conjunction with the Department of Mental Health, Mental Retardation and Substance Abuses Services (DMHMRSAS), and Longwood University Counseling Services.

Daily situation reports will be provided to the Local Emergency Operations Center (EOC) about the status of evacuees and of operations at the shelter center(s).

Actions:

- Identify shelter facilities and implement MOA and other agreements;
- Develop plans and procedures to transport, receive, and care for an indeterminate number of evacuees;
- Determine the maximum capacities for each potential shelter;
- Designate managers and other key staff personnel;
- Develop plans and procedures to receive and care for persons with disabilities evacuated from residential dorms;
- Develop plans and procedures to receive and care for the animals of the evacuees;
- Provide mass transportation as required;
- Provide mass feeding as required; and
- Document expenses.

Responsibilities:

- Activates support agencies.
- Coordinates logistical and fiscal activities for ESF #5.
- Plans and supports meetings with university departments, and ensures all are informed and involved.
- Coordinates and integrates overall efforts.
- Provides registration and record keeping.
- Coordinates crisis-counseling services as required.
- Coordinates emergency welfare for displaced persons.
- Coordinates with PIO for release of information.
- Provides assistance for special needs population.
- Assists in provisional medical supplies and services.

Tab 3 to Emergency Support Function #6
Shelter Locations and Address

Shelter locations and all related detailed information are maintained in the Office of Residential Life.

#7 Resource Support

Primary Agencies

- Longwood University Materials Management
- Longwood University Facilities Management

Secondary/Support Agencies

- Longwood University Budget Office
- American Red Cross
- Longwood University Office of Emergency Management
- Virginia Department of Social Services
- Virginia Department of Emergency Management

Introduction

Purpose:

ESF #7 provides for the procurement and management of resources needed during the response to or recovery from an emergency.

Scope:

Resource support may continue until the disposition of excess and surplus property is completed. The University will determine what resources are needed and then ESF #7 will collect and distribute those goods by means of a distribution center. Several categories of resources that have been identified are: personnel, equipment, facilities, information and commodities.

Policies:

- The initial emergency response will be dependent upon local public and private resources;
- Adequate university resources do not exist to cope with a catastrophic incident;
- University departments and agencies will use their own resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation;
- If university resources are depleted, request will be made in writing through email as well as telephone to 911 for additional resources to the Town of Farmville;
- The Emergency Coordinator will initiate the commitment of resources from outside government with operational control being exercised by the on-site commander of the service requiring that resource; and
- All resource expenditures will be recorded by the Finance Section of the IMT.

Concept of Operations

General:

Material Management will identify sites and facilities that will be used to receive, process, and distribute equipment, supplies and other properties that will be sent to the disaster area. The Office of Public Relations will coordinate all food items received or required for the immediate disaster. The necessary equipment, staff, communications, and security support to these facilities and sites will be provided by Longwood to the extent possible. This process must be closely coordinated with LU departments and outside agencies when called upon for support.

Material Management will be responsible for securing and providing the necessary resource material and expertise in their respective areas, through public as well as private means. Resource lists will be developed and maintained that detail the type, location, contact arrangements, and acquisition procedures for critical resources. Mutual aid agreements will be developed and maintained with adjacent jurisdictions, private industry, quasi-public groups, and volunteer groups, as appropriate, to facilitate the acquisition of emergency resources and assistance.

The Longwood University Emergency Management Coordinator, in coordination with the Director of Materials Management and Vice President of Administration and Finance, will assist Longwood departments in the procurement of the necessary resources, to include the contracting of specialized services and the hiring of additional personnel, to effectively respond to and recover from the emergency at hand. Records of all expenditures relating to the emergency/disaster will be maintained in a separate budget code assigned by the Budget and Financial Manager.

Potential sites for local and regional resource distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts. Priorities will be set regarding the allocation and use of available resources.

Organization:

All departments will be responsible for identifying essential resources in their functional area to successfully carry out their mission of mitigating against, responding to, and recovering from the devastating effects of disasters. All departments will coordinate their resource needs with the representative of the Department of Administration and Finance.

The Director Residential & Commuter Life or his/her designee, assisted by public relief organizations, will be in charge of coordinating the relief effort to meet the immediate needs of the student population in terms of food, water, housing, medical, and clothing (See ESF #6 and #11).

Actions:

- Identify essential resources to carry out mission in each functional area and to support operation of critical facilities during the disaster;
- Designate University department(s) responsible for resource management;
- Develop contingency plans to provide emergency lighting, procure and distribute emergency water and provide sewage disposal, if necessary;
- Identify personnel requirements and training needs to effectively carry out mission;
- Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources;
- Prepare mutual aid agreements with surrounding jurisdictions to augment local resources;
- Review compatibility of equipment of local departments and surrounding jurisdictions and identify specialized training or knowledge required to operate equipment;
- Develop operational procedures to manage the processing, use, inspection, and return of resources coming into the area;
- Identify actual or potential staging facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated);
- Develop training/exercises to test plan, and to ensure maximum use of available resources;
- Coordinate and develop prescript announcements with Public Information Office regarding potential resource issues and instructions (e.g., types of resources required, status of critical resource reserves, recommended contingency actions, etc.).

Responsibilities:

- Locate, procure, and issue resources to other agencies to support the emergency response or to promote public safety;
- Locate and coordinate the use of available space for incident management activities;
- Coordinate and determine the availability and provision of consumable supplies;
- Participate in planning and training for exercises to test plans for security reasons.

#8 Public Health and Medical Services:

Primary Agency

- Longwood University Student Health and Wellness
- Longwood University Counseling Center
- Virginia Department of Health (VDH)

Secondary/Support Agencies

- American Red Cross
- Centra Southside Community Hospital
- Community Services Board
- Longwood University Facility Management and Real Property
- Prince Edward EMS
- Prince Edward Fire Department
- Town of Farmville EMS
- Town of Farmville Fire Department
- Virginia Department of Agriculture and Consumer Services
- Virginia Department of Environmental Quality
- Virginia Department of Health

Introduction

Purpose:

Emergency Support Function (ESF) #8 provides for coordinated medical, public health, mental health, and emergency medical services to protect life in the time of an emergency.

Scope:

ESF #8 meets public health and medical needs of victims affected by an incident. This support is categorized by the following essential functions:

- Assessment of public health/medical needs.
- Maintenance of public health information.
- Acquisition and distribution of medical care personnel, medical equipment and supplies.
- Detect mental health issues and prevent harmful stress levels in the general public.

Policies:

- The LU Student Health and Wellness office and the local Health Department coordinate all ESF #8 response actions using its own internal policies and procedures.
- Each ESF #8 organization is responsible for managing its respective response assets after receiving coordinating instructions.
- The Joint Information Center (JIC) is authorized to release general medical and public health response information to the public after consultation with the Health Department.
- If Joint Information Center (JIC) is not employed, the Public Information Officer in coordination with the Incident Commander for the University is authorized to release general medical and public health response information to the public after consultation with the Health Department.
- The Health Department determines the appropriateness of all requests for the release of all public health and medical information; and
- The Health Department is responsible for consulting with and organizing public health and subject matter experts as needed.

Concept of Operations

General:

During a threatened or actual emergency, the Director of Student Health or his/her designated representative will direct coordinated health, medical, and rescue services from the Emergency Operations Center (EOC). Should a disaster substantially overwhelm local medical and rescue resources, support and assistance will be requested from medical institutions and emergency medical service (EMS) providers in neighboring jurisdictions.

The Longwood University Police Department, Town of Farmville Police Department, and the Prince Edward County Sheriff's Department will provide security. The Health Department will monitor food and water safety, shelter sanitation and provide disease surveillance and 'contact' investigations if warranted. Upon coordination with the EOC public health advisories will be issued. The Community Services Board will provide mental health services.

In disasters involving a large number of casualties, the Office of the Chief Medical Examiner (OCME) may request assistance from local funeral directors. The OCME must identify the deceased before they are released to funeral homes. The Virginia Funeral Directors Association will provide equipment, supplies, larger facilities, and manpower as needed for such a localized disaster (See Tab 4).

Organization:

A rescue/emergency medical service representative will be assigned, as determined by the Emergency Management Coordinator or his/her designee, to the Emergency Operations Center (EOC) in order to coordinate rescue squad responses and to assist with the overall direction and control of emergency operations.

Local emergency medical service providers will transport patients. Local funeral homes will assist the Health Department and the Chief Medical Examiner's Office in disasters involving mass casualties.

Roles and Responsibilities

Emergency Support Function (ESF) #8 will:

- Develop and maintain procedures for activating a coordinated response;
- Maintain a roster of medical and health personnel;
- Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for public health, preventative health, and mental health services during an incident.
- Maintain records and monitor the status of persons injured during the emergency through the facilitation of patient care.
- Establish communications with ESF # 5 to report and receive assessments and status information;
- Coordinate through the Public Information Officer dissemination of disaster related public health information to the public.
- Coordinate through the Public Information Officer the dissemination of public education on critical incident stress and stress management techniques.
- Provide investigation, surveillance, and take measures for containments of harmful health effects;
- Coordinate with ESF # 6 to identify shelter occupants that may require assistance.
- Coordinate transportation of the sick and injured with area hospitals or receiving facilities and other EMS agencies.
- Assess behavioral health needs following an incident, and provide outreach to serve identified behavioral health needs.
- Local law enforcement and the Virginia State Police will assist the Office of Chief Medical Examiner's in the identification and disposition of the deceased.

Emergency Medical Services Providers

Provider	Contact Information
Prince Edward Volunteer Rescue Squad	Phone – Non-Emergency 434-392-6973
Paladin Medical Transport	Phone – 434-315-5620 Address- 1201 W. Third Street Farmville, VA 23901
Delta Response Team	Phone – 434-392-4199 Address- 3987 Back Hampden Sydney Rd Farmville, VA 23901- 5531

Mass Casualty Plan:

Virginia Funeral Directors Association, Inc. Mortuary Disaster Plan Organization

Mission:

To develop an efficient and effective management response system in mass fatality disaster situations to facilitate the preparation, processing, and release of deceased human remains to the next of kin or family representative.

Concept of Operations:

In the event of a mass fatality disaster situation, the State EOC will contact the Office of the Chief Medical Examiner (OCME), who will notify the Virginia Funeral Directors Association (VFDA). Once contacted by the OCME, the VFDA will activate the Mortuary Response Plan and response teams. The VFDA Response Teams will operate under the direction of the District Medical Examiner of the district in which the incident occurred.

In order to ensure a prompt and professional response, the Virginia Funeral Directors Association maintains a resource manual of needed supplies, equipment, and vehicles. If additional resources are necessary to effectively respond to a disaster, the VFDA Executive Director has emergency purchasing authority up to a specified limit. The VFDA also has a specially equipped disaster trailer to assist the State Medical Examiner's Office and other funeral directors in the state with disaster field response.

Organization:

The Virginia Funeral Directors Association (VFDA) is responsible for the statewide coordination of the mortuary activities in the state. Each district has a response team comprised of members who have completed training in the VFDA-approved program that qualifies them as certified disaster coordinators. The VFDA response teams will provide support in recovery, evacuation, and identification of the remains.

The OCME is by law responsible for the deceased. Virginia is divided into four medical examiner districts that include the Northern Virginia District based in Fairfax, the Western District based in Roanoke, the Central District based in Richmond, and the Tidewater District based in Norfolk (See Attachment 1).

#9 Search and Rescue

Primary Agency

- Longwood University Police Department
- Prince Edward Fire Department
- Prince Edward Volunteer Rescue Squad
- Town of Farmville Fire Department

Secondary/Support Agencies

- Longwood University Office of EHS&EM
- Town of Farmville Police Department
- Virginia Department of Emergency Management
- Virginia Department of Health (VDH)
- Volunteer Search and Rescue Groups

Introduction

Purpose:

Emergency Support Function (ESF) #9 provides for the coordination and effective use of available resources for search and rescue activities to assist people in potential or actual distress.

Scope:

Search and Rescue resources respond with capabilities including, but not limited to locating, extricating, and providing for the immediate on site treatment to victims including those who may be trapped in collapsed structures.

Policies:

- All requests for Search and Rescue will be submitted to the Longwood University EOC for coordination, validation, and/or action in accordance with this ESF.
- Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information.
- Activities will be coordinated with local, state, and federal agencies when necessary.
- Search and rescue task forces are considered Federal assets under the Robert T. Stafford Act only when requested for a search and rescue for a collapsed structure.

Concept of Operations

General:

During a search and rescue operation after an emergency, the University will call upon the local fire and law enforcement departments to assist. The Emergency Medical Services (EMS) providers will also assist as set forth in the Virginia Association of Volunteer Rescue Squad's Operation Plan.

Organization:

The Fire Department will be the primary agency in any search and rescue operation. The local EMS, law enforcement, and Longwood University Facilities Operations will assist when required for structural evaluation of buildings and structures (ESF #3). Local Law Enforcement will be the primary agency in any ground searches. The local chapter of the American Red Cross will assist with support efforts during searches such as mass care feeding; sheltering; bulk distribution; logistics; and health and mental health services for rescue workers, support personnel, and the victims. VDH will advise search and rescue medical teams on industrial hygiene issues as they become apparent. Facilities Management will assist with any equipment, maps, staff, and vehicles. In a secondary role local law enforcement will assist with perimeter security, communications, and assistance as required. The local Fire Departments and EMS agencies will provide medical resources, equipment and expertise.

Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information.

Roles:

- Develop and maintain plans and procedures to implement search and rescue operations in time of emergency;
- Provide emergency medical treatment and pre-hospital care to the injured;
- Assist with the warning, evacuation and relocation of citizens during a disaster;
- Record disaster related expenses.

Responsibilities:

- Manages search and rescue task force deployment to, employment in, and redeployment from the affected area;
- Coordinates logistical support for search and rescue during field operations;
- Develops policies and procedures for effective use and coordination of search and rescue;
- Provides status reports on search and rescue operations throughout the affected area and request further assistance as needed.

#10 Oil and Hazardous Materials

Primary Departments and Organizations

- Longwood University Environmental Health and Safety
- Longwood University Office of Emergency Management
- Town of Farmville Fire Department

Secondary/Support Departments and Organizations

- Prince Edward Volunteer Rescue Squad
- Virginia Department of Health
- Virginia Department of Emergency Management
- Virginia Department of Environmental Quality

Introduction

Purpose:

Emergency Support Function (ESF) # 10 provides information for response to hazardous materials incident.

Scope:

The Longwood University Hazardous Materials Response Plan serves as the basis for all actions taken by ESF #10. The release of hazardous materials may have short and/or long-term health, environmental, and economic effects.

Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, corrosive materials, chemical and biological substances, and radioactive materials. This includes those substances or materials in a form or quantity which may pose an unreasonable risk to health, safety, or property when transported, and which the Secretary of Transportation of the United States has so designated by regulation or order.

Evacuation or sheltering in place may be required to protect portions of the University. If contamination occurs, victims may require special medical treatment requiring outside assistance from local and state resources.

Policies:

- All departments assigned responsibilities within this ESF will develop and maintain the necessary plans; standard operating procedures, and model contracts to successfully accomplish their tasks.
- The Longwood University Materials Response Plan serves as the basis for all actions taken by ESF #10. This annex requires that all oil and hazardous materials released under University jurisdiction be reported to the Longwood University Police Department by telephone at ext. 2091.
- When the incident has Commonwealth involvement, all actions will be guided by the Virginia Department of Emergency Management (VDEM). VDEM requires that all releases of oil and hazardous substances under federal jurisdiction be reported to the Department of Environmental Quality.
- The Longwood University Environmental Health and Safety Department and the Longwood University Police Department will maintain a close working relationship and mutually coordinate all reports of oil and hazardous materials/hazardous substances releases made to either entity.
- Response actions will be coordinated with and consistent with those described by the National Response System (NRS). The NRS is a network of agencies, programs, and resources with responsibilities in oil and hazardous materials response.

- When there is a VDEM presence at the scene of an actual or potential release of oil or hazardous material/hazardous substance the State On-Scene Coordinator (SOSC) will coordinate with any partnering agencies. All response activities will coordinate through ESF #10.

Concept of Operations

The EOP and the Hazardous Materials Response Plan provide the guidance for managing hazardous materials incidents. All requests for hazardous materials support will be submitted to the EOC for coordination, validation, and/or action in accordance with this ESF.

Appropriate response and recovery actions can include efforts to detect, identify, contain, clean-up or dispose of related oil and hazardous materials. Specific actions may include: stabilizing the release of berms, dikes, or impoundments; capping of contaminated soils or sludge; use of chemicals and other materials to contain or retard the spread of the release or to decontaminate or mitigate its effects; drainage controls; fences, warning signs, or other security or site-control precautions; removal of highly contaminated soils from drainage areas; removal of drums, barrels, tanks, or other containers that contain oil or hazardous materials; and other measures as deemed necessary.

In addition, ESF #10 may be used to respond to actual or threatened released of materials not typically considered hazardous under the National Contingency Plan (NCP) but that, as a result of an incident, pose a threat to public health or welfare or to the environment. Appropriate ESF #10 response activities to such incidents may include, but are not limited to, water quality monitoring, household and business hazardous waste collection, and the permitting and monitoring of debris collection and disposal related to the clean-up and recovery phase.

Organization:

The Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires the development of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local emergency services. A separately published Hazardous Material Emergency Response Annex has been developed for the university. This plan is considered to be a part of the University's Emergency Operations Plan (EOP).

The Fire Chief or designee will assume primary operational control of all hazardous materials incidents that are beyond the ability of LU staff to contain.

The Emergency Coordinator, in conjunction with the Fire Chief and VDEM Regional Hazardous Materials Officer, will determine the need to evacuate a large area. Evacuation orders or other protective actions will be issued as needed. However, the on-scene commander may order an immediate evacuation prior to requesting or obtaining approval, if this action is necessary to protect life and property. Residential & Commuter Life, Fire, EMS, and Law Enforcement will coordinate the evacuation of the area. Law Enforcement is responsible for providing security for the evacuated area.

Should an evacuation become necessary, warning and directions for evacuation and/or protect in place will be disseminated via all appropriate means. Responding agencies will use mobile loudspeakers, Longwood University Siren System, Mass Notification System, bull horns, and/or go door-to-door to ensure that residents in the threatened areas have received evacuation warning.

Actions:

- Respond to the incident
- Assess the situation

- Determine the need for immediate evacuation or sheltering in place
- Coordinate with the EOC
- Request assistance through the VEOC
- Implement Mutual Aid agreements.

Responsibilities:

Longwood University Office of Environmental Health and Safety (EHS)

- Coordinate and supports plans and procedures to address the full spectrum of technological hazards.
- Establish and maintain a comprehensive safety program.
- Provide manpower in the collection, analysis and assessment of spill response.
- Follow established procedures in responding to hazardous materials incidents

Longwood Office of Emergency Management

- Operate and maintain a public safety communications center to receive, prepare, and disseminate notifications, warnings, and associated protective actions to local, state and federal agencies involved in the response.
- Coordinate needs assessment and damage assessment operations.
- Coordinate control/mitigation efforts with other local, state, and federal agencies

Department of Environmental Quality

- Support the collection, analysis and assessment of air and water quality samples.
- Support collection, analysis and assessment of meteorological data.
- Provide technical assistance in development of protective strategies for risks posed by releases of hazardous materials or oil spills.
- Provide technical and regulatory assistance regarding the removal, storage, and disposal of debris/wastes.
- Provide technical advice on countermeasure strategies to address real or potential environmental impacts relating to an emergency/disaster.

Virginia Department of Health

- Provide advice/guidance regarding the threat to human health posed by the release of the hazardous materials and recommend protective action measures.

Longwood University Department of Environmental Health and Safety

- Develop and maintain the Hazardous Materials Emergency Response Annex
- Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property
- Conduct training for personnel in hazardous materials response and mitigation
- Provide technical information
- Record expenses
- Maintain and update the SPCC & ODC Plan for the University

Authorities & References

Authorities

- Virginia Emergency Services and Disaster Laws
- Federal Water Pollution Control Act and the Oil Pollution Control Act of 1990

References

- Emergency Management Accreditation Program (EMAP) 4.6.3: The emergency operations/response plan shall identify and assign specific areas of responsibility for performing essential functions in response to an emergency or disaster. Areas of responsibility to be addressed include: hazardous materials.

#11 Agriculture and Natural Resources (Non-Applicable)

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#12 Energy

Primary Agency

- Longwood University Facilities Management
- Longwood University Office of Emergency Management

Secondary/Support Agencies

- Department of Mines, Minerals, and Energy
- Dominion Virginia Power
- State Corporation Commission
- Town of Farmville
- Virginia Electric Cooperatives
- Virginia Department of Emergency Management

Introduction

Purpose:

Emergency Support Function (ESF) #12 provides for coordinating the restoration of public utility systems and components critical to saving lives, protecting health, safety, and property during an emergency.

Scope:

ESF #12 collects, evaluates, and shares information on damages energy systems and estimates the impact within the affected areas. According to the National Response Plan the term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems and system components. Additionally ESF #12 provides information concerning the energy restoration process such as projected schedules, restoration timelines, and other information as appropriate.

Policies:

- Restoration of normal operations at critical facilities will be a priority;
- All agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks;
- Restoration of normal operations at energy facilities is the responsibility of the facility owners
- University staff will work with utility providers for allocation of resources

Concept of Operations

General:

The supply of electric power to customers may be cut off due to either generation capacity shortages and/or transmission/distribution limitations. Generation capacity shortfalls are more likely to result from extreme hot weather conditions or disruptions to generation facilities.

ESF #12 will respond to the VEOC when an incident has or threatens to disrupt the routine energy production and distribution networks. ESF #12 will implement standard procedures and coordinate actions to assist local governments. While restoration of normal operations at energy production and distribution facilities is the primary responsibility of the owners of those facilities, ESF #12 provides the appropriate supplemental assistance and resources to enable restoration in a timely manner.

Organization:

In the wake of such a major disaster, Local Emergency Operations Centers (EOC) will be assisted by state-level resources to help in the emergency efforts to provide fuel and power. The priorities for allocation of these assets will be to:

- Provide for the health and safety of individuals and families affected by the event;
- Provide sufficient fuel supplies to local agencies, emergency response organizations, and service stations in critical areas;
- Help energy suppliers obtain information, equipment, specialized labor, fuel, and transportation to repair or restore energy systems;
- Recommend / comply with local and state actions to conserve fuel, if needed;
- Coordinate with local, state, and federal agencies in providing energy emergency information, education, and conservation guidance to the public;
- Coordinate information with local, state, and federal officials and energy suppliers about available energy supply recovery assistance.

The State Corporation Commission (SCC) is the designated commodity manager for natural gas and electric power. The Virginia Department of Mines, Minerals and Energy (DMME) is the commodity manager for petroleum products and for solid fuels.

Following a catastrophic disaster, the Virginia Emergency Operations Center (VEOC), with staff support from SCC and DMME, will coordinate the provision of emergency power and fuel to affected jurisdictions to support immediate response operations. As necessary they will work closely with federal energy officials (ESF 12), other Commonwealth support agencies, and energy suppliers and distributors. The University will identify the providers for each of their energy resources.

Actions:

- Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of university facilities
- Monitor the status of all essential resources to anticipate shortages;
- Maintain liaison with fuel distributors and local utility representatives;
- Implement local conservation measures;
- Keep the university community informed;
- Implement procedures for determining need and for the distribution of aid;
- Allocate available resources to assure maintenance of essential services;
- Document expenses.

Responsibilities:

- Review plans and procedures. Review procedures for providing lodging and care for displaced persons (see ESF #6);
- In the event of a fuel shortage, establish procedures for local fuel suppliers/distributors to serve customers referred to them by local government;
- Keep the university informed and aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance;
- Provide emergency assistance to individuals as required;
- Enforce state and local government conservation programs; and
- Identify resources needed to restore energy systems.

#13 Public Safety and Security

Primary Agency

- Longwood University Police Department
- Town of Farmville Police Department
- Prince Edward County Sheriff Office

Secondary/Support Agencies

- Longwood University Office of Environmental Health and Safety
- Longwood University Office of Emergency Management
- Longwood University Facilities Management
- Longwood University Parking Services
- Farmville Fire Department
- Virginia State Police
- Virginia Department of Transportation

Purpose

Emergency Support Function (ESF) #13 integrates public safety and security capabilities and resources to support incident management activities associated with the prevention of, response to, or recovery from any hazard affecting the Longwood community.

Scope

ESF #13 provides a mechanism for coordination of resources to support a safe and secure environment during the management of emergency activities affecting the Longwood community. These resources include but are not limited to support for:

- Evacuations
- Access control
- Critical infrastructure protection
- Security planning and
- Law enforcement

Policies

- Longwood University Police will retain operational control.
- The Incident Commander will determine the need for security at the scene.
- University Police in coordination with the Emergency Coordinator will identify areas of potential evacuation.
- The concentration of large numbers of people in shelters during an evacuation may necessitate law enforcement presence to maintain orderly conduct.
- Law enforcement will be needed in evacuated areas to prevent looting and protect property.

Existing procedures in the form of department directives provide the basis for a law enforcement response in time of emergency. The mission of the Public Safety and Security function is to maintain law and order, protect life and property, provide traffic control and law enforcement support, guard essential facilities/supplies and coordinate mutual aid.

The Communications Center is the point of contact for the receipt of all warnings and notification of actual or impending emergencies or disasters.

In order to limit access to hazardous area, various personnel and devices will be required, such as the following:

- Personnel to direct traffic and staff control points;
- Signs to control or restrict traffic;
- Two-way radios to communicate to personnel within and outside the secured area;
- Control point(s);
- Adjacent highway markers indicating closure of area;
- Markers on surface roads leading into the secured areas;
- Patrols within and outside the secured areas; and
- Established pass system for entry and exit of secured areas.

Organization

The Longwood University Police Chief or his/her designee is responsible for coordinating operations pertaining to Emergency Support Function 13, including law enforcement. A chain-of-command will be established to cover staffing arrangements and contingencies. Law enforcement and support agencies involved with ESF 13 functions will utilize their regular radio communications equipment wherever possible. Mutual radio talk groups will be established whenever feasible to provide effective multi-agency communication capability.

Actions:

- Identify essential facilities and develop procedures to provide for their security and continued operation in the time of an emergency;
- Maintain police intelligence capability to alert government agencies and the university to potential threats;
- Develop procedures and provide training for the search and rescue of missing persons;
- Develop strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage taking, weapons of mass destruction, terrorist situations, and bomb threats/detonations;
- Test primary communications systems and arrange for alternate systems, if necessary;
- Assist with the implementation of the evacuation procedures for the threatened areas, if necessary;
- Provide traffic and crowd control as required;
- Implement existing mutual aid agreements with other jurisdictions, if necessary; and
- Document expenses.

Responsibilities:

- Law enforcement
- Crowd control
- Conducts evaluation of operational readiness
- Resolves conflicting demands for public safety and security resources;
- Coordinates backup support from other areas;
- Initial warning and alerting;
- Security of emergency site, evacuated areas, shelter areas, vital facilities and supplies;
- Traffic control;
- Evacuation and access control of threatened areas; and
- Assist the Medical Examiner with identification of the dead.

Tab 1 to Emergency Support Function #13

Entry Permit to Enter Restricted Areas

1. Reason for entry (if scientific research, specify objectives, location, length of time needed for study, methodology, qualifications, and sponsoring party). If contractor/agent--include name of contractual resident party, attach evidence of right of interest in destination. Resident: Purpose.

2. Name, address, and telephone of applicant, organization, university, sponsor, or media group. Also contact person if questions should arise.

3. Travel (fill out applicable sections; if variable call information to dispatcher for each entry).

Method of Travel (vehicle, aircraft) _____

Description of Vehicle/Aircraft Registration _____

Route of Travel if by Vehicle _____

Destination by legal location or landmark/E911 address _____

Alternate escape route if different from above _____

4. Type of 2-way radio system to be used and your base station telephone number we can contact in emergency (a CB radio or radio telephone will not be accepted). Resident: cellular or home number. _____

Entry granted into hazard area.

Authorizing Signature _____ Date _____

The conditions for entry are attached to and made a part of this permit. Any violation of the attached conditions for entry can result in revocation of this permit.

The Waiver of Liability is made a part of and attached to this permit. All persons entering the closed area under this permit must sign the Waiver of Liability before entry.

Tab 2 to Emergency Support Function #13

Waiver of Liability
(To be signed and returned with application form)

I, the undersigned, hereby understand and agree to the requirements stated in the application form and in the safety regulations and do further understand that I am entering a (high) hazard area with full knowledge that I do so at my own risk and I do hereby release and discharge the federal government, the Commonwealth of Virginia and all its political subdivisions, their officers, agents and employees from all liability for any damages or losses incurred while within the Closed Area.

I understand that the entry permit is conditioned upon this waiver. I understand that no public agency shall have any duty to attempt any search and rescue efforts on my behalf while I am in the Closed or Restricted Area.

Signatures of applicant and members of his field party

Date

Print full name first, then sign.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

#14 Long Term Community Recovery and Mitigation

Primary Agencies

- Longwood University Facilities Management and Real Property
- Longwood University Office of Emergency Management
- Longwood University Office of the President
- Town of Farmville

Secondary/Support Agencies

- American Red Cross
- Longwood University Academic Affairs
- Longwood University Administration and Finance
- Longwood University Office of Environment Health and Safety
- Longwood University Student Affairs
- Virginia Department of Health
- Virginia Voluntary Organizations Active in Disaster (VVOAD)
- Virginia Department of Emergency Management

Introduction

Purpose:

Emergency Support Function (ESF) #14 develops a comprehensive and coordinated recovery process that will bring about restoration of institutional facilities, services, and infrastructure while providing for the health, welfare and safety of Longwood Community members.

Scope:

ESF #14 will address significant long-term impacts in the affected area on Longwood University, community infrastructure, and student and community services. The long term recovery process will begin with a complete impact analysis of the incident. Based on available support, resources will be allocated to ensure recovery efforts are expended in coordination with University established priorities. The physical recovery and reconstruction of institutional infrastructure will be guided by Longwood leadership and possibly officials representing the Virginia Department of education or other agencies within the Commonwealth.

Policies:

- The recovery process for critical infrastructure will be coordinated with necessary external partners.
- Attention to the mitigation of future impacts of similar incidents will be a part of recovery and restoration efforts wherever feasible.
- The Continuity of Operations Plan will provide guidance for the recovery and reconstruction as needed. Site plan approval documents will guide reconstruction when possible.
- Routine operations may be disrupted or postponed to support recovery.

Concept of Operations

General:

The recovery phase is characterized by two components: the emergency response phase which deals primarily with lifesaving and emergency relief efforts (i.e., emergency food, medical, shelter, and security services); and the broader recovery and reconstruction component which deals with more permanent and long-term redevelopment issues.

Although all university departments are involved in components, the emphasis and focus changes among departments as they shift from one component to the other. In the emergency response and relief

recovery component, the primary local departments involved include fire and rescue, law enforcement, health, social services, education, and public works departments; whereas in the recovery and reconstruction component, the emphasis shifts to university departments dealing with housing and redevelopment, public works, economic development, land use, zoning, and government financing. The two components will be occurring simultaneously with the emergency relief component taking precedence in the initial stages of recovery, and the recovery and reconstruction component receiving greater attention as the recovery process matures.

The Office of Emergency Management will be the lead coordinating department in the life-saving and emergency relief component of the recovery process and the **Director of Planning and Construction** will take the coordinating lead during the reconstruction phase.

The recovery analysis process is comprised of the following phases: reentry, needs assessment, damage assessment, the formulation of short- and long-term priorities within the context of basic needs and available resources, and the identification and implementation of appropriate restoration and development strategies to fulfill priorities established, as well as bring about an effective recovery program.

The damage assessment process for the university is described in the Continuity of Operations (COOP) Annex of the EOP. Team leaders for the Damage Assessment Teams have been identified and the necessary forms included within this support annex. Although damage assessment is primarily a local government responsibility, assistance is provided by state and federal agencies, as well as private industry that have expertise in specific functional areas such as transportation, agriculture, forestry, water quality, housing, etc.

The process to request and receive federal assistance will be the same as all other natural or man-made disasters. The Virginia Department of Emergency Management will be the coordinating state agency in the recovery process, and FEMA will be the coordinating federal agency. Utilizing the preliminary damage assessment information collected, short-term and long-term priorities are established and recovery strategies developed in coordination with other state agencies, local governments, the federal government, and private industry.

Short-term recovery strategies would include:

- Emergency Services
- Communications and IT networks
- Transportation networks and services
- Potable water systems
- Sewer systems
- Oil and natural gas networks
- Electrical power systems
- Initial damage assessment
- Emergency debris removal
- Security of evacuated or destroyed area, and
- Establishing a disaster recovery center and joint field office

Organization:

The Office of Emergency Management in coordination with Facilities Management and Real Property will direct response, recovery, and reconstruction efforts in the disaster impacted areas of the university. When necessary, local government departments, state and federal agencies will serve as partners in recovery and mitigation efforts.

As potential applicants for Public Assistance, Longwood University must thoroughly document disaster-related expenses from the onset of an incident.

Mitigation has become increasingly important to local officials who must bear the agony of loss of life and property when disaster strikes. The Office of Emergency Management will lead in determining mitigation projects needed following a disaster and make applications for available mitigation grants.

Actions:

- Conduct initial damage assessment;
- In cooperation with other ESFs, as appropriate, use hazard predictive modeling and the university COOP Plan to ascertain vulnerable critical facilities as a basis for identifying recovery priorities;
- Gather information to assess the scope and magnitude of the social and economic impacts on the campus;
- Coordinate and conduct recovery operations;
- Coordinate assessment of accuracy and recalibration of existing hazard, risk, and evacuation modeling;
- Facilitate sharing of information and identification of issues among departments and ESFs

Responsibilities:

- Develop plans for post-incident assessment that can be scaled to incidents of varying types and magnitudes;
- Establish procedures for pre-incident planning and risk assessment with post incident recovery and mitigation efforts;
- Develop action plans identifying appropriate agency participation and resources available that take into account the differing technical needs for risk assessment
- Ensure participation from primary and support departments;
- Lead planning;
- Lead post-incident assistance efforts; and
- Identify areas of collaboration with support agencies and facilitate interagency integration.

#15 External Affairs

Primary Agency

- Longwood University Office of Communications

Secondary/Support Agencies

- Longwood University Police Department
- Longwood University Office of Emergency Management
- Town of Farmville Fire Department
- Virginia Department of Emergency Management
- Virginia Department of Health
- Virginia Department of Social Services

Introduction

Purpose:

ESF #15 will provide for the effective collection, control, and dissemination of information to inform the public of emergency conditions and available assistance. It will also manage rumor control/misinformation during an emergency. It shall quickly relay critical and potentially lifesaving information to those at risk while also providing timely and consistent information on the status of emergency operations and recovery activities. Finally it will ensure that a system is in place to provide information and guidance to city elected/appointed officials along with coordinating the release of public information from all responding agencies while assuring the public that the government is responding effectively to the emergency through credible and consistent information.

Scope:

Public information is an on-going responsibility prior to, during, and after a disaster occurs. A coordinated effort to communicate with the media and the public must be initiated and coordinated early in any emergency or disaster event.

Policies:

The LU Crisis Communication Plan provides the guidance for all information disseminated to the public.

Concept of Operations

General:

In an emergency or disaster it is important to provide timely and accurate information to the public and to the media outlets. News coverage must be monitored to ensure that any disseminated information is accurate. The University will be prepared to keep local legislators and other political figures informed.

Organization:

The Longwood University Office of Marketing and Communications is responsible for coordinating messages from the University and establishing a Joint Information Center when necessary. Longwood University marketing and Communications staff will handle appropriate special projects such as news conferences and press operations for incident area tours.

Legislative Affairs:

Will establish contact with the state legislative and congressional offices representing the affected areas to provide information on the incident. The locality should be prepared to arrange an incident site visit for legislators and their staffs. Legislative Affairs will also respond to legislative and congressional inquiries.

Actions:

- Evaluate the situation;
- Monitor national and state level news coverage of the situation (if applicable);
- After coordination with the University EOC, time permitting, the PIO will begin to disseminate emergency public information via news releases to the local news media;
- Establish JIC if necessary in coordination with outside agencies.
- Emphasize University response and protective action;
- Develop accurate and complete information regarding incident cause, size, current situation, and resources committed;
- Continue to keep the public informed concerning local recovery operations;
- Assist the Virginia Department of Health in disseminating public health notices, if necessary;
- Assist state and federal officials in disseminating information concerning relief assistance; and
- Document expenses.

Responsibilities:

- Establish a working arrangement between the Town PIO, the local EOC and local radio stations, television stations, and newspapers;
- Encourage local newspapers to periodically publish general information about those specific hazards, which are most likely to occur, such as flooding and industrial accidents;
- Designate a phone number and personnel to handle inquiries from parents, employees, and concerned individuals;
- Arrange regular press briefings;
- Coordinate the release of information through public broadcast channels, and written documents; and
- Maintain an up-to-date telephone and fax number list for all local news organizations.

Longwood University
Undergraduate Tuition and Fees
2016-2017

In-State Undergraduate Students

	(Based on 30 Credit Hours)			
	2015-2016	2016-2017	\$ Increase	% Increase
Tuition & Mandatory E&G Fees	7,170	7,350	180	2.51%
Mandatory Non-E&G Fees	4,740	4,890	150	3.16%
	11,910	12,240	330	2.77%

Per-Credit-Hour Rate		
2015-2016	2016-2017	
239	245	Tuition
153	158	Comprehensive Fee
5	5	Student Activity Fee
158	163	
397	408	Total Per Credit Hour

Total In-State Undergraduate Tuition and Fee Charges				
	2014-2015	2015-2016	\$ Increase	% Increase
Commuter	11,910	12,240	330	2.77%
* Residential	21,468	22,184	716	3.33%

* Assumes Main Campus Housing and 14 + \$250 Meal Plan
(Rates approved by Board of Visitors on December 4, 2015)

Code of Virginia Section 23-7.4F requires that after August 1, 2006, a surcharge be assessed to all resident undergraduate students after completing 125% of the credit hours required to satisfy baccalaureate degree requirements. The surcharge is the difference between the average cost of education and in-state undergraduate tuition and mandatory E&G fees. In effect, the surcharge requires students to pay the average cost of education once they have exceeded 125% of the credit hours needed to satisfy their undergraduate degree program requirements

	2015-2016	2016-2017
Virginia Undergraduate Tuition Surcharge (Per Credit Hour)	238	260

Longwood University
Undergraduate Tuition and Fees
2016-2017

Out-of-State Undergraduate Students

(Based on 30 Credit Hours)

	2015-2016	2016-2017	\$ Increase	% Increase
Tuition & Mandatory E&G Fees	21,330	21,780	450	2.11%
Mandatory Non-E&G Fees	4,740	4,890	150	3.16%
	26,070	26,670	600	2.30%

Per-Credit-Hour Rate

	2015-2016	2016-2017	
	688	706	Tuition
	23	20	Capital Fee
	<u>711</u>	<u>726</u>	
	153	158	Comprehensive Fee
	5	5	Student Activity Fee
	<u>158</u>	<u>163</u>	

Total Out-of-State Undergraduate Tuition and Fee Charges

	2015-2016	2016-2017	\$ Increase	% Increase
Commuter	26,070	26,670	600	2.30%
* Residential	35,628	36,614	986	2.77%

* Assumes Main Campus Housing and 14 + \$250 Meal Plan
(Rates approved by Board of Visitors on December 4, 2015)

Longwood University
Graduate Tuition and Fees
2016-2017

In-State Graduate Students
On Campus (Includes Hybrid)

	(Based on 24 Credit Hours)			
	2015-2016	2016-2017	\$ Increase	% Increase
Tuition & Mandatory E&G Fees	7,680	7,872	192	2.50%
Mandatory Non-E&G Fees	2,928	3,024	96	3.28%
	10,608	10,896	288	2.71%

Per-Credit-Hour Rate		
2015-2016	2016-2017	
320	328	Tuition
117	121	Comprehensive Fee
5	5	Student Activity Fee
122	126	

In-State Graduate Students
Off Campus/On Line/Intersession

	(Based on 24 Credit Hours)			
	2015-2016	2016-2017	\$ Increase	% Increase
Tuition & Mandatory E&G Fees	7,680	7,872	192	2.50%
Mandatory Non-E&G Fees	744	768	24	3.23%
	8,424	8,640	216	2.56%

Per-Credit-Hour Rate		
2015-2016	2016-2017	
320	328	Tuition
		On Line Fee/
31	32	Comprehensive Fee

Longwood University
Graduate Tuition and Fees
2016-2017

Out-of-State Graduate Students
On Campus (Includes Hybrid)

	<u>(Based on 24 Credit Hours)</u>			
	<u>2015-2016</u>	<u>2016-2017</u>	<u>\$ Increase</u>	<u>% Increase</u>
Tuition & Mandatory E&G Fees	21,792	22,248	456	2.09%
Mandatory Non-E&G Fees	2,928	3,024	96	3.28%
	<u>24,720</u>	<u>25,272</u>	<u>552</u>	<u>2.23%</u>

<u>Per-Credit-Hour Rate</u>		
<u>2015-2016</u>	<u>2016-2017</u>	
885	907	Tuition
<u>23</u>	<u>20</u>	Capital Fee
908	927	
117	121	Comprehensive Fee
<u>5</u>	<u>5</u>	Student Activity Fee
122	126	

Out-of-State Graduate Students
Off Campus/On Line/ Intersession

	<u>(Based on 24 Credit Hours)</u>			
	<u>2015-2016</u>	<u>2016-2017</u>	<u>\$ Increase</u>	<u>% Increase</u>
Tuition & Mandatory E&G Fees	21,240	21,768	528	2.49%
Mandatory Non-E&G Fees	744	768	24	3.23%
	<u>21,984</u>	<u>22,536</u>	<u>552</u>	<u>2.51%</u>

<u>Per-Credit-Hour Rate</u>		
<u>2015-2016</u>	<u>2016-2017</u>	
885	907	Tuition
<u>0</u>	<u>0</u>	Capital Fee*
885	907	
31	32	On Line Fee/ Comprehensive Fee

* Capital Fee applied to Intersession classes only

Longwood University
Proposed Summer School Fees

FY 2015-2016

FY 2016-2017

ROOM AND BOARD

WEEKLY RATES:

ROOM

Double

185

192

BOARD

Commuter Meal Plan

0

0

Residential Meal Plan

0

0

Summer Meal Plan

105

108

Longwood University Summer School Tuition and Fees

Per Credit Hour Rates:

	2015-2016 (Summer 2016)	2016-2017 (Summer 2017)	\$ Increase
Tuition			
Undergraduate In-State	239	245	6
Undergraduate Out-of-State	688	706	18
Graduate In-State	320	328	8
Graduate Out-of-State	885	907	22
Comprehensive Fee *	31	32	1
Capital Fee	23	20	-3

* Applies to all credits (On Campus, Off Campus, On-Line)

Longwood University
2016-2017 Tuition and Fee Rates

	2015-2016	2016-2017	\$ Change	% Change
Tuition (per credit hour)				
Undergraduate In-State	239	245	6	2.51%
Undergraduate Out-of-State	688	706	18	2.62%
Graduate In-State	320	328	8	2.50%
Graduate Out-of-State	885	907	22	2.49%
Virginia Undergraduate Tuition Surcharge*	238	260	22	9.24%
Comprehensive Fee (per credit hour)				
Undergraduate	153	158	5	3.27%
Graduate	117	121	4	3.42%
Graduate - Off Campus	31	32	1	3.23%
Student Activity Fee (per credit hour)				
On Campus	5	5	0	0.00%
Capital Fee (per credit hour)				
On Campus, Out-of-State	23	20	(3)	-13.04%
Application Fees				
Undergraduate	50	50	0	0.00%
Undergraduate Readmission	30	30	0	0.00%
Graduate	50	50	0	0.00%
Graduate Readmission	40	40	0	0.00%
Orientation Fee				
Student and two guest	225	225	0	0.00%

* Code of Virginia Section 23-7.4F requires that after August 1, 2006, a surcharge be assessed to all resident undergraduate students after completing 125% of the credit hours required to satisfy baccalaureate degree requirements. The surcharge is the difference between the average cost of education and in-state undergraduate tuition and mandatory E&G fees. In effect, the surcharge requires students to pay the average cost of education once they have exceeded 125% of the credit hours needed to satisfy their undergraduate degree program requirements.

Longwood University

Course Fees

	2015-2016	2016-2017
Contemporary Economic Issues & Social Policy (ECON111)	7.50	0
Introduction to Communication Disorders (CSDS201)	10.00	0
Language Development Across Life Span (CSDS285)	5.00	0
Anatomy & Physiology of Speech & Hearing Mech. (CSDS313)	10.00	0
Phonology & Language Disorders (CSDS314)	10.00	0
Introduction to Audiology & Hearing Disorders (CSDS361)	10.00	0
Neurology in Human Communication (CSDS455)	10.00	0
Introduction to Clinical Practice (CSDS489)	15.00	0
Speech Science (CSDS450)	5.00	0
Language and Literacy (CSDS430)	15.00	0
Introduction to Communication Disorders (PCSD201)	10.00	0
Language Development Across Life Span (PCSD285)	5.00	0
Anatomy & Physiology of Speech & Hearing Impaired (PDSD313)	10.00	0
Phonology & Language Disorders (PCSD314)	10.00	0
Introduction Audiology & Hearing Science (PCSD361)	10.00	0
Speech Science (PCSD450)	5.00	0
Neurology in Human Communications (PCSD455)	10.00	0
Internship Social Work(SOWK392)	100.00	50.00
Internship Social Work (SOWK492)	150.00	50.00
Health Assessment Across the Lifespan (NURS210)	607.00	375.00
Foundation of Nursing Practice (NURS230)	0.00	375.00
Nursing Care of Patients with Complex Health Problems (NURS392)	0.00	334.00
Principles of Pathophysiology (NURS310)	0.00	334.00
Nursing Care of Patients with Psychiatric/Mental Health Problems (NURS410)	0.00	334.00
Internship in Nursing (NURS492)	0.00	334.00