

AGENDA
MOUNTAIN EMPIRE COMMUNITY COLLEGE
BOARD MEETING
Tuesday, July 14, 2015
4:30 p.m.
DALTON CANTRELL HALL BOARDROOM

- I. Welcome and Call to Order – Mr. Rex McCarty, Chair
2. Approval of May 15, 2015 Board Meeting Minutes
3. Administrative Reports
 - A. Chair – Mr. Rex McCarty
 - ✚ Recognition of Guests
 - ✚ Committee Preference Forms
 - ✚ College Picnic – Goodloe Center/Slemp Commons
Monday, August 17 starting at noon
 - B. President’s Report – Dr. Scott Hamilton
 - Enrollment
 - General Information
 - C. Foundation Report – Ms. Donna Stanley
 - D. President’s Staff Reports
 - Academic and Student Services – Dr. Vickie Ratliff
 - Financial and Administrative Services – Ms. Donna Shelton
 - Institutional Advancement – Ms. Donna Stanley
4. Committee Reports
 - A. Executive Committee
 - President’s 2014-2015 Goals and Objectives – Final Report
 - MECC Foundation Campus Facility Naming Policy and Procedure System
 - B. Finance and Facilities Committee
 - 2015-2016 Local Funds Expenditure Plan
 - Revised Emergency Operations Plan
 - Approval of SIM Lab Renovation
5. Old/New Business
6. College Feature: New College Website Update – Amy Greear
7. Public Comments/Other
8. Next Meeting Date – September 15, 2015 (Dr. Hamilton’s Residence)



Mountain Empire Community College

ADVISORY BOARD

Tuesday, July 14, 2015 at 4:30 p.m.

Room: Kline Foundation Boardroom

Call to Order

The Mountain Empire Community College Advisory Board met on Tuesday, July 14, 2015 at 4:30 p.m. in the Kline Foundation Boardroom at Mountain Empire Community College. Ms. Bonnie Elosser, Vice Chair, called the meeting to order.

Roll Call

SCOTT COUNTY

Jane Carter – Yes
Bob Etherton – Yes
Adrienne Hood – Yes
Rex McCarty – No

WISE COUNTY

Alane Lovern – Yes
Bonnie Elosser – Yes
Bobby Tuck – No
Teresa Adkins – No
Dennis Sturgill – No

LEE COUNTY

Vickie Brown – No
Gail Elliott – Yes
Mary Ruth Laster – No
David Graham – Yes

CITY OF NORTON

Robert Isaac – Yes

DICKENSON COUNTY

Burl Mooney – No

OTHERS ATTENDING

Ms. Lana Kennedy, Association of Classified Employees
Dr. Vickie Ratliff, Vice President of Academic and Student Services
Ms. Donna Shelton, Vice President of Finance and Administrative Services
Ms. Peggy Gibson, President's Assistant
Dr. Scott Hamilton, President
Ms. Amy Greear (College Feature)
Ms. Sarah Gilliam (Faculty Senate Chair)

APPROVAL OF MINUTES

A motion was made by Mr. Bob Isaac to accept the July 14, 2015 minutes as presented. The motion was seconded by Ms. Alane Lovern and passed unanimously.

ADMINISTRATIVE REPORTS

Ms. Bonnie Elosser, Vice Chair reported on the following information items:

- Recognition of Special Guests included:

Sarah Gilliam – Faculty Senate Chair

Lana Kennedy – Association of Classified Employees Chair

Amy Greear – Coordinator of Community Relations (College Feature)

Committee Preference Forms

Ms. Elosser requested that Board members return their Committee Preference forms to Peggy Gibson at the end of the meeting (See Attachment Number One).

College Picnic Date

The date for the MECC College Picnic has been set for Monday, August 17 beginning at 12 noon in the Goodloe/Slemp Commons Area of Phillips/Taylor Hall. As the date gets closer, Ms. Gibson will mail invitations.

PRESIDENT'S REPORT – Dr. Scott Hamilton

ACTIVITIES REPORT

Dr. Hamilton reviewed with Board members his current community involvement that included memberships as well as a list of community activities from May 15, 2015 through July 14, 2015. (See Attachment Number Two)

Dr. Hamilton presented the President's Report on the following items: (See Attachment Number Three with Details)

Below is Dr. Hamilton's comments from his report:

- **Facilities Update** – Dr. Hamilton reported that the maintenance staff had completed a new plaza for student use between Dalton-Cantrell and Godwin Halls which will make a nice area for students to gather and relax outside during nice weather.
- **Enrollment Report** (See Attachment Number Four)

Dr. Hamilton presented the Summer Semester 2015 Enrollment Report. MECC headcount for Summer Semester 2015 is 862 compared to 806 last year, an increase of (7) percent. The College's FTE is 352 this year compared to 362; down (3) percent. Dr. Hamilton reported that students are apparently taking fewer credit hours thereby lowering FTE. For comparison purposes, VHCC is down -17.66%, Wytheville is down -3.17% and SWCC is up 1.28%. The statewide average FTE for summer 2015 is down -3.24% at this time.

Dr. Hamilton indicated that a very early preview of fall enrollment shows MECC at 58.68% of total Fall FTE at the end of FY2014. For comparison, SWCC is at 46.51%, VHCC is at 51.85%, and Wytheville is at 49.75%. The overall VCCS Fall 2015 FTE is 45.81% at this time.

Dr. Hamilton also mentioned that last year at this time there were approximately 500 students who had not enrolled for classes; due to the hard work of the Student Outreach Center, the number is now down to 163. Dr. Ratliff mentioned that the MECC faculty are contacting students who were enrolled in spring 2015 but had not registered for classes for the fall 2015 term.

- **Budget and Personnel**

Dr. Hamilton announced that Mr. Ron Vicars had accepted the position of Vice President of Finance and Administrative Services at MECC. Mr. Vicars currently serves as the Director of Business and Finance for the Wise County Public Schools and has extensive experience in financial management and school operations. Mr. Vicars holds a B.S. in Accounting from UVA-Wise, a Master's in Business Administration from King College and an Education Specialist degree in Education Leadership from Lincoln Memorial University. Mr. Vicars will begin his duties at MECC on August 1, 2015 and will work with our current VP, Donna Shelton, in the transition of leadership until her retirement on September 1, 2015. Dr. Hamilton thanked Ms. Shelton for her years of dedication and hard work.

Dr. Hamilton also reported that our budget outlook continues to be challenging but with the personnel reductions made last fall we were able to have a modest carry-over of about \$155,000.

FOUNDATION REPORT

Ms. Donna Stanley reported the Foundation had raised \$177,835 in gifts year to date and had just received notice that a \$370,000 Health Care Simulation grant had been awarded by the Tobacco Commission which brings the total fundraising to well over \$500,000 in terms of pledges and cash received.

Ms. Stanley also reminded Board members of the MECC-Wellmont Health System Golf Classic at the Cedar Hill Country Club on Friday, July 31, 2015 (See Attachment Number Five). Registration will begin at 8:00 a.m. and a shotgun start will begin at 9:15 a.m. If you are interested in playing or sponsoring a team, please contact the Foundation office.

Ms. Stanley reported that the MECC Foundation is making great progress on its Building for the Future Major Gifts Campaign. The Foundation was at \$8,732,419 on June 19, 2015. Since that time, the Foundation has received verbal pledges and gifts that will bring the total very close to \$9 million. She also mentioned that some of these gifts are pledges and planned gifts that will not be received for some time. However, it is clear that the goal will be reached and exceeded. No announcement about the goal will be made for some time to come.

Ms. Stanley also brought to the Advisory Board's attention the Naming of Facilities Policy. Later in the meeting, the Local Board will consider a proposed addition to the naming policy which will help the foundation more effectively work with donors who are considering planned gifts. As the college has been updating and reviewing all of its policies to prepare for the SACSCOC 5 year report, more attention has been given to the Naming Policy and how to maintain the privacy of discussions with donors about future planned gifts and to assure those who want to name facilities that their wishes will be honored.

- ✦ A request is being made to name G211 the Buccaneer Lecture Classroom to recognize over \$77,000 in scholarship gifts to 40 students and over \$300,000 in endowment raised by Big Stone Gap High School Alumni. Mr. David Graham made the motion to accept the naming of Godwin 211 the Buccaneer Lecture Classroom. The motion was seconded by Mr. Bob Isaac and was passed unanimously by the Board.

- ✦ (Outstanding) -Donna Stanley briefly described a second request that will not come forward until the Local Board considers a proposed addition to the Naming Policy. The provision of the existing policy that stimulated the proposal of an addition to the naming policy is the condition that gifts be received before naming occurs. The Foundation has worked with a donor couple who plans to make a substantial gift through a trust. They have had a long history of involvement with the MECC Foundation. One of the spouses has passed away and the other is living. While both were living, the couple identified an area of the college that they would like to have named in their honor when their planned gift matures. Since the Naming Policy adopted in 2012 prevents naming until the gift is received, Ms. Stanley explained that it seems appropriate that some provisions be made to reserve a space to enable gifts like this one to be honored through naming. If specific requests can come before the Local Board, and spaces can be reserved, these requests can be more effectively honored.

- ✦ (Outstanding) - A third request relates to the recognition of Westmoreland Coal Company and Penn Virginia Corporation for their support many years ago. Dr. Hamilton recommended that this matter return to the MECC Foundation Board before coming to the Local Board for action and approval.

PRESIDENT'S STAFF REPORTS

VICE PRESIDENT OF ACADEMIC AND STUDENT SERVICES – Dr. Vickie Ratliff

Dr. Ratliff updated Board members on the following items:

- Governor's School report - Dr. Ratliff reported that 124 students had participated in the favored two week Governor's School model this summer. In addition, Dr. Ratliff also reported good participation in the nine (9) strands that was offered and added that there was an increased interest in our drone program.
- Mountain Music School – Dr. Ratliff reported record enrollment of 140 applications for Mountain Music School which is scheduled for the last week of July.
- Dr. Ratliff also reported that the 3rd Annual Summer Institute for public school personnel is also scheduled for the last week of July with 40 applications received. The Summer Institute is designed to educate our teachers regarding the opportunities students could pursue as a graduate from MECC. Dr. Ratliff also stated that there are recertification points worth three (3) credits.
- Preparation for SACSCOC 5th year report - Dr. Ratliff mentioned that the College has been very busy preparing for the 5th year report to SACSCOC and as a result of this visit, revisions have been made to the MECC Website, Handbook, and Policy Manual.

Dr. Hamilton made mention to the Board regarding the amount of work and effort that had gone in to preparing for the SACSCOC visit and thanked the College for all their efforts.

VICE PRESIDENT OF FINANCIAL & ADMINISTRATIVE SERVICES – Ms. Donna Shelton

Ms. Shelton reported on the following items:

Personnel Report – Ms. Shelton reviewed the personnel report with board members (See Attachment Number Six).

Local Funds Expenditure Report (See Attachment Number Seven) – Ms. Shelton reviewed the Local Funds Expenditure Report ending June 30, 2015. Ms. Shelton mentioned that some of budgeted line items had ran over but that there was enough funds to cover overall.

Ms. Shelton also mentioned the “diamond plaza” that has been constructed by MECC’s maintaince department and reminded Board members to view it as they left this afternoon.

INSTITUTIONAL ADVANCEMENT – Ms. Donna Stanley

- Ms. Stanley reported that the \$450,000 Tobacco Commission grant for scholarships was due this Friday.
- Ms. Stanley also reported that MECC is hopeful to benefit from the federal POWER Initiative, including the following two grants:
 - \$40,373 – ARC submitted last week – to support the curriculum development project for the Unmanned Aerial Systems (drones)
 - ETA – to be submitted very soon.

COMMITTEE REPORTS**Executive Committee**

The Executive Committee was unable to meet due to lack of quorum but those in attendance were in consensus that the board approve the following:

President’s 2014-2015 Goals and Objectives – Final Report (See Attachment Number Eight)

- ✦ Ms. Elosser presented the final report for the President’s 2014-2015 goals for the board’s approval. Dr. Hamilton discussed with the Board that the College had a total of 58 goals that were identified. Below are the results of those goals:
 - Achieved or exceeded – 35 goals (58%)
 - In progress – 11 goals (18%)
 - Mixed results – 2 goals (3%)
 - Did not meet – 11 goals (18%) - These goals were related to enrollment.

A motion was made by Mr. Bob Isaac to approve the final report of the President’s 2014-2015 Goals as presented. A second was made by Ms. Adrienne Hood and was passed unanimously.

Dr. Hamilton discussed with Board members the "Chancellor's Objectives for the Complete 2021 Goal" which will no longer be a one year plan but a two year plan. Dr. Hamilton explained that the VCCS overall goal would be to triple the number of credentials awarded annually by 2021. Focus will be:

- Increase admissions applications.
- Increase Fall-to-Spring retention up to 71% system wide.
- Increase Fall-to-Fall Retention up to 60% system wide.
- Increase the overall annual VCCS Graduates in associates degrees, certificates and career studies certificates by 6,000 (system wide goal).
- Collect college-generated baseline information on top business-demanded industry certifications and licenses offered at each college and college-generated evidence of the number of students earning the intended industry certification or license as a numeric value and as a percent of students who complete noncredit training in preparation for the industry certification or license.
- Increase the number and percent of students for which the college obtains evidence of industry certification or license completion.
- Secure resources for an outcomes based funding formula for workforce credentials.
- Secure funding for philanthropic and other investments for Year2 of the Rural Horseshoe Virginia Initiative (does not apply to MECC).
- Identify and implement efficiencies in college and system office operations.

Dr. Hamilton plans to submit these goals to the full board during the September meeting.

✦ **MECC Foundation Campus Facility Naming Policy and Procedure System – (See Attachment Number Nine – last page)**

Dr. Hamilton presented to the Board the proposed addition to the naming policy which will help the foundation work more effectively with donors who are considering planned gifts. Dr. Hamilton explained to the Board that there may be times when a donor would like to make a request to the College regarding naming opportunities when a monetary gift is received upon their passing.

The MECC Foundation Board had adopted the policy language that now reads:

The MECC Foundation Board and/or Foundation staff can recommend to the Local Board that facilities on the MECC campus be reserved for naming when monetary commitments for revocable and non-revocable planned gifts (made through bequests, charitable gift annuities, charitable remainder trusts, insurance policies, etc.) are executed indicating gift intent and the approximate gift value.

Naming will occur after the qualifying planned gift is received. If the space requested by a planned gift donor is no longer available due to the physical characteristics and purpose of the space being changed, or the requested space has been significantly altered due to renovation, an alternate space with similar prominence and naming value will be selected to fulfill the understanding with the donor. All other provisions of the naming policy will apply to planned gifts received after the death of a donor.

Dr. Hamilton also explained that the language does not have a provision that agrees that the space will be named until after that gift is received. After some discussion among Board members it was recommended that this item be noted as the first reading and will be brought before the Board in September for the second reading and approval.

Finance and Facilities Committee

The Finance and Facilities Committee was unable to meet due to lack of quorum but those in attendance were in consensus that the full board approve the following:

- ❖ 2015-2016 Local Funds Expenditure Plan (See Attachment Number Ten) - Ms. Shelton reviewed with Board members the 2015-2016 Local Funds Expenditure Plan. Included in the bookstore budget was a \$300,000 request for transfer to capital projects and \$100,000 from the contingency and interest income to support the renovation for a One Stop Center project. A motion to approve the 2015-2016 Local Funds Expenditure Plan was made by Ms. Jane Carter, seconded by Mr. Bob Etherton and passed unanimously.
- ❖ Revised Emergency Operations Plan (See Attachment Number Eleven) - Ms. Shelton reviewed with Board members the Revised Emergency Operations Plan as presented. A motion to approve the Emergency Operations Plan was made by Mr. Bob Isaac, seconded by Ms. Jane Carter and passed unanimously.
- ❖ Approval of SIM Lab Renovation (See Attachment Number Twelve) - Ms. Shelton reviewed with Board members the SIM Lab Renovation as presented. A motion to approve the SIM Lab Renovation was made by Mr. Bob Isaac, seconded by Ms. Alane Lovern and passed unanimously.

Curriculum and Student Affairs Committee

No report

OLD/NEW BUSINESS

Dr. Hamilton mentioned that he plans to be on vacation during the week of September 15 and requested the September meeting be moved to September 22. Ms. Gibson will send out email notices regarding the change to all Board members; meeting will be held at Dr. and Ms. Hamilton's residence with dinner to follow.

Ms. Elosser presented to the Board a letter of resignation from Ms. Jane Carter (See Attachment Number Thirteen) who will be moving out of our service area. Ms. Elosser thanked Ms. Carter for her many years of service to Mountain Empire Community College and to our service region.

PUBLIC COMMENTS**COLLEGE FEATURE – Ms. Amy Greear**

Ms. Amy Greear, Coordinator of Community Relations, presented an online review of the new MECC Website redesign (See Attachment Number Fourteen). Ms. Greear explained that the College has moved from a coded site to a content management system which is done under word press. Ms. Greear stated that under the old proprietary system the College was charged for all formatting updates and explained that the word press program we are using is universal and that changing or updating information on the website will be extremely easy and free. The project was awarded to the lowest bidder which was the Kingsport Times News. The first page of the website has been split to reflect what students would use the most:

- ✚ Apply to MECC
- ✚ List of our programs
- ✚ Register and pay for classes

The goal of the new website was to reduce the number of pages; the new website has less than 100 pages versus the old one of 700. She also mentioned that the cost of the new website has been done for less than 1/3 of the cost of the old site and stated that the Foundation was also moving toward a new website redesign under the same program. The new MECC website is set to launch this Friday.

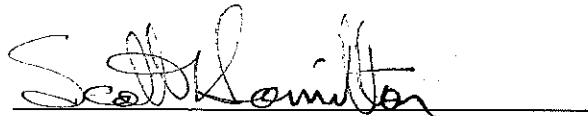
NEXT MEETING DATE

The next meeting date will be Tuesday, September 22. Meeting and dinner will be held at Dr. Hamilton's residence in Sticklelyville.

ADJOURNMENT

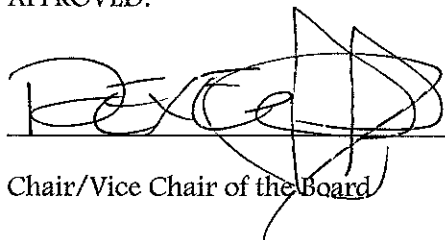
There being no further business the meeting adjourned at 5:27 p.m.

Respectfully Submitted,



Scott Hamilton, President & Secretary to the Board

APPROVED:



Chair/Vice Chair of the Board

9/22/15

Date

MEMORANDUM

TO: MECC Advisory Board Members
FROM: Mr. Rex McCarty, Chair
DATE: June 30, 2015
SUBJECT: Committee Preference Forms

Attached for your review is information concerning your committee preferences for the MECC Advisory Board. Please indicate on the form below your **first, second, and third preferences** for committee membership, and return the form to Peggy Gibson the day of the board meeting.

Committee assignments for the coming year will be announced at the full board meeting in September.

**Mountain Empire Community College Advisory Board
Committee Preference Form
2015-2016**

Executive Committee _____
Finance and Facilities Committee _____
Curriculum and Student Affairs Committee _____

Board Member Signature

Section 1.15. Committees of the Board

There shall be an Executive Committee, Curriculum and Student Affairs Committee, and Finance and Facilities Committee. The Board may by resolution designate other committees with authority limited to that prescribed in the resolution appointing them.

A. Executive Committee

Number and Appointment of Members

The Executive Committee shall consist of the chair of the College Board and five other members appointed by the chair such that there shall be not fewer than one member from each of the sponsoring political subdivisions.

General Powers

The Executive Committee shall advise and aid the President of the College in all matters concerning its interest in the management of the College, and, when the Board is not in session, the Executive Committee shall have and exercise all the power of the Board with reference to the conduct of the business of the College. All actions of the Executive Committee must have the unanimous vote of all those members present. In addition, the Executive Committee shall be responsible for the following Board responsibilities:

1. review all reports of audits and the college President's response to such reports,
2. review and approve the college annual report prepared by the College President, and
3. other matters referred to the Committee by the chair of the Board.

Meetings

Meetings of the Executive Committee shall be called upon notice by the chair or any two members of the Executive Committee. In the event the Executive Committee acts in the name of the Board, it shall report such action at the next regular meeting of the Board.

Quorum

At any meeting of the Executive Committee, the chair and three other members shall constitute a quorum but any action of the Executive Committee, to be effective, must be authorized by affirmative vote of all the members thereof present at the meeting. 1-15

B. Finance and Facilities Committee

The Finance and Facilities Committee shall be responsible for reviewing all matters relative to the following Board responsibilities and shall report its recommendations to the College Board for action:

1. college site plan and the design and construction of college facilities,
2. local funds budget and financial statements,
3. vending commission and auxiliary budget and financial statements, and
4. other matters referred to the Committee by the chair of the Board.

C. Curriculum and Student Affairs Committee

The Curriculum and Student Affairs Committee shall be responsible for reviewing all matters relative to the following Board responsibilities and shall report its recommendations to the College Board for action:

1. development and evaluation of the College's program of education,
2. community participation in program planning and development,
3. new curriculum proposal and proposals for program discontinuation,
4. development and evaluation of the College's community service program,
5. regulations on student conduct,
6. other matters referred to the Committee by the chair of the Board.

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Committee Preference Form
2015-2016**

Executive Committee

Finance and Facilities Committee

Curriculum and Student Affairs Committee

_____ ✓

Vickie Brown

Board Member Signature

See attached email

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4. development and evaluation of the College's community service program,
5. regulations on student conduct,
6. other matters referred to the Committee by the chair of the Board.

Peggy Gibson

From: Brown, Vickie <Vickie.Brown@leecountyschools.net>
Sent: Tuesday, July 14, 2015 3:34 PM
To: Peggy Gibson
Subject: Re: MECC Advisory Board Meeting
Attachments: image001.gif

Thank sounds perfect! Thanks

Sent from my iPhone

On Jul 14, 2015, at 3:33 PM, Peggy Gibson <PGibson@mecc.edu> wrote:

Vickie,

Thanks for letting me know. I totally understand. If you want, I will put you back on the Curriculum and Student Affairs Committee unless you have a different preference. Our next meeting will be September 15 and we will be meeting at Dr. Hamilton's residence.

Have a good evening Vickie.

Peg

From: Brown, Vickie [<mailto:Vickie.Brown@leecountyschools.net>]
Sent: Tuesday, July 14, 2015 3:22 PM
To: Peggy Gibson
Subject: Re: MECC Advisory Board Meeting

Peggy I am not going to be able to attend the meeting this afternoon due to some issues with our School Board Meeting this evening. I am willing to be on any committee that you all find appropriate in to place me on. Look forward to our next meeting and I am really disappointed that I am not able to attend.

Thanks,

Dr. Vickie McConnell Brown
Director of Student Services
153 School Board Place
Jonesville, VA 24263
276.346.2107 (Office)
276.393.5292 (Cell)
276.346.0307 (Fax)

"Committed To Excellence"

Confidentiality Notice:

The information transmitted by this e-mail is intended only for the addressee and may contain confidential material. Any interception, review, retransmission, dissemination, or other use of, or taking of any action upon this information by persons or entities other than the intended recipient, is prohibited by law and may subject them to criminal or civil liability. If you receive this communication in error, please contact the Lee County School Board Office at (276) 346-2107. This communication should then be deleted from any computer or network system.

From: Peggy Gibson <PGibson@mecc.edu>

Sent: Thursday, July 09, 2015 4:19 PM

To: Brown, Vickie; Mr. Burl Mooney; Graham, David; Mr. R. Dennis Sturgill (Wise); Mr. Rex E. McCarthy (Scott); Mr. Robert (Bobby) Tuck (Wise); Mr. Robert Etherton (Scott); Mr. Robert Isaac (Norton); Mrs. Bonnie Elosser (Wise); Ms. Adrienee Hood (Scott); Ms. Alane Short Lovern (Wise); Ms. Gail Elliott (Lee); Ms. Jane Carter (Scott); Ms. Mary Ruth Laster (Lee); Ms. Teresa Adkins (Wise)

Cc: Vickie Ratliff; Donna Shelton; Scott Hamilton

Subject: MECC Advisory Board Meeting

<image001.gif>

Good Afternoon.

The next meeting of the Mountain Empire Community College Board will be held at 4:30 p.m. on Tuesday, July 14, 2015, in the Kline Foundation Boardroom, Dalton Cantrell Hall on the MECC campus. A tentative agenda and Committee Preference Form are attached for your review. *Please bring the completed Committee Preference Form with you to the meeting.*

Listed below is the schedule for the afternoon:

4:00 p.m. Executive Committee (Rex McCarty, Jane Carter, Dennis Sturgill, David Graham, Bob Isaac) - President's Office

4:00 p.m. Finance & Facilities Committee (Bobby Tuck, Burl Mooney, Mary Ruth Laster, Bob Etherton, Bonnie Elosser) - DC 242

4:30 p.m. Advisory Board Meeting - Kline Foundation Boardroom

Immediately following the board meeting, you and your guest are invited to dinner at the John Fox House on Shawnee Avenue, Big Stone Gap. Please let me know if you can attend the meeting and your dinner plans sometime this afternoon.

Thank you for your support of the Mountain Empire Community College. I look forward to seeing you on July 14th.

Attachments

Peggy Gibson

**Peggy Gibson, Administrative Coordinator
President's Office
Mountain Empire Community College
3441 Mountain Empire Road
Big Stone Gap, VA 24219
Phone: 276-523-7490
Fax: 276-523-4130**

Peggy Gibson

From: Brown, Vickie <Vickie.Brown@leecountyschools.net>
Sent: Monday, July 27, 2015 3:46 PM
To: Peggy Gibson
Subject: Re: Committee Preference Forms

Curriculum and Student Affairs but I will do any assignment.

Sent from my iPhone

On Jul 27, 2015, at 1:28 PM, Peggy Gibson <PGibson@mecc.edu> wrote:

<image001.gif>

Good Afternoon.

Happy Monday! We missed you at our last Advisory Board meeting and hope each of you are doing well. Below is the 2015/2016 Committee Preference form. Please let me know via email your first, second, and third choice.

Thank you and have a great day.

Hope to see you on September 22nd at Dr. Hamilton's residence.

**Mountain Empire Community College Advisory Board
Committee Preference Form
2015-2016**

Executive Committee _____

Finance and Facilities Committee _____

Curriculum and Student Affairs Committee _____

Board Member Signature

Peggy Gibson

**Peggy Gibson, Administrative Coordinator
President's Office
Mountain Empire Community College
3441 Mountain Empire Road
Big Stone Gap, VA 24219
Phone: 276-523-7490**

Fax: 276-523-4130

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**Mountain Empire Community College Advisory Board
Committee Preference Form
2015-2016**

Executive Committee

3

Finance and Facilities Committee

2

Curriculum and Student Affairs Committee

1

} I am willing to serve
wherever I am placed/
needed.



Board Member Signature

M E M O R A N D U M

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**Mountain Empire Community College Advisory Board
Committee Preference Form
2015-2016**

Executive Committee 3

Finance and Facilities Committee 2

Curriculum and Student Affairs Committee 1



Board Member Signature

MEMORANDUM

TO: MECC Advisory Board Members
FROM: Mr. Rex McCarty, Chair
DATE: June 30, 2015
SUBJECT: Committee Preference Forms

Attached for your review is information concerning your committee preferences for the MECC Advisory Board. Please indicate on the form below your **first, second, and third preferences** for committee membership, and return the form to Peggy Gibson the day of the board meeting.

Committee assignments for the coming year will be announced at the full board meeting in September.

**Mountain Empire Community College Advisory Board
Committee Preference Form
2015-2016**

Executive Committee

(1)

Finance and Facilities Committee

(2)

Curriculum and Student Affairs Committee

(3)

Rex McCarty

Board Member Signature

MEMORANDUM

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**Mountain Empire Community College Advisory Board
Committee Preference Form
2015-2016**

Executive Committee 3

Finance and Facilities Committee 2

Curriculum and Student Affairs Committee 1

Gail Elliott
Board Member Signature

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Committee Preference Form
2015-2016**

Executive Committee	<u>2</u>
Finance and Facilities Committee	<u>3</u>
Curriculum and Student Affairs Committee	<u>1</u>

Alane S. Lovern
Board Member Signature

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Committee Preference Form
2015-2016**


Executive Committee

Finance and Facilities Committee

_____ X

Curriculum and Student Affairs Committee

_____ X



Board Member Signature

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**Mountain Empire Community College Advisory Board
Committee Preference Form
2015-2016**

Executive Committee


1

Finance and Facilities Committee

2

Curriculum and Student Affairs Committee

3


Board Member Signature

Peggy Gibson

From: Bobby Tuck <btuck@tuckmapping.com>
Sent: Monday, July 27, 2015 9:38 PM
To: Peggy Gibson; 'Mr. R. Dennis Sturgill (Wise)'; 'Ms. Teresa Adkins (Wise)'; 'Dr. Vickie Brown (Lee)'; 'Burl Mooney'; 'Ms. Mary Ruth Laster (Lee)'
Subject: RE: Committee Preference Forms

Peggy

Below is my preference.

Bobby Tuck, PE RLS CP
President
Tuck Mapping Solutions, Inc.



tuck mapping solutions, inc.

4632 Aerial Way

Big Stone Gap, VA 24219

(276) 523-4669 Fax (276) 523-4673

www.tuckmapping.com

Data You Can Trust. People You Can Trust.

From: Peggy Gibson [mailto:PGibson@mecc.edu]
Sent: Monday, July 27, 2015 1:28 PM
To: Mr. R. Dennis Sturgill (Wise) <dsturgill55@outlook.com>; Ms. Teresa Adkins (Wise) <tah7a@uvawise.edu>; Dr. Vickie Brown (Lee) <vickie.brown@leecountyschools.net>; Mr. Robert (Bobby) Tuck (Wise) <btuck@tuckmapping.com>; Burl Mooney <bmooney@dcps.k12.va.us>; Ms. Mary Ruth Laster (Lee) <mrlaster5@gmail.com>
Subject: Committee Preference Forms

Good Afternoon.

Happy Monday! We missed you at our last Advisory Board meeting and hope each of you are doing well. Below is the 2015/2016 Committee Preference form. Please let me know via email your first, second, and third choice.

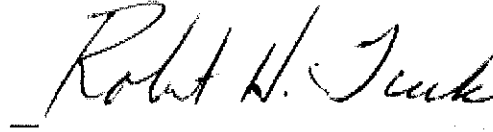
Thank you and have a great day.

Hope to see you on September 22nd at Dr. Hamilton's residence.

Mountain Empire Community College Advisory Board
Committee Preference Form
2015-2016

Executive Committee Third

Finance and Facilities Committee First



Board Member Signature

Peggy Gibson

**Peggy Gibson, Administrative Coordinator
President's Office
Mountain Empire Community College
3441 Mountain Empire Road
Big Stone Gap, VA 24219
Phone: 276-523-7490
Fax: 276-523-4130**

Peggy Gibson

From: Mary Ruth Laster <mrlaster5@gmail.com>
Sent: Monday, July 27, 2015 9:38 PM
To: Peggy Gibson
Subject: Re: Committee Preference Forms

1st - Finance
2nd - Executive
3rd - Curriculum

Mary Ruth Laster

Thanks!

IN GOD WE TRUST

On Mon, Jul 27, 2015 at 1:28 PM, Peggy Gibson <PGibson@mecc.edu> wrote:

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Mountain Empire Community College Advisory Board

Committee Preference Form

2015-2016

Executive Committee

Finance and Facilities Committee _____

Curriculum and Student Affairs Committee _____

Board Member Signature

Peggy Gibson

Peggy Gibson, Administrative Coordinator

President's Office

Mountain Empire Community College

3441 Mountain Empire Road

Big Stone Gap, VA 24219

Phone: 276-523-7490

Fax: 276-523-4130

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From: Dennis Sturgill <dsturgill55@outlook.com>
Sent: Monday, July 27, 2015 9:46 PM
To: Peggy Gibson
Cc: Ms. Teresa Adkins (Wise); Dr. Vickie Brown (Lee); Mr. Robert (Bobby) Tuck (Wise); Burl Mooney; Ms. Mary Ruth Laster (Lee)
Subject: Re: Committee Preference Forms

My choices are:

Sent from my iPad

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**Mountain Empire Community College Advisory Board
Committee Preference Form
2015-2016**

Executive Committee _____ 1 _____
Finance and Facilities Committee _____ 2 _____
Curriculum and Student Affairs Committee _____ 3 _____

____ R. Dennis Sturgill
Board Member Signature

Peggy Gibson
**Peggy Gibson, Administrative Coordinator
President's Office
Mountain Empire Community College
3441 Mountain Empire Road**

President's Activity Report – May – July 2015

<u>Date</u>	<u>Activities</u>
5/19	Meeting in Duffield with prospective employer Kline Foundation Meeting Dinner for Charlie White's Retirement
5/20	Luncheon with Secretary of Veterans Affairs, John Harvey Tri College Nursing Program Coordinating Council Meeting
5/22	Lunch meeting with Jack Kennedy
6/9	Wise County Business Awards Luncheon
6/11	Wise County Board of Supervisors Meeting/Report
6/15-6/19	ACOP Meeting Richmond
6/18	Annual Counselor's Luncheon
6/26	Greeting for Governors School final activities
7/9	Signing of agreement with UVA Wise on emergency services

President's Report 7/14/2015

Facilities Update

The maintenance staff has completed a new plaza for student use between Dalton-Cantrell and Godwin Halls. It will make a nice spot for students to gather and relax outside during nice weather.

Programs

Enrollment

Summer 2015 FTE is just slightly below last year at this time, down -11 FTE or -3.04%. Summer 2015 headcount is up by 56 students an increase over last summer of 6.95%. We have more students but apparently they are taking fewer credit hours thereby lowering FTE. For comparison purposes, VHCC is down -17.66%, Wytheville is down -3.17% and SWCC is up 1.28%. The statewide average FTE for Summer 2015 is down -3.24%

A very early preview of fall enrollment shows MECC at 58.68% of total Fall FTE at the end of F2014. For comparison SWCC is at 46.51%, VHCC is at 51.85% and Wytheville is at 49.75%. The overall VCCS Fall 2015 FTE is 45.81%.

The fall enrollment data is very early and is not a direct comparison with last year. The way it is presented as a % of Fall 2014 End of Semester is not very helpful at this time. Once Fall Semester begins it will change to a day-to-day comparison which will give us a better idea of where our enrollment is headed in comparison to last Fall.

Budget and Personnel

I am pleased to announce that Mr. Ron Vicars has accepted the position of Vice President of Finance and Administrative Services at MECC. Mr. Vicars currently serves as the Director of Business and Finance for the Wise County Public Schools and has extensive experience in financial management and school operations. He holds a B.S. in Accounting from UVA-Wise, a Master's in Business Administration from King College and an Education Specialist degree in Education Leadership from Lincoln Memorial University. He will begin his duties at MECC on August 1, 2015 and will work with current VP Donna Shelton, in the transition of leadership, until her retirement on Sept. 1, 2015.

Our budget outlook continues to be challenging but with the personnel reductions we made last fall we were able to have a modest carry-over of about \$150,000. Donna Shelton will provide greater explanation of the budget if you have any questions.

**SUMMER SEMESTER 2015
PRELIMINARY ENROLLMENT REPORT**

HEADCOUNT	7/15/14	7/14/15	% CHANGE
Full-Time	113	101	(11)
Part-Time	693	761	10
Male	293	274	(6)
Female	513	588	15
Total	806	862	7

FTES	7/15/14	7/14/15	% CHANGE
	362	352	(3)

Peggy Gibson

From: Jeri Bledsoe
Sent: Tuesday, July 14, 2015 11:31 AM
To: dlist_all_employees
Subject: MECC Foundation Upcoming Event - Golf Tournament
Attachments: Flyer CHGT 2015.pdf



The MECC Foundation is planning an exciting golf tournament for Friday, July 31, at Cedar Hill Country Club in Jonesville, Virginia. This tournament is sponsored by Wellmont Health System, and it is always a good time for all. There will be lots of prizes and fun contests, including a new car for a hole-in-one on Hole #5. Subway of Jonesville is providing breakfast, and lunch will be a Subway boxed lunch delivered to players on the course. If you are a golfer, please consider getting a team together and playing in the tournament. The attached flyer provides more information about the format and fees. If you want to enter a team, just let me know.

If you are not a golfer, please consider sponsoring a hole at the tournament (a fully tax-deductible gift of \$50). We will put a sign up on the golf course acknowledging your gift. All proceeds from the tournament will benefit scholarships for MECC students.

Thank you, and I hope to see you at Cedar Hill Country Club on July 31.
Jeri

Jeri Bledsoe
Annual Fund Coordinator
3441 Mountain Empire Road
Big Stone Gap, VA 24219
Phone: (276) 523-2400 ext. 287
Fax: (276) 523-7485
E-Mail: jbledsoe@mecc.edu



Mountain Empire
Community College Foundation



Mountain Empire
Community College Foundation



Wellmont
Health System

Golf Classic

In memory of Shannon O. Evans

Friday, July 31, 2015

**Cedar Hill Country Club
Jonesville, Virginia**

*Proceeds benefit scholarships for
Mountain Empire Community College students.*

Corporate Sponsorship Levels:

- Bronze - \$500
- Silver - \$1,000
- Gold - \$1,500 & up

Bronze: receive a complimentary team & a hole sponsorship
Silver: receive two complimentary teams & a hole sponsorship
Gold: receive two complimentary teams, a hole sponsorship & an opportunity to speak at the event.

For more information, call Jeri Bledsoe at 276-523-2400, ext. 287, or e-mail her at jbledsoe@mecc.edu.



Entry Form

My company would like to be a *Corporate Sponsor* of the tournament. Level _____

My company would like to sponsor a hole (\$50). Yes _____ No _____

Company/Team Name _____ Contact Person _____ Phone _____

Player 1 _____ Putting \$5 Player 2 _____ Putting \$5

Telephone _____ Chipping \$5 Telephone _____ Chipping \$5

E-Mail Address _____ E-Mail Address _____

Player 3 _____ Putting \$5 Player 4 _____ Putting \$5

Telephone _____ Chipping \$5 Telephone _____ Chipping \$5

E-Mail Address _____ E-Mail Address _____

Complete Entry Form by July 24, and mail to Jeri Bledsoe, MECC Foundation, 3441 Mountain Empire Road, Big Stone Gap, VA 24219.
 You may also fax to 276-523-7485 or e-mail to jbledsoe@mecc.edu.
 Please make check payable to MECC Foundation.

Captain's Choice

Four-Person Teams, Two Flights

8 a.m. - 9 a.m. Breakfast, Registration,
Warm-up & Practice
9:15 a.m. Shotgun Start

Entry Fees:

Player: \$75

Four-Person Team: \$300

(Entry fee includes breakfast, range balls, mulligan package, cart, green tees, & lunch.)

Hole Sponsorships - \$50

Putting & Chipping Contests: \$5 each
(Check boxes on entry form to enter.)

Most Accurate Drive Contest - Free
Closest to the Pin Contest - Free

Hole-in-One Prize:

Sponsored by

Freedom Chevrolet

Big Stone Gap



2015 Chevrolet Malibu

MOUNTAIN EMPIRE COMMUNITY COLLEGE

PERSONNEL UPDATE JULY 2015

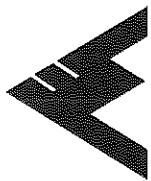
<u>EMPLOYEE</u>	<u>POSITION</u>
<u>NEW HIRES</u> Ron Vicars Bryce Shuler	<ul style="list-style-type: none">• Accepted the position of VP of Financial and Administrative Services replacing Donna Shelton. Mr. Vicars first day of employment will be July 29th.• Accepted the position of Instructor for Energy Technology, in the Applied Science and Technology Division replacing Tom Bush – First day of employment will be August 16th.
<u>RESIGNATIONS</u> Rosemary Walker Janet Giles	<ul style="list-style-type: none">• Resigned from her position as a Library Specialist effective June 30th.• Resigned from her position as a Career Coach effective June 1st.
<u>OPEN POSITIONS</u>	<ul style="list-style-type: none">• Re-Advertised part-time position, Trade Technician I, in the Physical Plant replacing a temporary part-time position with a closing date of July 1st. Screening committee reviewing applications.• Offer extended for Administrative and Office Specialist III in Foundation. Awaiting acceptance of the offer.• Advertised part-time position of Library Specialist replacing Rosemary Walker with a closing date of July 15th.• Advertised part-time position of Career Coach replacing Janet Giles with a closing date of July 15th.



Local Funds Expenditures

Ending June 30, 2015

Category	Budget 2014 - 2015	Expenditures To Date	Budget Balance
I. Contributions of Localities:			
A. Maintenance & Operation:			
College Board	\$ 5,000	\$ 4,137	\$ 863
President's Office	\$ 23,000	\$ 23,059	\$ (59)
Fiscal Operations	\$ 3,000	\$ 1,591	\$ 1,409
Student Aid	\$ 30,000	\$ 30,000	\$ -
Home Craft Days	\$ 35,000	\$ 37,472	\$ (2,472)
Mountain Music School	\$ 26,000	\$ 26,713	\$ (713)
Site Development	\$ 3,000	\$ -	\$ 3,000
Total Maintenance & Operation	\$ 125,000	\$ 122,972	\$ 2,028
B. Small Business Center	\$ 30,250	\$ 30,250	\$ -
Total Contributions of Localities	\$ 155,250	\$ 153,222	\$ 2,028
II. Student Activity Fee & Vending Commissions:			
A. Student Activities	\$ 64,000	\$ 49,990	\$ 14,010
B. Vending Operation Expenses	\$ 5,000	\$ -	\$ 5,000
Total Student Activity Fee & Vending Commissions	\$ 69,000	\$ 49,990	\$ 19,010
III. General Auxiliary Fee:	\$ 300,000	\$ 96,277	\$ 203,723
IV. Bookstore			
A. Salaries	\$ 200,000	\$ 200,000	\$ -
B. Textbooks and Supplies	\$ 988,240	\$ 965,839	\$ 22,401
C. Operating	\$ 52,190	\$ 39,173	\$ 13,017
D. Transfer to capital projects	\$ -	\$ -	\$ -
Total Bookstore	\$ 1,240,430	\$ 1,205,012	\$ 35,418
V. Contingency and Interest Income			
A. Transfer to capital projects -	\$ -	\$ -	\$ -
Total Contingency and Interest Income	\$ -	\$ -	\$ -
VI. Construction Projects			
A. Dalton-Cantrell Hall Renovation Site Work	\$ 18,585	\$ -	\$ 18,585
B. Solar Training Roof	\$ 26,713	\$ 21,638	\$ 5,075
C. Parking Lot A-B Improvements	\$ 46,631	\$ 43,260	\$ 3,371
Total Construction Projects	\$ 91,929	\$ 64,898	\$ 27,031
TOTAL ALL	\$ 1,856,609	\$ 1,569,399	\$ 287,210



President's Goals Mountain Empire Community College Strategic Planning Strategies 2014-15

Goal	Strategic Focus	Leader	Final Report, June 2015
Increase annualized FTES enrollment by 1% in 2014-2015, from 1862 in 2013-2014 to 1881 in 2014-15.	Access	Vice President of Academic & Student Services, Deans, Dean of Enrollment Services & Financial Aid	Goal Not Achieved - MECC experienced a decrease in annualized FTE from 1862 to 1745 for 2014-15.
Increase the number of unduplicated individuals served in non-credit training by 20%, from 1,397 in 2013-2014 to 1676 in 2014-15.	Access	Dean of Workforce Development	Pending final report - Preliminary numbers indicate a drop in the number of students served in 2014-15 to 1230. In addition to the non-credit students, 151 students were enrolled in credit classes within workforce training programs. Final data will be available at the end of July, 2015.
Increase dual enrollment by 3.0%, from 393 FTES in 2013-2014 to 405 in 2014-15.	Access	Vice President of Academic & Student Services, Dual Enrollment Director, Academic Deans	Goal Not Achieved - MECC experienced a decrease in dual enrolled students for a total of 366 dual enrolled FTE for 2014-15.
The Great Expectations Program will increase the number of participants from 39 in 2013-14 to 42 in 2014-15 with a 60% retention rate from Fall to Spring.	Access	Great Expectations Director, Student Services Dean	Goal Achieved - The Great Expectations Program served 32 students in the fall and 35 students in the Spring, with an 87% retention rate. 54 unique individuals were served within the year. The program resulted in 6 graduates. Two students also transferred to a 4-year college or university.
Increase the number of 2013 high school graduates enrolling at MECC in the fall of 2013 by 1%, from 378 in Fall 2013 to 382 in Fall 2014.	Access	Dean of Enrollment Services & Financial Aid	Goal Not Achieved - The total number of 2014 high school graduates who enrolled at MECC in the Fall of 2014 from our service region schools was 334. This is a

			decrease of 11.64%. The number of high school graduates within the region dropped at a similar rate of 9.1%.
Increase enrollment of the number of eligible AIMS Higher high school graduates by 1% from 155 in Fall 2013 to 157 in Fall 2014.	Access	Dean of Enrollment Services & Financial Aid	Goal Not Achieved - 147 high school graduates who enrolled in Fall 2014 were eligible for the AIMS Higher scholarship.
Coordinate all support services and activities associated with student outreach and coaching programs by establishing a Center for Student Outreach and Success	Access	Vice President of Academic & Student Services	Goal Achieved - The Center for Student Outreach and Success officially opened in August, 2015. The Center serves at the central location for student advocacy and retention, housing the Student Success Coach program, Career Coach program, and SAILS administration.
The Financial Aid office will host at least 20 on-campus financial aid workshops during the Spring term to provide assistance to students with the process and promote early FAFSA completion.	Affordability	Dean of Enrollment Services & Financial Aid	Goal Exceeded - The Financial Aid office offered 31 FAFSA workshops on campus beginning on March 18th and ending on May 7th.
Increase the number of students receiving financial aid by 1% from 2,015 in 2013-14 to 2,035 in 2014-15.	Affordability	Dean of Enrollment Services & Financial Aid	Pending final report - This number will not be available until the annual FISAP report is processed for SCHEV in late September. However, currently we are at 1902. This is a 5.6% decrease.
Reduce the cost of textbooks and related course materials by implementing OER adoptions or other costs savings in at least 10% of all course offerings in 2014-15.	Affordability	Vice President of Academic & Student Services, Deans and Faculty	Goal Achieved - The applied science and technology division alone offers approximately 327 unique classes each year we have made progress reducing or eliminating costs for textbooks and student resources in 37 classes meeting our goal of 10%. ITE 115, which is required in most programs, is 100% OER and we offer over 40 sections of it each academic year saving the cost of textbooks for over 600

			<p>students. A total of 10 classes have been developed with OER materials, and 12 additional classes are scheduled to be completed in the fall semester. Likewise, the faculty have made a concerted effort to reduce the costs of the materials for those classes still utilizing textbooks.</p>
<p>Retention -- First time students, fall to spring: Increase retention from 70% based on 2009-2010 data to 75% by 2015.</p>	<p>Student Success</p>	<p>Vice President of Academic & Student Services, Deans</p>	<p>Goal Achieved -- First time students had a fall to spring retention rate of 75%.</p>
<p>Retention -- All Students enrolled, fall to spring: Increase overall retention (all students enrolled fall to spring), from 68% based on 2013-2014 data to 70% for 2014-15.</p>	<p>Student Success</p>	<p>Vice President of Academic & Student Services, Deans</p>	<p>Goal Exceeded -- The fall to spring retention rate for program-placed students for 2014-15 was 72.92%.</p>
<p>Increase on-line student success rates by 6 points (67% to 73%) as stated in the college's QEP goal by 2015.</p>	<p>Student Success</p>	<p>QEP Team, Student Success Committee</p>	<p>Goal Not Achieved -- Overall online success rates were 67.4% in 2014-15. The most successful high-enrolled format was the hybrid design, with a success rate of 83%. Lower success rates in the ELI courses also appear to have had an impact in overall online success rates. By category, the success rates were as follows: Compressed video: 89% Hybrid: 83% ELI: 46% Video: 73% Web non-dev: 68% Web dev: 62% Total: 67.4%</p>
<p>The College will increase the number of transfer students to four-year institutions.</p>	<p>Student Success</p>	<p>Dean of Arts & Sciences</p>	<p>Pending - Data not yet available. SCHEV report will be available in early fall.</p>
<p>Increase the attainment of General Education Certificates by 10% from 71 in 2013-2014 to 78 in 2014-2015.</p>	<p>Student Success</p>	<p>Dean of Arts & Sciences</p>	<p>Goal Exceeded - Awards for Fall 2014 and Spring 2015 increased to</p>

<p>Develop and implement a comprehensive orientation program for the on-campus Dual Enrollment cohorts.</p>	<p>Student Success</p>	<p>Dean of Arts & Sciences and Dual Enrollment Coordinator</p>	<p>83, an increase of 16.9%</p>
<p>Completion -- Achieve a completion rate of 32% for the Fall 2012 Cohort.</p>	<p>Student Success</p>	<p>Vice President of Academic & Student Services, Deans</p>	<p>Goal Achieved - Orientation developed Summer 2014 and offered to JI Burton and Wise County cohorts on August 22, 2014 Goal Achieved - 39.4% (Any cohort students graduating in the summer will be added to this number.)</p>
<p>Increase the number of Career Readiness Certificates (CRCs) from 142 in 2013-2014 to 200 in 2014-2015. This goal is based upon preliminary information from the VCCS and may be amended if changes are made by the VCCS.</p>	<p>Student Success</p>	<p>Dean of Workforce Development</p>	<p>Pending - The preliminary results, as of June 26, indicate that 171 CRCs were earned in 2014-15; however, a number of students had completed 2/3 of the assessments and were scheduled to complete the remaining portion. A final number will be available by the end of July, 2015.</p>
<p>Increase employer awareness and recognition of CRCs by developing and implementing a marketing campaign aimed at employers.</p>	<p>Student Success</p>	<p>Vice President of Academic & Student Services Coordinator of Community Relations</p>	<p>Goal Achieved - A representative from Workforce Development visited with 29 businesses during Spring 2015 to promote the value of CRCs during employee recruitment efforts. 10 of those business have responded favorably and have agreed to participate in the program. A Billboard campaign highlighting program areas was launched. CRC information was also presented to civic clubs/employers (Workforce Development/Career Counselor)</p>
<p>Career Services will contact a minimum of 15 local businesses to develop partnerships that result in 10 academic-internship opportunities that promote student success.</p>	<p>Student Success</p>	<p>Director of Career Services and Dean of Student Services</p>	<p>Goal achieved - Career Services successfully contacted 30+ businesses to discuss academic internship opportunities. 25 students served in academic-internship opportunities in Spring 2015.</p>

<p>90% of first time students will enroll in SDV 100 class within the first semester or 15 credit hours.</p>	<p>Student Success</p>	<p>Dean of Student Services and SDV Coordinator</p>	<p>Goal Not Achieved - First-time cohort: Overall, 88% of the cohort students have completed SDV within 15 credit hours of enrollment. 55% of those who have not reached 15 credits have completed SDV.</p>
<p>Promote student success by providing Parallel Tutoring to at least 110 students in 2014-15, with a 55% pass rate with a C or better and a retention rate of 70%. GAIN will provide tutoring services to 175 students in 2014-15, with a 55% pass rate with a C or better and a retention rate of 70%.</p>	<p>Student Success</p>	<p>Director of TRIO Programs and Dean of Student Services</p>	<p>Goal Achieved - The Parallel Program served 72 students in Fall 2014 and 81 participants in Spring 2015, with an overall success rate of 73%. Students participating in the Parallel Tutoring program had a 79% retention rate from Fall to Spring.</p> <p>GAIN served a total of 175 students in 2014-15, with an average success rate of 73% and a retention rate of 77% from Fall to Spring.</p>
<p>MECC's Wampler Library will increase the number of students with access to information literacy instruction from 583 to 983 by the end of the 2014 - 2015 academic year.</p>	<p>Student Success</p>	<p>Director of Library Services</p>	<p>Goal Achieved - Wampler Library has provided F-2-F instruction as well as two online resources (one new for 2014-15) for information literacy instruction. All students now have access to information literacy instruction either through F2F instruction or through the online resources.</p>
<p>Increase the number of employers served in the MECC service region through college credit and noncredit courses, customized training, layoff aversion, and other outreach efforts by 5%, from 282 in 2013-2014 to 296 in 2014-15.</p>	<p>Workforce</p>	<p>Dean Workforce Development Center</p>	<p>Pending - Year-end report pending from the VCCS for complete data; however, preliminary data indicates the goal was not achieved. Final report will be available at the end of July, 2015.</p>
<p>Increase revenue for Workforce Development services to \$200,000 in 2014-15.</p>	<p>Workforce</p>	<p>Dean Workforce Development Center</p>	<p>Pending - Year-end report pending from the VCCS for complete data; however, preliminary data</p>

				indicates the goal was not achieved. Final report will be available at the end of July, 2015.
Assist with the creation of eight new businesses.	Workforce/SBDC	Project Manager Small Business Development Center		Goal Achieved - 16 new businesses were started in 2014
Provide long-term counseling to 38 clients.	Workforce/SBDC	Project Manager Small Business Development Center		Goal Achieved - 38 long-term clients were counseled in 2014
Increase capital investment by \$2,200,000	Workforce/SBDC	Project Manager Small Business Development Center		Goal Not Achieved - Capital investment was increased by \$1,977,900 in 2014.
Raise \$400,000 in private gifts during the Foundation's 2014 annual fund drive, in addition to gifts received from Carol Buchanan estate and gifts from C. Bascom Slemple Foundation.	Resources	Vice-President Institutional Advancement		As of 12/31/2014, \$429,192 in gifts has been received in addition to those from the Buchanan Estate and Slemple Foundation.
Raise \$2.1 million in grant funds for the 2014-2015 fiscal year.	Resources	Vice-President Institutional Advancement		As of 6/22/2015, \$2,007,979 had been raised in grant funds for 2014-15, which is 96% of goal. Grant revenue was \$92,021 less than goal.
Conduct first year of the public phase of the "Building for the Future" Major Gifts Campaign.	Resources	Vice-President Institutional Advancement		Public phase of campaign was announced in July 2014 with \$7.8 million in commitments already received toward \$9 million goal. As of 6/22/2015, the MECC Foundation has received \$8,732,419 toward the \$9 million goal. The MECC Foundation will be able to exceed the goal.
Submit application to the IRS to establish a Mountain Empire Community College Real Estate Foundation and begin assessing value of real estate and mineral interests gifted through Buchanan estate.	Resources	Vice-President Institutional Advancement		Progress on this goal is underway; first meeting of Ad Hoc Committee on Buchanan Estate has been conducted. Committee members are assisting in the assessment of the value of the assets. Range Resources is in the process of completing the transfer orders for the gas assets. The Committee

			<p>wanted to defer making an assessment of the need for a real estate foundation until after the Buchanan assets were reviewed; if it recommends to the board that this process be undertaken, the board will consider what is needed to create the real estate Foundation. Progress on the real estate foundation has stalled due to board member uncertainty about the merits of doing this.</p>
<p>Complete all available updates on alumni database; establish leadership for an alumni program. Either participate in VCCS alumni study or launch alumni program with first function.</p>	<p>Resources</p>	<p>Vice-President Institutional Advancement</p>	<p>Alumni database has been sent off for updates and data has been returned by contractor. Currently working on alumni to serve on alumni committee to provide guidelines for alumni programming. The 40th year anniversary celebration of the VATNP program is scheduled for August 2015, which is to include all MECC RN graduates.</p> <p>It was recently discovered that the microfiche of old MECC student records secured from the State Library was incomplete; additional efforts will need to be made to identify two years of records that have not been entered into the alumni database.</p>
<p>Focused attention on Continuous Improvement</p>			
<p>Develop and implement an on-campus professional development academy for all faculty and staff.</p>	<p>Management</p>	<p>Vice-President Academic and Student Services</p>	<p>Goal Achieved - Several on-site professional development classes were made available to faculty and staff during the 2014-15 year. A series of Microsoft Office classes in Excel and Access were heavily</p>

	Management	Vice-President Financial and Administrative Services	enrolled, as well as additional classes in Cooperative Learning, COOL, and others.
Develop and implement effectiveness and efficiency strategies from VCCS benchmarking projects in the areas of Finance, Facilities, Human Resources, and Procurement.	Management	Vice-President Financial and Administrative Services	<p>Goal Achieved - MECC participated in the cooperative IT purchase of desktop and notebook PC's by purchasing 129 desktop PC's which resulted in college savings of more than \$13,000. The total VCCS savings across all colleges exceeded \$509,000.</p> <p>MECC has completed testing and will implement the VCCS Refund to Card project for student refunds beginning in March 2015. Project leads for each function continue to participate in development of additional strategies for effectiveness and efficiencies as part of the WorkSmart Collaborative. As strategies are developed and prioritized, implementation and transition plans will be developed then executed on campus. Progress is as expected and ongoing.</p>
Assist with the implementation of WES non-credit registration system, in cooperation with Workforce Development	Management	Vice-President Financial and Admin. Services	<p>The Business Manager and other staff have been participating in WES calls and WebEx's on development and testing of business processes. Group 1 testing identified unforeseen issues that must be resolved before additional group implementations will occur.</p>
Conduct training on scholarship system maintenance, as well as develop processes and procedures for updating online scholarship information system	Management	Vice-President Institutional Advancement	<p>Training will be conducted in summer 2015 after a new Administrative Support Specialist is hired.</p>

<p>Improve the non-credit registration process with the implementation of WES.</p>	<p>Management</p>	<p>Dean of Workforce Development</p>	<p>This process is on-going. MECC has been assigned to Group 3 for implementation. However, the timeline for implementation is uncertain. The current plan is to open the new site to business in August, 2015.</p>
<p>To seek program accreditation wherever possible and increase the number of industry recognized credentials as a result of accreditation – i.e., ATMAE and AHIMA.</p>	<p>Management</p>	<p>Dean of Applied Science & Technologies</p>	<p>ATMAE site visit occurred in May. The visiting team plans to recommend accreditation with a report due in two years addressing any issues. We will go to the ATMAE conference in November and should be accredited at that time.</p> <p>Many other programs are increasing the number of credentials earned by students by embedding them into the curriculum. For example, the LPN program has implemented a requirement that all students complete OSHA 10 training, resulting in a certification. Both current cohorts completed that training (35 students) this Spring. That will be an ongoing requirement, not solely to increase certifications, but to support additional employability of these graduates, and to stress the importance of safety at all times.</p>
<p>Document current division processes and responsibilities of the Dean of Arts and Sciences in preparation for transition to new leadership in the Dean's position for 2015-16.</p>	<p>Management</p>	<p>Dean of Arts & Sciences</p>	<p>This project is ongoing and is scheduled for completion in fall, 2015, prior to the retirement of the current Dean.</p>
<p>In order to address an area of concern identified by graduate employer survey responses, the college will strive to create a culture of responsibility within our organization by modeling</p>	<p>Management</p>	<p>Vice-President Academic & Student Services, Deans and Faculty</p>	<p>Our current practice of student advising appointments has been very successful. Not only does it</p>

workplace professionalism, responsibility and accountability, and mirroring those expectations in our classrooms by expecting the same behavior from our students. We will strive to mirror the same expectations in our classrooms and community that employers expect in their workplaces.

allow us to better serve students and make efficient use of our time, students have been very responsive and cooperative. My unofficial data would indicate we've have fewer no shows/no calls for appointments than last year. I think we've made a lot of reasonable and positive progress in reducing the expectation that a student can receive any and all services 24/7. Students appreciate the one-on-one time with advisors, focused on serving their needs and answering their questions. It makes them feel important in that we desire to provide them personally with the highest service. This is true not only for our new students, but our current advisees. They are not frustrated by "no one ever being in their office", just call, get an appointment, and receive personal service and our undivided attention.

Implement 2014-2015 technology plan - Compliance with VCCS guidelines and the Chancellor's expectations for the 2014-2015 college technology plan.

Management

Director
Center for Computing and
Information Technology

The 2014-15 Technology Plan was implemented successfully, with several upgrades to our IT systems.

<p>Increase awareness of MECC's programs in high school population by:</p> <ol style="list-style-type: none"> 1. Developing an introductory video for MECC that can be used for student recruitment as well as Fox Orientation 2. Developing specialized program handouts for those students who have expressed interest in a particular degree or career field 3. Increasing the number of follow up communications with high school students once they have enrolled to two mailers during the summer reminding them of upcoming deadlines and other pertinent information 4. Purchasing new recruitment "give away" items for recruiter events 5. Completing college planning guide 	<p>Management</p>	<p>Coordinator of Community Relations</p>	<ol style="list-style-type: none"> 1. Additional video was not funded in 2014-15 budget, however, a new commercial was produced. 2. Program handouts were completed. 3. A fall and spring mail out of classes and program offerings was completed and sent to 40,000 households. A "How to Enroll" postcard was produced specifically targeting high school students. 4. Marketing items have been purchased 5. College planning guide was completed in Fall 2014 and is being updated for Fall 2015.
<p>Increase awareness of MECC's programs in the community by:</p> <ol style="list-style-type: none"> 1. Developing large enrollment-focused postcard mailers three times a year: spring, fall, summer to be mailed to all households 2. Expanding MECC "PROUD" campaign to include an event (concert or community service event for students and staff) 3. Introducing social media advertising 4. Producing a series of feature articles for the local newspapers featuring our programs and student success stories 5. Maintaining current level of advertising (radio, television, newsprint, billboard, movie theater, website) 	<p>Management</p>	<p>Coordinator of Community Relations</p>	<ol style="list-style-type: none"> 1.) Two marketing pieces (Fall 2014 and Spring 2015) were completed and mailed to 40,000 households. 2.) MECC Proud campaign included one community service event involving staff and students. 3.) Facebook ads were introduced for Fall 2014 and Spring 2015 programs and were successful with class enrollment targets met. 4.) Not completed 5.) Completed.

<p>Improve website to increase ease of access to information for prospective and current students by:</p> <ol style="list-style-type: none"> 1. Upgrading the current Content Management System 2. Reducing the number of website pages and restructure website organization 3. Integrating Active Data calendar software in CMS 	<p>Management</p>	<p>Coordinator of Community Relations</p>	<ol style="list-style-type: none"> 1.) Website project was bid in the Fall of 2014 and bid was awarded in January 2015. Work on site has started. 2.) Ongoing 3.) Active Data is integrated into current website but at this time is not being utilized and the service is scheduled to be cancelled.
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12.2 Mountain Empire Community College Foundation Campus Facility Naming Policy and Procedure System

Approved by Local Board, March 20, 2012

Approved by the MECC Foundation Board of Directors, April 19, 2012

12.2.1 Purpose

The purpose of this policy is to provide standard guidelines among all departments of Mountain Empire Community College in naming buildings, sites and common areas.

12.2.2 Guidelines for naming opportunities when a significant gift is received

- A. The naming of any building, campus grounds or other campus space is usually only appropriate when a significant gift, or cumulative gifts, are received.
- B. Monetary contribution levels for naming opportunities:

Facility Commemoration Opportunities	Suggested Gift Minimums and Ranges
New Building	25% of cost of construction
Existing Building	25% of construction cost or a lead gift of 25% of the goal for a fund-raising major gifts campaign
Endow an Academic Program	\$750,000
Endow a Specific Initiative (i.e., Distance Learning, Dual Enrollment)	\$500,000
Endow a Specific Program (i.e., Career Center, Student Support Services, Student Activities)	\$300,000
Prominent Public Area (Lobby, landscaped Areas, Clinical Labs, Academic Division office suites, Bookstore, Administrative office suites)	\$100,000 to \$250,000 a range of options Available
Patio, Classrooms or Laboratories	\$50,000 to \$100,000 a range of options Available

This list will be reviewed for currency periodically by the Mountain Empire Community College Foundation (the "Foundation").

- C. Specific contribution levels may be established with either fixed or minimum dollar amounts for sponsorship of other physical property on campus.
 - 1. Such property may include but is not limited to benches, planters, fountains, gardens, and equipment.
 - 2. Amounts for these naming opportunities shall be reviewed periodically by the Foundation.

12.2.3 Guidelines for naming tributes

- A. A tribute may be offered for a contribution of time or talent that has had a significant positive impact on the institution over an extended period of years. Individuals are not eligible for this award if currently employed at the college or elsewhere within the Virginia Community College System, serving on the local College Board, or serving on the State Board for Community Colleges. A separation from such employment or service of at least one month is a prerequisite for eligibility. The merits of naming any building, campus grounds or other campus space should be determined by carefully weighing one's high scholarship, devotion or distinguished service, and meet the highest values and societal standards.

Such honor will typically be recommended no less than three years following the end of the individual's service to the College.

12.2.4 Guidelines for naming based on corporate licensing

- A. Corporations shall be given the opportunity to purchase a naming license with a name subject to approval by the College Board and the Foundation for a period of time to be negotiated between the College and the donor.
- B. The purchasing amount for the naming license shall be a percentage of a standard gift minimum set by the Foundation.

12.2.5 Permanency of names

- A. When a gift from an individual or family is involved, a facility receives designation that shall last the lifetime of the family as long as the facility remains in use and serves its original function unless otherwise stipulated at the time of the gift acceptance; subject to the following:
 - 1. Demolition or significant renovation of the facility shall terminate the designation.
 - 2. Any legal impropriety or other act which brings dishonor to the College on the part of the donor shall make the gift and naming subject to reconsideration by the College.
 - 3. Recognition for private sector giving should typically occur after the gift has been received rather than on a prospective basis.
- B. When a corporate donor makes the gift, the corporation keeps the designation until the corporation is no longer in existence as long as the facility remains in use and serves its original function unless otherwise stipulated at the time of the gift acceptance; subject to the following:
 - 1. Demolition or significant renovation of the facility shall terminate the designation.
 - 2. Any legal impropriety or other act which brings dishonor to the College on the part of the corporation shall make the gift and naming subject to reconsideration by the College.
 - 3. Recognition for private sector giving should typically occur after the gift has been received rather than on a prospective basis.
- C. When a name is to be removed from an existing facility, approval shall be sought through the same procedures as are required for naming a facility.

12.2.6 Authority and Approvals

- A. The final authority for any naming or tribute decision rests with the President and the College Board upon the recommendation from the Foundation.

- B. The President, the College Board and the Foundation reserve the right to consider any and all factors regarding the privilege of name association with the program, fund or physical aspect of Mountain Empire Community College as particular acts and circumstances warrant. Decisions will be made consistent with the stated mission of Mountain Empire Community College.
- C. Prior to approval, the College Board and the Foundation shall have reasonable assurance that:
 - 1. The proposed name shall bring additional honor and distinction to the College.
 - 2. Any philanthropic commitments connected with the naming shall be realized.
 - 3. The College President, upon advice and consent from the College Board and the Foundation, may require that a background check is performed on a donor (living or deceased) or designee based on particular facts and circumstances.

The donor, donor's executor, or designee shall be required to sign an authorization allowing the background check, if a background check is determined to be necessary.
- D. The College President, in collaboration with the Foundation, has the right to:
 - 1. Determine content, timing, location and frequency of any public announcements associated with the gift.
 - 2. Approve the color, design, and size of any physical marker that provides information about the designee or donor and/or the nature of the gift or honor.
 - 3. Determine and carry out the exact nature of any ongoing care and maintenance of any memorial of tribute gifts or their physical markers.
- E. The Guidelines set forth in this policy statement shall not be deemed all-inclusive. The President, College Board and the Foundation reserve the right to consider any and all factors regarding the privilege of name association with the buildings, sites and common areas of Mountain Empire Community College.

12.2.7 Naming Conventions

- A. A uniform system of signing should be adopted by location.
- B. Buildings and areas should have names that include their primary function:
 - 1. Special use buildings or areas such as an auditorium, physical education center, or such, may bear the functional name separately or in combination with the person's name (i.e., Whitman Auditorium)
 - 2. Outdoor areas shall bear the name of the individual and a functional description.
- C. Plaques and signage should be tasteful, discrete and consistent with other campus signage.
- D. The naming of a building to honor an individual may use the full name of the individual or the surname. In the case of corporations or businesses, the College may use a shortened name sufficient to recognize the business. The reason for this convention is to ensure that the use of the new name becomes commonplace within the lexicon of the College and minimize exterior lettering, listings in directories, mailing addresses and the like.

12.2.8 Planned Gifts Naming

- A. The MECC Foundation Board and/or Foundation staff can recommend to the Local Board that facilities on the MECC campus be reserved for naming when monetary commitments for revocable and non-revocable planned gifts (made through bequests, charitable gift annuities, charitable remainder trusts, insurance policies, etc.) are executed indicating gift intent and the approximate gift value.

Naming will occur after the qualifying planned gift is received. If the space requested by a planned gift donor is no longer available due to the physical characteristics and purpose of the space being changed, or the requested space has been significantly altered due to renovation, an alternate space with similar prominence and naming value will be selected to fulfill the understanding with the donor. All other provisions of the naming policy will apply to planned gifts received after the death of a donor.

**Mountain Empire Community College
Advisory Board
Finance and Facilities Committee
July 14, 2015**

Action Item 1: Local Funds Expenditure Plan 2015 – 2016

Background:

VCCS Policy 4.2.2 assigns responsibility for the management of local funds to the local board and college administration. The college administration has approved the use of local funds for the 2015-2016 fiscal year for the following funds:

- Contributions of Localities and Others
- Student Activity Fee and Vending Commissions
- General Auxiliary Fee
- Bookstore

The Local Funds Expenditure Plan is attached.

Recommendation:

It is recommended that the Board approve the local funds expenditure plan for the 2015-2016 fiscal year as detailed in the attached documents entitled:

- Attachment #1 Maintenance and Operation Budget 2015-2016
- Attachment #2 Local Funds Expenditure Plan 2015-2016

Resource Persons:

Dr. Scott Hamilton
President
(276) 523-7469

Ms. Donna Shelton
Vice President of Financial and
Administrative Services
(276) 523-7478

**Attachment #2
Local Funds Expenditure Plan
2015-2016**

Category	Cash Balance 6/30/15	Projected Revenue 2015-2016	Locality Contributions 2015-2016	Total Budget 2015-2016	Projected Cash Balance 6/30/16
I. Contributions of Localities:					
A. Maintenance & Operation:					
College Board			\$ 5,000	\$ 5,000	
President's Office		\$ 4,000	\$ 19,000	\$ 23,000	
Fiscal Operations			\$ 3,000	\$ 3,000	
Student Aid			\$ 30,000	\$ 30,000	
Home Craft Days	\$ 2,577	\$ 14,315	\$ 15,000	\$ 35,000	
Mountain Music School	\$ 5,108	\$ 12,000	\$ 12,000	\$ 26,000	
Site Development			\$ 3,000	\$ 3,000	
Total Maintenance & Operation	\$ 7,685	\$ 30,315	\$ 87,000	\$ 125,000	\$ -
B. Small Business Center					
	\$ 7,685	\$ 30,315	\$ 30,250	\$ 30,250	\$ -
Total Contributions of Localities					
	\$ 7,685	\$ 30,315	\$ 117,250	\$ 155,250	\$ -
II. Student Activity Fee & Vending Commissions:					
A. Student Activities	\$ 268,480	\$ 51,000	\$ -	\$ 64,000	\$ 255,480
B. Vending Operation Expenses	\$ 84,202	\$ 10,000	\$ -	\$ 5,000	\$ 89,202
Total Student Activity Fee & Vending Commissions	\$ 352,682	\$ 61,000	\$ -	\$ 69,000	\$ 344,682
III. General Auxiliary Fee:					
	\$ 1,025,790	\$ 118,000	\$ -	\$ 200,000	\$ 943,790
IV. Bookstore					
A. Salaries	\$ 879,636	\$ 1,300,000	\$ -	\$ 205,000	\$ -
B. Textbooks and Supplies			\$ -	\$ 914,000	\$ -
C. Operating			\$ -	\$ 50,000	\$ -
D. Transfer to capital projects - One Stop Center			\$ -	\$ 300,000	\$ -
Total Bookstore	\$ 879,636	\$ 1,300,000	\$ -	\$ 1,469,000	\$ 710,636
V. Contingency and Interest Income					
A. Transfer to capital projects - One Stop Center	\$ 268,741	\$ 5,000	\$ -	\$ 100,000	\$ -
Total Contingency and Interest Income	\$ 268,741	\$ 5,000	\$ -	\$ 100,000	\$ 173,741
VI. Construction Projects					
A. Dalton-Cantrell Hall Renovation Site Work	\$ 18,585	\$ -	\$ -	\$ 18,585	\$ -
B. Solar Training Roof	\$ 5,075	\$ -	\$ -	\$ 5,075	\$ -
C. Parking Lot A-B Improvements	\$ 3,371	\$ -	\$ -	\$ 3,371	\$ -
D. One Stop Center		\$ 400,000	\$ -	\$ 400,000	\$ -
Total Construction Projects	\$ 27,031	\$ 400,000	\$ -	\$ 427,031	\$ -
TOTAL ALL	\$ 2,561,565	\$ 1,914,315	\$ 117,250	\$ 2,420,281	\$ 2,172,849

**Attachment #1
Maintenance and Operation Budget
2015-2016**

College Board	\$ 5,000
Travel and meeting expenses of college advisory board, memberships, graduation expenses, and other direct costs incurred by or for board members in their official capacity.	
President's Office	\$ 23,000
Expenses that support the activities and obligations of the President's office. Includes expenses of conferences with public officials and other college guests, expenses of college representatives' memberships in public service organizations and attendance at special events, expenses for flowers/memorials for illnesses or deaths of employees, deaths of members of employees' immediate family, or others, retirement honoraria for employees, and other college sponsored events and administrative expenses.	
Fiscal Operations	\$ 3,000
Bank service charges for federal and local accounts. Costs incurred to correct institutional errors that may occur related to the administration of financial aid programs.	
Student Aid	\$ 30,000
Scholarships for high school honor students and others who may not be eligible for financial aid.	
Home Craft Days	\$ 35,000
Expenses of advertising and promotional materials, stipends for demonstrators and musicians, and other miscellaneous expenses.	
Mountain Music School	\$ 26,000
Expenses of advertising and promotional materials, stipends for musicians, student field trips and other miscellaneous expenses.	
Site Development	\$ 3,000
Expenses of surveys, borings for parking areas and roads, grading, storm drainage, sidewalks, landscaping, seeding, outdoor facilities for physical education and recreation, and other site development projects.	
Total Maintenance and Operation	\$ 125,000

Mountain Empire Community College
Advisory Board
Finance and Facilities Committee
July 14, 2015

Action Item 2: Adoption of Emergency Operations Plan

Background:

Virginia Code § 23-9.2:9 requires that the governing body of each public institution of higher education develop, adopt, and keep current a written crisis and emergency management plan. A comprehensive review and revision of the Emergency Operations Plan (EOP) is required every four years and the revised plan must be adopted by the governing body and certification of such adoption submitted to the Virginia Department of Emergency Management (VDEM). In November 2012, the State Board for Community Colleges delegated authority to adopt and approve these plans to the Local College Board for each college. The most recent comprehensive revision of the College's EOP was August 2011.

During the spring and summer, the EOP was re-written to conform to the current VDEM template for colleges and universities. The revision also reflects coordination with Wise County Emergency Management as required by Virginia Code § 44-146.16, to ensure integration into the local emergency operations plan.

Recommendation:

It is recommended that the Board approve the adoption of the College's Emergency Operations Plan dated July 2015.

Resource Persons:

Dr. Scott Hamilton
President
(276) 523-7469

Ms. Donna Shelton
Vice President of Financial and
Administrative Services
(276) 523-7478



**EMERGENCY OPERATIONS PLAN
FOR MOUNTAIN EMPIRE COMMUNITY COLLEGE**

Donna Shelton, Vice President of Financial and Administrative Services

July 2015

This document contains sensitive and confidential information that is not subject to FOIA under Virginia Code §2.2-3705.2.

MECC Emergency Operations Plan

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PLAN PROMULGATION

By virtue of the authority vested in me by the College Board as President of Mountain Empire Community College (MECC), as the administrator ultimately responsible for emergency management on campus and pursuant to §23-9.2:9 of the Code of Virginia which requires each state institution of higher education shall prepare and maintain a current emergency operations plan, I hereby promulgate and issue the Mountain Empire Community College Emergency Operations Plan ("the Plan") dated July 2015 which supersedes all previous plans. The Plan provides for MECC's response 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 economic recovery.

The Plan complies with Code of Virginia Title 23 and Title 44 and is consistent with the National Incident Management System (NIMS) as implemented in the National Response Framework adopted January 2008.

The Vice President of Financial and Administrative Services has been appointed by the President to serve as the MECC Director of Emergency Management and is hereby authorized to activate the MECC Emergency Operations Center ("EOC") in order to direct and control MECC emergency operations. Augmentation of the EOC shall constitute implementation of the Plan.

Furthermore, the MECC Director of Emergency Management (also referred to as Emergency Management Director) or his designee is hereby authorized, in coordination with the President's Office, to amend the Plan as necessary to ensure the continued health and safety of the students, faculty, staff and property of Mountain Empire Community College.

The Emergency Director shall involve representative members of the campus community, departments and programs to:

1. Coordinate emergency preparedness, response, and recovery issues;
2. Prepare and maintain designated parts of the Plan for which the department or program is responsible;
3. Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the Plan;
4. Ensure that persons identified on the MECC Directory and Org chart are available for training, exercises and activations of the plan;
5. Coordinate appropriate training for department and program personnel assigned to disaster operations;
6. Prepare and maintain internal emergency preparedness, response, and recovery plans for the department or program's resources (facilities, personnel, and assets) that outline a comprehensive and effective program to ensure continuity of essential functions under all circumstances;

7. Assure that preparedness plans for its department facilities are coordinated with the applicable local emergency management agency.

Every four years, Mountain Empire Community College 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 MECC. Documentation of this adoption is certified in writing to VDEM.

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 this _____ day of July 2015.

Scott Hamilton, President
Mountain Empire Community College

7. Assure that preparedness plans for its department facilities are coordinated with the applicable local emergency management agency.

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RESOLUTION OF ADOPTION

WHEREAS, Mountain Empire Community College Board 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 Code of Virginia Chapter 1 of Title 23 and Title 44 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 MECC Staff in coordination with the Virginia Department of Emergency Management with input from MECC departments and Wise County Emergency Services;

NOW THEREFORE BE IT RESOLVED that the Mountain Empire Community College Board on this 14th day of July, 2015, does hereby officially adopt the Mountain Empire Community College Emergency Operations Plan, to include plans and procedures for both natural and human caused disasters.

I, Rex McCarthy, do hereby certify that the foregoing writing is a true, correct copy of a resolution unanimously adopted by the College Board of Mountain Empire Community College at a meeting held July 14, 2015.

SIGNED

Chairperson, College Board

PRIVACY STATEMENT

Public disclosure of this document would have a reasonable likelihood of threatening public safety by exposing vulnerabilities. It contains sensitive and confidential information that is not subject to FOIA under Virginia Code §2.2-3705.2. Accordingly, MECC is withholding this plan from full public disclosure. Refer any request for a copy of this document to MECC's Vice President of Financial and Administrative Services or the Virginia Attorney General's office.

Record of Changes

Mountain Empire Community College reviews and revises the EOP if the following situations occur:

- A formal update of planning guidance or standards
- A change in institution officials (President, Vice President, etc.)
- A plan activation or major exercise after which lessons learned were incorporated
- A change in the institution's demographics or hazard or threat profile, or
- The enactment of new or amended laws or ordinances or policy changes

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
1	8/25/2011	Entire Document	Update EOP originally adopted July 2009; revised July 2007	Patti W. Cantrell, VP Financial & Administrative Services
2	11/26/2012	Entire Document	Update institution officials	Donna Shelton, VP Financial & Administrative Services
3	8/01/2013	No Change	Update institution officials	Donna Shelton, VP Financial & Administrative Services
4	8/29/2014	No Change	Update institution officials	Donna Shelton, VP Financial & Administrative Services
5	7/14/2015	Entire Document	Comprehensive revision to conform to current VDEM requirements	Donna Shelton, VP Financial & Administrative Services
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Record of Distribution

The record of distribution is used to verify that those tasked within the plan have acknowledged receipt, reviewed and accepted the plan.

Group	Office	Title of Recipient	How Distributed (electronic or hard-copy)
Mountain Empire Community College Wise County	Emergency Management Team Wise County Emergency Operations Center	Emergency Management Coordinator	Electronic and hard-copy
State Agencies	Virginia Department of Emergency Management, Planning Division Facilities Management	Local Planning Assistance Program Manager	Electronic
VCCS		Emergency Preparedness Safety Manager	Electronic
Support Groups	• MECC Emergency Coordinators • MECC CERT Team		Electronic

PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

A crisis or emergency can happen at any time and could impact one individual, a single building or the entire college campus. This document is Mountain Empire Community College's Emergency Operation Plan (EOP). Emergencies cause confusion and stress for all involved. In order to minimize these effects, initial activation and implementation of the emergency plan should always be handled in a calm, consistent manner. Efficient implementation of the plan will provide a clear direction, responsibility and continuity of control for key officials and administrators. The basic idea to any well-constructed emergency plan is to minimize the possible threat to individuals and properties during an actual emergency. In order to minimize the threat of an emergency, annual evaluation and reviews need to be done to the emergency plan.

With these thoughts in mind, Mountain Empire Community College has undertaken the necessary planning to protect personnel and property from unexpected disaster, to maintain reasonable continuity

of operation, and allow expedient recovery and return to normal operating schedules. It must be emphasized that this is only a general plan and cannot go into the minute details required for every eventuality. This plan may be utilized as a basis for more detailed planning when an actual disaster presents itself.

Purpose

The purpose of this plan is to direct actions intended to preserve life and protect property from further destruction in the event of an emergency. The overall plan establishes an emergency organization to direct and control operations during an emergency situation by assigning responsibilities to specific entities. All essential entities are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from a natural or man-made emergency.

This plan consists of the basic plan, the appendices, and the emergency support function and incident annexes. The basic plan provides an overview of MECC's approach to emergency response and operations. It explains the policies, organization and tasks that would be involved with the response to an emergency. The appendices identify responses to specific emergency situations, give definition to the terms and acronyms used throughout the basic plan, and are the location for any supporting figures, maps, and forms. The emergency support function annexes focus on detailing the specific responsibilities, tasks and operational actions to complete a specific emergency operations function; while the incident annexes focus on any additional special planning or response needs beyond the basic response plan for particular event scenarios.

Scope

This plan and all its contents apply to all of MECC students, faculty and staff. Major emergencies may impact the surrounding community in addition to the campus. If this occurs, MECC will make every effort to cooperate with local, state, and federal officials in their delivery of emergency services.

Personnel or partner who has a role in implementation and/or administration of this plan will have advanced access and will be knowledgeable of the EOP.

Situation

The following situations impact the Mountain Empire Community College Emergency Operations Plan:

- Mountain Empire Community College is located in rural Wise County in southwestern Virginia approximately two miles south of the town of Big Stone Gap. The campus is situated on sloping ground and encompasses 95 mostly wooded acres.
- MECC's campus has 7 buildings (including the Department of Mines, Minerals and Energy (DMME)) and has a student enrollment of approximately 4,500. It employs approximately 240 full and part-time faculty and staff. The college offers day time and night time classes in college transfer, trade and technical programs. The college also provides an assortment of workforce development and customized training to businesses and individuals in the region.
- The school is located adjacent to US 23, a major thoroughfare, and railroad tracks that may carry hazardous materials. While the school has not had an accident on campus, there is always a

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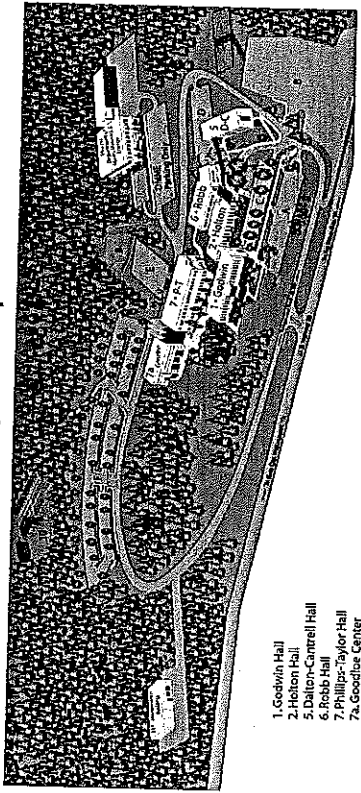
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- The school is located adjacent to US 23, a major thoroughfare, and railroad tracks that may carry hazardous materials. While the school has not had an accident on campus, there is always a

- possibility that an accident on public highways and/or the railroad can affect the school's ability to carry out its essential functions.
- Leadership and employees will continue to recognize their responsibilities to public safety and exercise their authority to implement this EOP in a timely manner when confronted with disaster.
- MECC will rely on the expertise of well-trained emergency responders from various Big Stone Gap community and Wise County agencies who have been involved with and are aware of the emergency response planning process.
- The school is located approximately 2 miles from a regional hospital and the school will be able to get immediate medical assistance from the hospital.
- MECC has an active and effective safety organization, policies and a Campus Community Emergency Operations Team (Campus CERT) that supports the presence of well trained personnel on campus to respond to an on campus emergency.
- In the event of a disaster, MECC may need to rely on services of adjacent jurisdictions and institutions for recovery. The EOP can serve as a foundation for future development of a regional plan with neighboring institutions or resources that could incorporate mutual aid agreements, alternative facility locations and inter-organizational communications plans to ensure a coordinated response in the event of a disaster.
- A properly implemented Emergency Operations Plan will reduce or prevent disaster-related losses.

Mountain Empire Community College

Big Stone Gap, Virginia

Campus Map



1. Godwin Hall
 2. Helton Hall
 5. Dalton-Cantrell Hall
 6. Robb Hall
 7. Phillips-Taylor Hall
 - 7a. Goodbee Center
 8. Tennis Courts
 9. Environmental Pond
 10. Ring Range
 11. Maintenance Building
- A, B, D, E, & F. Student Parking
 - C. Faculty/Staff Parking
 - H. Handicapped Parking
 - V. Visitor Parking

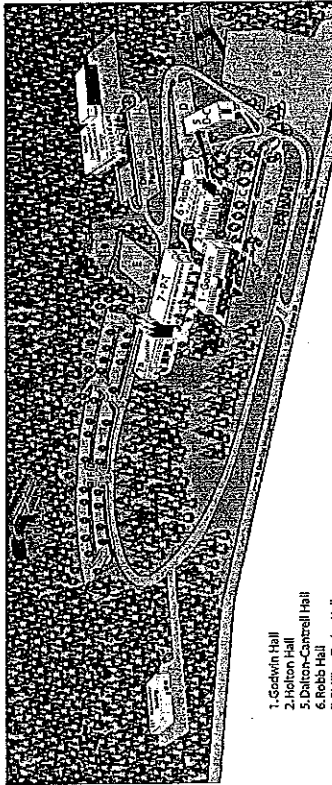
Capability Assessment

The plan takes into account, through review of the *Wise County Emergency Operations Plan – August 2013*, the risk levels related to identified hazards and the past and on-going mitigations to address those risks. The chief natural hazards identified in the Wise County EOP include flooding, severe snow and ice storms, high winds, and risk of wildfire. However, MECC is not located in an area of particular moderate or high risk of Flooding, Dam Failure, or Wildfire. The table below is taken from the Wise County EOP.

Mountain Empire Community College

Big Stone Gap, Virginia

Campus Map



- 1. Godwin Hall
- 2. Hilton Hall
- 3. Ditton-Chancellor Hall
- 4. Robb Hall
- 5. Phillips-Taylor Hall
- 6. George Center
- 7. Student Courts
- 8. Bowling Green Pond
- 9. Dining Center
- 10. Fitness Center
- 11. Maintenance Building

- A, B, D, E, & F. Student Parking
- C. Faculty/Staff Parking
- H. Handicapped Parking
- V. Visitor Parking

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Hazard	Probability
Flooding	High
Winter Storms/Ice	High
Dam Failure	Moderate
Drought	Moderate
High Winds/Windstorms	Moderate
Wildfire	Moderate
Biological	Moderate
Chemical	Moderate
Transportation Incident	Moderate
Earthquakes	Low
Karst & Sinkholes	Low
Thunderstorms/Lightning	Low
Tornadoes/Hurricanes	Low
Aircraft Incident	Low
Radiological	Low
Water Supply Contamination	Low

**Wise County Emergency Operations Plan Basic Plan Table No. 2 - Hazard Probability*

The plan takes into account both natural and human-caused hazards and considers the increasing risks related to man-made hazards. Based on a hazard identification and risk assessment and with consideration of risks identified in the Wise County EOP, the hazards that were determined as most likely to impact Mountain Empire Community College are:

Hazard	Probability
Natural	
Conflagration	Moderate
Fire	Moderate
Resource Shortage	Moderate
Severe Weather/Winter Storms/High Winds	Moderate
Tornado	Moderate
Earthquake	Low
Flood	Low
Hurricane	Low
Human-Caused	
Accidents	Moderate
Communication Failure	Moderate
Criminal Activity	Moderate
Explosive Incident	Moderate
Infrastructure Failure	Moderate
Injury and Illness	Moderate
Internal Threat	Moderate
Pandemic	Moderate
Power Outages	Moderate
Psychological Crisis	Moderate
Workplace Violence	Moderate
Biological Incident	Low
Civil Unrest/disturbances	Low
Chemical Incident	Low

Mass Casualty	Low
Terrorism	Low
Nuclear Incident	None
Radiological Incident	None

Hazard indices and vulnerability assessments for moderate and significant risk events were developed for the buildings on the MECC campus. The hazard indices evaluated the extent to which the buildings were at risk from a particular hazard. The vulnerability assessments estimated the potential impacts if a particular building were affected by a specific hazard.

The Emergency Management Director is responsible for organizing and conducting capability assessments. 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.

Capability assessments (a series of exercises and debriefings) are scheduled throughout the year by the Emergency Management Director with support from the Violence Prevention and Campus Safety Committee and the MECC emergency coordinators team.

Assumptions

- The Emergency Management Director will mobilize resources and personnel as required by the situation;
- MECC will coordinate the development of the EOP with the local government emergency management program pursuant to §44-146.16 of the Code of Virginia;
- MECC will use National Incident Management System (NIMS) implementation activities for schools and institutions of higher education (IHE) and the Incident Command Structure (ICS)
 - A link to the specific training guide for IHE is located under the Training and Exercise heading later in this document;
 - Any special facilities on the campus (ex: hospital) are required to develop emergency plans in accordance with their licensing regulations;
- Incidents will require full cooperation of the campus community.
- That generally a warning will be received by the College to alert the decision-making personnel to the possibility of a general disaster in the making.
- That some assistance will be available from local area resources; e.g., the department of emergency services, fire and police departments, hospitals, medical and nursing facilities, emergency rescue squads, and other lifesaving agencies.
- That a College administrator will normally be available in the decision-making chain to implement the necessary disaster procedures.
- That full cooperation between faculty, staff, administrators, and students will exist.
- That, in the event it becomes necessary, the plan ensures that all college personnel will be evacuated in a timely and expeditious manner.
- That proper authority, if necessary, will restrict the routes of ingress and egress to College property.

CONCEPT OF OPERATIONS (CONOPS)

The Mountain Empire Community College emergency operations plan (EOP) is based on the idea that emergency operations will begin with the college and that outside assistance from the locality in which

Mass Casualty	Low
Terrorism	Low
Nuclear Incident	None
Radical Incident	None

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- That proper authority, if necessary, will restrict the routes of ingress and egress to College property.

CONCEPT OF OPERATIONS (CONOPS)

The Mountain Empire Community College emergency operations plan (EOP) is based on the idea that emergency operations will begin with the college 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 Wise County Emergency Operations Center and the VECC by the local Emergency Management Director only when the college'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.

General

A primary goal of Mountain Empire Community College is to provide a safe environment for the students, faculty and staff. The following Emergency Management Team is responsible for administration of the emergency plan:

Position	Telephone Number
President	276-523-2400, X 200 276-523-7490
Vice President of Financial and Administrative Services	276-523-7478
Vice President of Academic and Student Services	276-523-7467
Vice President of Institutional Advancement	276-523-7493
Director of the Center for Computing and Information Technology	276-523-2400, X 348
Dean of Workforce Development	276-523-7489
Dean of Arts and Sciences	276-523-2400, X 243
Dean of Applied Sciences and Technology	276-523-2400, X 431
Dean of Student Services	276-523-2400, X 251
Dean of Enrollment Services	276-523-2400, X 219

This emergency plan will only be employed when there is an actual or imminent threat to a large population. If and when an emergency or crisis strikes, MECC needs to be prepared to handle the initial impact of the disaster until further assistance can be given. The number of casualties and the amount of destruction suffered during an emergency could be reduced if the emergency plan is followed and order is maintained.

Mountain Empire Community College will use internal resources for some emergencies and will call on outside assistance from state and local resources as necessary.

In most emergencies, it is the intention of Mountain Empire Community College to utilize local police, fire and other emergency resources to provide overall direction and control of the emergency. MECC will develop and implement prevention and emergency response strategies for the initial response to the emergency and contact local emergency authorities at the earliest time in accordance with details of this plan. Once on the scene, MECC will coordinate with and assist local authorities as necessary to assure an appropriate response to the emergency.

It is generally recognized that emergency planning and response will most likely occur in three (3) phases.

1. Prevention and Preparation Phase
Through training and awareness, the college will take appropriate action to prevent emergencies from occurring. The college will take the actions necessary to maximize preparation for emergency situations.

The Preparation Phase is inclusive of all preplanning steps and will include:

- a. Distribute Emergency Plan and College Directory;
 - b. Review the Plan (s) regularly;
 - c. Develop supply and equipment lists for the plans;
 - d. Conduct drills and training;
 - e. Provide awareness activities for stakeholders.
2. Response Phase - The College will ensure that there are sufficient resources available to handle emergency situations and assist local emergency authorities as necessary in order that normal College functions can be resumed as quickly as possible.
 3. Recovery Phase - The College will take appropriate steps to evaluate and facilitate rapid and thorough recovery from an emergency situation in order that normal College functions can be resumed.

Command and Control

1. The President of Mountain Empire Community College will direct the emergency response operations and preparations on campus, including the suspension and reconvening of classes. The President will designate an Emergency Management Director to be responsible for all aspects of the School's Emergency Plan, including but not limited to planning, communications, training, and implementation.
2. In accordance with paragraph # 1 of this section, the President appoints the Vice President of Financial and Administrative Services to serve as Emergency Management Director for the College. The Emergency Management Director will function as the emergency preparedness coordinator and emergency operations officer for MECC. In the event the Emergency Management Director is not available, this responsibility will be assigned in the order shown on page 11 of the Plan.
3. When local emergency response officials are on campus and have assumed direction operations as prescribed by law, the president and/or Emergency Management Director will provide support as requested.

Incident Management

The Incident Command System (ICS) 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 utilized at all levels of government.

ICS establishes common terminology that allows diverse incident management and support organizations to work together across a wide variety of scenarios.

The span of control of any individual with incident management supervisory responsibility should range from 3 to 7 subordinates, with 5 being optimal. A diagram of an example ICS organization structure is below.

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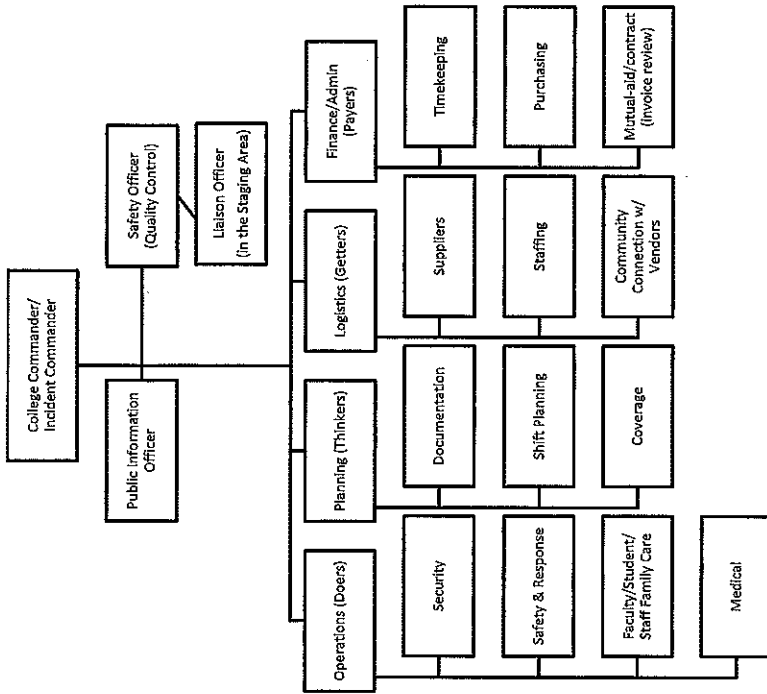
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Sample ICS Structure

PHASES

Preparedness

MECC will prepare for emergency events by using a variety of resources to communicate emergency response to students, faculty and staff. These include but are not limited to the following information:

1. Public information and educational materials will be provided to the students, faculty and staff via newsletters, brochures, publications, in telephone directories, web-sites, flat-screen television communications and other media/methods available to the school.
2. Assure that faculty communicates emergency response contingency plans to students on the first day of class for each semester.

3. Develop, review, exercise and update emergency operations plans and standard operating procedures.
4. Develop training and drills to enhance readiness of emergency response.
5. Test and maintain emergency resources and equipment.
6. Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts.
7. Assure that Continuity Plan is current.

Non-Emergency/Normal Operations

These are actions that are implemented if the MECC Emergency Manager receives notice of a potential emergency from the local emergency operations center, Virginia Emergency Operations Center (VEOC), federal Homeland Security Advisory System, National Weather Service, local emergency personnel or other reliable sources.

Some issues to consider at this point in the incident are:

- Communication alert & warning;
- Public health and safety;
- Responder health and safety;
- Property protection; and
- Possible partial activation of the EOC.

Examples of actions include but are not limited to:

- Public information, educational materials, and incident-specific procedures will be provided to the campus community via email, institution newspaper/newsletters, social media, brochures, institution website and other media;
- Development, testing, and maintenance of institution's Emergency Notification System will be conducted monthly, annually, etc;
- Assure the viability and accuracy of emergency contact lists, resource lists, and emergency contracts;
- Maintain up-to-date contact information for Virginia Criminal Injury Compensation Fund and Virginia Department of Criminal Justice;
- Consider the implementation of a student emergency evacuation plan in the event that the institution can no longer support the residential capabilities required; include out-of state, international, or special needs students; and
- Ensure that as part of the plan integration process, the local government is aware of members of the campus community with special needs and can accommodate their needs during an emergency.

Response Operations

These actions are taken to preserve life, property, the environment, and the social and economic structure of the college/university.

Some issues to consider at this point in the incident are:

- Law enforcement;
- Protection of responder health and safety;
- Fire;
- Emergency medical services;
- Evacuations;

3. Develop, review, exercise and update emergency operations plans and standard operating procedures.
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- Possible partial activation of the EOC.

Examples of actions include but are not limited to:

- Public information, educational materials, and incident-specific procedures will be provided to the campus community via email, institution newspaper/newsletters, social media, brochures, institution website and other media;
- Development, testing, and maintenance of institution's Emergency Notification System will be conducted monthly, annually, etc;
- Assure the viability and accuracy of emergency contact lists, resource lists, and emergency contracts;
- Maintain up-to-date contact information for Virginia Criminal Injury Compensation Fund and Virginia Department of Criminal Justice;
- Consider the implementation of a student emergency evacuation plan in the event that the institution can no longer support the residential capabilities required; include out-of-state, international, or special needs students; and
- Ensure that as part of the plan integration process, the local government is aware of members of the campus community with special needs and can accommodate their needs during an emergency.

Response Operations

These actions are taken to preserve life, property, the environment, and the social and economic structure of the college/university.

Some issues to consider at this point in the incident are:

- Law enforcement;
- Protection of responder health and safety;
- Fire;
- Emergency medical services;
- Evacuations;

- Dissemination of public information;
- Actions to minimize additional damage;
- Urban search and rescue;
- Public health and medical services;
- Distribution of emergency supplies;
- Debris clearance; and
- Protection and restoration of critical infrastructure.

Examples of actions include but are not limited to:

1. Daily functions of Mountain Empire Community College that do not contribute directly to the emergency operation may be suspended for the duration of the emergency response.
2. Efforts and resources may be redirected to accomplish an emergency task.
3. If not already completed, set up and staff the EOC, if needed.
4. Implement delegations of authority for emergency response activities.
5. Monitor the situation and adjust response actions as needed.
6. Implement evacuation orders as needed.
7. Maintain security.
8. Close routes of ingress and egress as deemed necessary for the situation.
9. Open and staff emergency shelters as needed.
10. Assure public information is accurate, appropriate and timely to all populations including media. Set up a briefing location for media if necessary. Consider early designation of a Public Information Officer (PIO).
11. Assure all available resources are applied directly and effectively to disaster response.
12. Monitor resource needs and request additional resources through appropriate means as required.
13. Accurately track financial costs utilizing prepared event cost-tracking system.

Requesting resources from the VEOC by the institution:

If state resources are needed by the institution during an emergency, the request should be made by the local government on the institution's behalf. This is consistent with recent amendments to the Code of Virginia §44-146.18 and §23-9.2.9.

The local government point of contact for requests for resources to the Virginia Emergency Operations Center on behalf of MECC is the Director of Emergency Management for the County of Wise. This point of contact for MECC is designated to carry out this function is identified in the local EOP and the MECC EOP. He will be contacted immediately when deemed necessary by the MECC Emergency Management Team. In addition, he will remain as the point of contact during the emergency as long as local assistance is required. The alternate point of contact is 911.

Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations, and if applicable, hazard mitigation.

- Examples include but are not limited to:
- Suspend daily functions of the institution that do not contribute directly to the emergency operation;
 - Redirect efforts and resources to accomplish emergency tasks;
 - Implement evacuation orders as needed;
 - Open and staff emergency shelters as needed; and

- 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 Code of Virginia.

NOTE: Although similar actions may be taken during a Continuity Plan (CP) implementation, this is not the same.

Recovery Actions

These actions occur after the initial response has been implemented. These actions should assist individuals and the college to return to normal as much as feasible. Where appropriate, recovery actions will be directed by one or more of the KEY PERSONNEL RAPID RECALL listed in APPENDIX A of the Continuity Plan. During the recovery period, some of the issues that will need to be handled are:

- Behavioral/mental health assessment;
- Preliminary damage assessment;
- Gradual resumption of normal business activities, including conducting of classes;
- Long-term recovery;
- Cleanup and restoration of public facilities, businesses, and residences;
- Re-establishment of habitats and prevention of subsequent damage to natural resources; and
- Protection of cultural or archeological resources during other recovery operations.

Examples of Recovery Actions:

1. Provide traffic and crowd control to assure site security.
2. Assure continued public information that is accurate, appropriate and timely to all populations including media. Set up a briefing location for media if necessary.
3. Within 72 hours of impact, complete an Initial Damage Assessment and submit to the VEOC, VCCS or locality as determined by normal structure.
4. Assess the mental and behavioral health impacts to students; faculty, staff and responders and request appropriate resources to address issues as needed. Set up a Family or Victim's Assistance Center if needed.
5. Assist with local, state or federal investigations as necessary.
6. Assist with identification of injured or deceased individuals as needed.
7. Assess infrastructure and determine viability for re-entry.
8. Begin immediate repairs to electric, water and sewer lines and stations.
9. Complete disaster-related expense records. Begin request for reimbursement through the state or federal public assistance program if eligible.

Mitigation Actions

These actions are completed to reduce or eliminate long-term risk to people and property from hazards and their side effects.

- Grant programs for loss reduction measures (if available);
- Delivery of loss reduction building-science expertise;
- Coordination of Federal Flood Insurance operations and integration of mitigation with other program efforts;

Examples of Mitigation Actions include but are not limited to:

- 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 Code of Virginia.

NOTE: Although similar actions may be taken during a Continuity Plan (CP) implementation, this is not the same.

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- Coordination of Federal Flood Insurance operations and integration of mitigation with other program efforts;

Examples of Mitigation Actions include but are not limited to:

1. Review the Disaster Resistant University (FEMA) or local All-Hazard Mitigation Plan and update as necessary any mitigation actions that could be of value in preventing similar impacts for a future disaster.
2. Work with the Virginia Department of Emergency Management Mitigation Program to develop mitigation grant projects to address the most at risk areas.
3. Implement mitigation measures in the rebuilding of infrastructure damaged in the event.

Activation of the Emergency Operations Center (EOC)

The President of Mountain Empire Community College or his designee may activate the EOC if this becomes necessary. However, the MECC Emergency Management Director may activate the EOC if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale;
- An extensive response and coordination will be required to resolve or recover from the emergency or disaster event;
- The disaster will affect not only the institution but also its surrounding jurisdictions which may utilize the same response resources; and/or
- The MECC emergency operations plan is implemented to control the major emergency or disaster event.

Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities held by the next higher position).

Communication, Alert and Warning will be provided to the public via the Emergency Alert System (EAS).

Examples of systems that are available to MECC for alerting students, faculty and staff include:

- The e2Campus Alert System utilizing text messages and email alerts,
- Emergency notifications broadcast through the campus telephone system,
- Outdoor warning systems,
- On-foot alert routes,
- NOAA Radio

ROLES AND RESPONSIBILITIES

The Mountain Empire Community College emergency management program involves certain designated personnel to organize the emergency response plan. The MECC emergency management program requires participation by a wide variety of stakeholders, including college officials, departments, students, faculty and staff, private sector and non-profit organizations. This plan identifies the MECC emergency management positions that will participate in the emergency response and detailed descriptions of their roles. MECC will use the Incident Command Structure (ICS) and the National Incident Management system (NIMS) that include the following structures:

College Board

- Ensure the protection of the lives of students, faculty and staff and the property and assets of Mountain Empire Community College;
- Adopt and promulgate the Emergency Operations Plan (EOP).

- 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

President

- Work with the Emergency Director, the Emergency Management Team and law enforcement, when it is appropriate to do so, to determine the need for evacuation or a lockdown of an endangered area;
- Working with the same officials, consider the need to alter the normal business or class schedule of MECC, including delayed openings, early closings or total closings;
- Identify and designate the Emergency Director to exercise direction and control from the EOC during disaster operations;
- Exercise direction and control from the EOC during disaster operations;
- Hold overall responsibility for the maintaining, exercising and updating the plan; and
- Support the on campus emergency management program and the MECC Emergency Director.

Emergency Director – Vice President of Financial & Administrative Services

Responsibilities of the Emergency Director include but are not limited to: (1) serve as the College's Emergency Manager, (2) be responsible for assuring that all equipment is in working order and all procedures are clearly published, (3) coordinate the decisions about operating schedules, including closing and resuming classes, and (4) fully brief personnel to cope with a disaster. In addition, he will insure that instructions are written and published to all personnel under his supervision so that they will be knowledgeable of the proper action for them to take. Personnel under the control of the Vice President of Financial & Administrative Services will coordinate all efforts in accordance with instructions received from the Control Center. Duties also include but are not limited to:

- 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 his designee;
- Develop and implement testing, training, exercise and drill schedule to assure all parties involved in emergency response and recovery are fully prepared to fulfill their tasks. An exercise shall be held at least annually; and
- Work directly with the Wise County Emergency Operations Center through the EOC during an incident or emergency.

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. Refer to EO 41 for a complete list of ECO's duties as they relate to emergency planning. *If any further continuity of operations guidance is needed, contact the State Planning Assistance (SPA) office at VBEM.

Emergency Management Coordinator, County of Wise

The responsibilities include the day-to-day activities of the local emergency management program. He or she will develop and maintain the local EOC from which in time of emergency operations will be directed. This position will contact the VECC with requests for resources on behalf of the institution only if local capabilities are exceeded.

- 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

President

- Work with the Emergency Director, the Emergency Management Team and law enforcement, when it is appropriate to do so, to determine the need for evacuation or a lockdown of an endangered area;
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Emergency Management Coordinator, County of Wise

The responsibilities include the day-to-day activities of the local emergency management program. He or she will develop and maintain the local EOC from which in time of emergency operations will be directed. This position will contact the VEOC with requests for resources on behalf of the institution only if local capabilities are exceeded.

This operational policy to channel resource requests through the local government emergency management agency is identified in the COVEOP. It is consistent with §23-9-2.9 of the Code of Virginia, which mandates a state institution of higher education to develop, adopt, and maintain an emergency management plan and ensure integration into the local government EOP.

Campus Police

Once notified, Campus Police will immediately inform the Campus Switchboard Operator and ask the operator to notify the Emergency Manager (the Vice President of Financial and Administrative Services). If the Emergency Manager is not available, the operator will contact the Supervisor of Buildings and Grounds and, if he is not available, the operator will begin calling the names on the Emergency Management Team on page 11 of this document until a member of the team is reached. Once a responsible person is contacted by operator, the responsible person will notify the President of the emergency, if operator is unable to contact anyone on the Emergency Management Team, he or she must contact the President to inform him of the emergency.

Campus Community Involvement (Campus CERT Team)

The Citizen Corps Council works through a national network to bring together leaders from law enforcement, fire, emergency medical, and other emergency management volunteer organizations. The Citizen Corps Council implements the Community Emergency Response Teams (CERT); Medical Reserve Corp (MRC); Neighborhood Watch; Volunteers in Police Service; Fire Corp; and other organizations that provide opportunities for special skills and interests.

The Campus CERT Team can assist during an emergency by providing a variety of services. The Team is a part of the planning process will provide assistance within any portion disaster scenario. Mountain Empire Community College has a campus CERT team that is responsible for:

- Developing and maintaining a listing of trained CERT volunteers;
- Providing initial first-responder response to events as requested by the Emergency Manager;
- Assisting in additional emergency response activities as requested by the Emergency Manager.

Private Sector/Nongovernmental and Volunteer Organizations

The institution may rely on partnerships made throughout the jurisdiction for support during an emergency.

Responsibilities may include:

- Plan for personal and business disaster preparedness, mitigation, response and recovery;
- Implement protective actions as requested or required by the emergency manager.

Emergency Support Functions (ESFs)

An ESF is a grouping of MECC functions and certain private-sector capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed during incidents. Operating departments and programs participate in the Emergency Support Functions (ESF) structure as coordinators, primary response agencies, and/or support agencies and/or as required to support incident management activities. The ESF structure for the MECC plan is loosely modeled after the ICS structure which, based on the size and other characteristics of MECC, utilizes the ESFs that are applicable to the college's environment. Consequently, the ESF model is regarded as an important component of the MECC Emergency Operations Plan and is modified to meet the school's needs.

ESF functions will include but are not limited to:

- Develop and maintain detailed plans and Standard Operating Procedures (SOPs) to support their functional requirements;
- Identify sources of emergency supplies, equipment and transportation;
- Maintain accurate records of disaster-related expenditure and documentation;
- Continue to be responsible for protection and preservation of records essential for continuity of business for Mountain Empire Community College;
- Establish a line of successions for key emergency personnel.

In order to staff emergency response teams, MECC has identified 15 Emergency Support Functions (ESFs), shown in Attachment E.

ADMINISTRATION, FINANCE AND LOGISTICS

All assets (human resources and facility and equipment resources) of the school will become the purview of the President of Mountain Empire Community College to direct in any way to respond to an emergency on campus.

This authority will be given by the President to the Emergency Director in a formal Delegation of Authority statement on file.

The Emergency Director will identify policies and procedures for tracking and reporting costs due to an emergency. Tracking and record-keeping procedures will be put in place to assure all emergency costs are easily identified. In many cases, normal procurement and financial policies will remain in effect, but in extraordinary events, additional provisions may be implemented and must be followed to increase the speed of which these actions can take place.

If the emergency exceeds MECC's capabilities, MECC must draw on outside resources available through their locality, nearby localities, the Commonwealth of Virginia, or the federal government.

Mountain Empire Community College does not have any existing Memorandums of Understanding or Memorandums of Agreement for emergency support services at this time.

PLAN MAINTENANCE

§23-9-2.9 of the Code of Virginia requires that Mountain Empire Community College 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 every four years. MECC shall coordinate with the local emergency management organization, as defined by § 44-145.16, to ensure integration into the local emergency operations plan. Documentation of this adoption must be certified in writing to VDEM.

The process to review and revise the plan includes but is not limited to:

- After major events in which the plan was activated;
- After exercises.

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- After major events in which the plan was activated;
- After exercises.

Plan participants include:

- President of Mountain Empire Community College
- Emergency Director
- MECC Campus Police
- MECC Buildings and Grounds
- Representatives from internal groups:
 - Business Office
 - Human Resources
 - Purchasing
 - Student Services
 - Community Relations
- Representatives from external groups:
 - Wise County Emergency Operations
 - Big Stone Gap Fire Department
 - Wise County Sheriff's Department
 - Virginia State Police

The Emergency Director will update the Emergency Operations Plan as required, but at least once annually. The Emergency Director will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability.

It is the responsibility of the Emergency Director to assure that the plan is tested and exercised on a scheduled basis.

It is planned that a functional drill for some portion of the plan will be held periodically at least one time each in fall and spring semesters; a functional exercise or tabletop exercise of the plan will be held annually; and full-scale exercises will be planned with localities as often as possible.

The Emergency Director will maintain the schedule and assure that the appropriate resources are available to complete these activities.

After each drill, exercise or actual event, an after-action review will take place. Any findings from these post-event reviews will be incorporated into an update of the plan.

Training and Exercises

§ 23-9.2:9 of the Code of Virginia, requires Mountain Empire Community College to annually conduct a functional exercise in accordance with the protocols established by the institution's crisis and emergency management plan.

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.

Authorities and References

Continuity of emergency operations is critical to the successful execution of emergency operations. Therefore, MECC has developed Orders of Succession for orderly transfer of decision making authority and a process for Delegation of Authority that will determine succession and procedures for orderly transfer of authority as necessary when the Emergency Operations Plan is implemented. See Tables 4 & 5 of the current MECC Continuity Plan.

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, September, 2012 (COVEOP)
 4. Executive Order 41, September 2011

Mountain Empire Community College

1. Continuity of Operations Plan (by Executive Order 41)
2. Annual Agency Preparedness Assessment
3. Terrorism and Security Awareness Orientation
4. SEC 2001 and SECS01 Security Audit Review and Checklist
5. VITA Risk Management
6. Information Technology Contingency Planning
7. Information Technology Systems Security
8. Logical Access Controls
9. Data Protection
10. Facilities Security
11. Personnel Security
12. Threat Management
13. Information Technology Asset Management
14. Agency Risk Management and Internal Control Standards (ARMICS)

Local

1. Regional or Local Hazard Mitigation Plan
2. Local Emergency Operations Plan

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Local

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2. Local Emergency Operations Plan

ATTACHMENT B: ACRONYMS AND DEFINITIONS

ACRONYMS

AO	Administration Office
CAS	Campus Alert System
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
COOP	Continuity of Operations Plan
CR	Community Relations
DOE	Department of Education
DRL	Department of Residential Life
DSCO	Deputy State Coordinating Officer
DRM	Disaster Recovery Manager
DRU	Disaster Resistant University
DS	Dining Services
DTS	Department of Transportation Services
EOC	Emergency Operations Center
ERT	Emergency Response Team
ESF	Emergency Support Function
FM	Facilities Management
FEMA	Federal Emergency Management Agency
HIRA	Hazard Identification and Risk Analysis
IAP	Incident Action Plan
ICS	Incident Command System
IHE	Institutions of Higher Education
MACC	Multi-agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NWS	National Weather Service
OSHS	Office of Safe and Healthy Students
OSS	Office of Student Services
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
SAR	Search and Rescue
SOP	Standard Operating Procedures
UHC	University Health Center
VDEM	Virginia Department of Emergency Management
VSP	Virginia State Police
VOAD	Voluntary Organizations Active in Disaster

ATTACHMENT A: ORDERS OF SUCCESSION

The institution will establish, communicate, and maintain their orders of succession for management and leadership position. Orders of succession should be maintained for executive leadership and other key positions as deemed appropriate by the institution. Successions are implemented when personnel are unable to execute their duties. Orders of succession may be the same as those used in the institution's continuity plan. The following is an example of a position at an institution that would typically have a role in emergency management. When considering a succession, attempt to identify at least two successors for the position. There also may be situations in which it is necessary to assign successors from outside the immediate department or from outside the geographic proximity.

Orders of Succession

Position	Notification Method	Successor #1	Successor #2	Successor #3
President	Cell phone Email	VP Academics	VP Finance	VP Institutional Advancement
VP Financial and Administrative Services	Cell phone Email	Business Manager	HR Manager	B&G Manager
VP Academic and Student Services	Cell phone Email	Dean of Arts & Sciences	Dean of Applied Sciences & Technology	Dean of Workforce Development
Vice President of Institutional Advancement	Cell Phone Email	Grants Coordinator	Foundation Annual Fund Coordinator	Foundation Financial Specialist 1
Dean of Enrollment Services	Cell phone Email	Dean of Student Services	Student Outreach and Success	Coordinator of Financial Aid
Business Manager	Cell phone Email	Purchasing Officer	Admin & Office Specialist III (Grants Accounting)	Admin & Office Specialist III (Accounts Payable)
IT Manager	Cell phone Email	IT Specialist II (ISO)	IT Specialist I (Hardware)	IT Specialist I (Software)

Signatory rights are reconfirmed annually with the Chancellor of the Community College System in letters from MECC President to the Chancellor and all individuals with assigned signatory rights. Internal (MECC) and external (COV) access rights and signatory rights are confirmed no less than annually with system owners as part of the Commonwealth ARMICS procedures.

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ACRONYMS

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DLR	Department of Residential Life
DSCO	Deputy State Coordinating Officer
DRM	Disaster Recovery Manager
DRU	Disaster Resistant University
DS	Dining Services
DTS	Department of Transportation Services
EOC	Emergency Operations Center
ERT	Emergency Response Team
ESF	Emergency Support Function
FM	Facilities Management
FEMA	Federal Emergency Management Agency
HIRA	Hazard Identification and Risk Analysis
IAP	Incident Action Plan
ICS	Incident Command System
IHE	Institutions of Higher Education
MACC	Multi-agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NWS	National Weather Service
OSHS	Office of Safe and Healthy Students
OSS	Office of Student Services
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
SAR	Search and Rescue
SOP	Standard Operating Procedures
UHC	University Health Center
YDEM	Virginia Department of Emergency Management
VSP	Virginia State Police
VOAD	Voluntary Organizations Active in Disaster

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.

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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 VECC 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

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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).

ATTACHMENT C – DISTRIBUTION LIST

MECC:

- President
- Vice President of Financial and Administrative Services
- Vice President of Academic and Student Services
- Vice President of Institutional Advancement
- Dean of Arts and Sciences
- Dean of Applied Sciences and Technology
- Dean of Enrollment Services
- Dean of Student Services
- Dean of Workforce Development
- IT Manager
- Coordinator of Community Relations
- Coordinator of Student Outreach and Success
- Coordinator of Financial Aid
- Building and Grounds Manager
- Campus Police Chief
- Business Manager
- Human Resources Manager

Locality:

- Wise County Sheriff's Department
- Wise County Emergency Operations Coordinator

VCCS:

- Emergency Preparedness & Safety Manager

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**ATTACHMENT D – INCIDENT RESPONSE GUIDELINES
WARNINGS AND NOTIFICATIONS**

In the event that a situation arises, either on or off campus, that, in the judgment of the Emergency Management Team, constitutes an ongoing or continuing threat, a campus wide warning will be issued. This warning will be issued through the college e-mail, text message, and/or telephone systems. Warnings will be issued to alert the campus community to potentially dangerous criminal situations or other threats to persons or to property to enable people to protect themselves.

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, immediate notification will be provided to the campus community as follows:

- A. The fire alarm system will be activated when emergency situations exist that require immediate evacuation of buildings. The alarms will be activated in the event of fire, bomb threats, and danger of explosion or other emergencies posing a potential threat to health or safety.
- B. Sirens will be activated when emergency situations exist that require the immediate lockdown of all or part of the campus or when weather conditions exist that require movement to emergency shelter areas.
- C. All emergency messages will be broadcast through telephones, will be displayed on the college web site, and will be sent via text message and e-mail.

The Emergency Management Team will, without delay, and taking into account the safety of the college community, determine the content of the notification and initiate the notification systems, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

COMMUNICATIONS WITH THE MEDIA

During any activation of the Emergency Operations Plan, the Coordinator of Community Relations will serve as the Public Information Officer (PIO) and will be responsible for any communications with the media. In the event the Coordinator of Community Relations is not available, the Emergency Director shall designate a member of the Emergency Management Team to serve as PIO. Other members of the team shall not communicate with the media or provide statements or information through social media.

EMERGENCY ACTIONS - ALL FACULTY AND STAFF

The success of the college's response to emergency situations is the responsibility of all employees. Unless an employee is directed otherwise by the administrator in charge, at the sound of the fire alarms and/or emergency sirens, employees not assigned other duties should do the following:

EVACUATION

- 1. Assume a life-threatening situation exists and immediately evacuate the building according to the routes posted and proceed to the following designated areas:

- a. Parking Lot B — employees and students in Godwin Hall, Robb Hall, Dalton-Cantrell Hall
- b. Intramural Field — employees and students on the first floor of Phillips-Taylor Hall
- c. Parking Lot E — employees and students on the second floor of Phillips-Taylor Hall

- 2. Instruct students and visitors in the proper means of evacuation and provide assistance as needed. Take any belongings readily available and instruct students to do the same. Do not return to offices or allow students to go to lockers to retrieve personal belongings.
- 3. Remain in the designated areas until otherwise directed by the administrator in charge. Do not assume the college will be closed for the day or that classes will be canceled. Do not attempt to return to buildings or to vehicles in lots adjacent to buildings until so directed by the administrator in charge.

LOCKDOWN/SHELTER IN PLACE

When a situation requires that building occupants take shelter inside classrooms and offices, notification will be provided by every appropriate and available method.

- A. Text Message
- B. Telephone Broadcast Message
- C. E-mail
- D. In person

When notified that a lockdown has been ordered, college employees should take the following actions:

- A. Direct students and others out of the hallways and public areas and into classrooms and/or offices
- B. Lock the door and turn off the lights
- C. Close and lock windows and close blinds. Desks can be used to barricade the door if necessary.
- D. Keep everyone quiet and out of view. If possible, cover door window.
- E. Keep telephone lines (including cellular) free for emergency communications. Answer incoming calls if you can get to the telephone safely but keep lines free unless communicating with emergency officials
- F. Remain in the secured area until notified by emergency or college officials.

GO TO EMERGENCY SHELTERS

The following areas have been designated as emergency shelters:

- Occupants of Godwin Hall and Holton Hall* should go to: G104, G118, G119, G149
- Occupants of Robb Hall should go to: R116, R118, R120
- Occupants of Dalton-Cantrell Hall should go to: First Floor West end of hallway at vending machines and rest rooms
- Occupants of Phillips-Taylor Hall should go to: PT115, PT117, PT121, PT123
- * Occupants of Holton Hall may be directed to the Testing Center (H139) if it is unsafe or impractical to reach Godwin Hall shelter locations

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Building occupants will be directed to the emergency shelter areas by text and telephone broadcast messages and campus police and/or physical plant employees. Employees and students should remain in those areas away from exterior hallways, doors, walls and windows until otherwise directed.

EMERGENCY SITUATIONS

A. BOMB THREAT

Upon receipt of a bomb threat made to the college switchboard operator, the operator will call 911, notify the administrator in charge, Campus Police at extension 473 and the Superintendent of Buildings & Grounds at extension 491.

If the threat call is made to an alternate direct number on campus, the individual receiving the call will follow the following steps:

1. Keep the caller on the line as long as possible.
2. Alert someone else to call the switchboard operator: (0) and Campus Police (473) from another line to initiate Bomb Threat procedures.
3. Note the "caller ID" number.
4. Take notes, using as many exact words as possible.
5. Describe any background noise you may hear.
6. Describe distinctive features of the caller's voice.
7. Turn off any distractions (radio, iPod, cell phone, etc.)
8. Try to find out where the suspected bomb may be.

As soon as the proper notifications have been made, the operator will arrange to be relieved from the switchboard and complete the Bomb Threat Checklist. The operator should not discuss the threat with anyone other than the administrator in charge. The administrator in charge will assemble the Emergency Management Team and take the following action:

1. Evacuate the building(s) by activating the fire alarms.
2. Alert Campus Police to initiate a search of all public areas utilizing trained employees.
3. Alert the Wise County Sheriff's Office (911), VCCS Chancellor's Office, (804) 819-4903, and Virginia State Police, (800) 542-8716, that the call was received.

B. CHEMICAL SPILL AND/OR RELEASE OF HAZARDOUS MATERIAL

If a chemical spill or release of other hazardous materials occurs in a campus building, evacuate and secure the immediate area and notify the switchboard operator of the nature and exact location of the spill/release. The operator will notify the administrator in charge, Campus Police at extension 473 and the Superintendent of Buildings & Grounds at extension 491.

Campus Police and/or the Superintendent of Buildings & Grounds will determine if local emergency services must be called to respond and will notify the administrator in charge if additional evacuation(s) must occur. The administrator in charge will execute evacuation procedures.

Buildings and Grounds staff will investigate, repair, or call utility contractors as appropriate. B&G staff will provide assistance to control and secure the impacted area as needed.

C. GAS LEAK

If a gas leak is suspected in a campus building, do not switch lights on or off. Follow evacuation procedures and notify the college switchboard operator. The operator will notify the administrator in

charge, Campus Police at extension 473 and the Superintendent of Buildings & Grounds at extension 491.

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Buildings and Grounds staff will investigate, repair, or call utility contractors as appropriate. B&G staff will provide assistance to control and secure the impacted area as needed.

D. FIRE

Individuals discovering or suspecting a fire exists should do the following:

1. If the fire appears containable, utilize fire extinguishers located throughout halls and shops to extinguish then immediately notify the college switchboard.
2. If the fire poses a threat to safety or if the employee cannot use the fire extinguishers, the employee should activate the alarm system from the nearest pull box and follow evacuation procedures. Activation of the fire alarm system prompts the monitoring service to notify the Big Stone Gap Fire Dept.

The switchboard operator, if notified, will alert the administrator in charge, Campus Police at extension 473 and the Superintendent of Buildings & Grounds at extension 491.

E. HIGH WINDS, TORNADOES, ETC.

The administrator in charge will activate emergency sirens. Building occupants will be directed to go to emergency shelter areas by text messages, broadcast telephone messages and campus police and/or physical plant employees. Employees and students should remain in those areas away from exterior hallways, doors, walls and windows until otherwise directed.

F. EARTHQUAKE

If indoors

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.
- After earthquake tremors subside, the administrator in charge may issue notifications to evacuate buildings if safe to do so.

If outdoors

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- DO NOT use the elevators.
- After earthquake tremors subside, the administrator in charge may issue notifications to evacuate buildings if safe to do so.

If outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

G. DEATH OR SERIOUS INJURY OF EMPLOYEE OR STUDENT

Notify the President and Vice Presidents who will activate the Family Assistance Center Team and notify the Coordinator of Community Relations.

H. VIOLENT, THREATENING OR DISRUPTIVE BEHAVIOR

Mountain Empire Community College is committed to providing a safe environment free from violence, threats and harassing and/or disruptive behavior. Any threat or act of violence will be taken seriously and dealt with appropriately. Violations of this policy may result in academic sanctions, disciplinary action, termination of employment, arrest, and/or prosecution.

1. This policy applies to any act of violence, harassment, intimidation, or other threatening behavior including:
 - Physical assault including but not limited to: hitting, pushing, kicking, impeding or blocking the movement of another person, beating, stabbing, suicide or attempted suicide, shooting, rape.
 - Verbal abuse and/or harassment including but not limited to: verbal threats, shouting, swearing, or obscene phone calls or stalking.
 - Threatening behavior and threatening or intimidating writings including: electronic mail, posters, cartoons, publications, drawings, or gestures.
2. Unauthorized possession or use of firearms or other dangerous weapons that could be used to cause harm, threaten, or intimidate are prohibited. This policy does not apply to students or others where possession is a result of participation in an organized and scheduled instructional exercise for a course, or when the weapon is secured in a vehicle. This policy does not apply to law enforcement personnel. Any individual found in possession of firearms or other weapons on MECC property or at college sponsored events is subject to disciplinary action and/or arrest in accordance with the appropriate Standards of Conduct. Possession of a permit to carry a concealed weapon is not an exemption from this policy, and to the extent allowed by law, MECC prohibits carrying weapons on MECC property or at college sponsored events.
3. MECC prohibits any form of retaliation against any employee, student, or other individual making a report under this policy.
4. Employees, students or other individuals who witness or are subjected to behavior prohibited by this policy should immediately report the incident as described in Figure D.1. The Incident Report form is available on the college website.

5. A Threat Assessment Team has been established to review and assess situations of concern that could pose a threat to the safety of the campus community and take or recommend appropriate actions or interventions. Members of the Threat Assessment Team include:
 - Brandon Dotson, Dean of Student Services (Chair) – ext. 251, Mobile: 276-791-4308
 - Kristy Hall, Dean of Enrollment Services – ext. 219, Mobile 276-220-2855
 - Pam Giles, Human Resources Manager – ext. 212 – Mobile: 214-724-1879
 - Myron Hatfield, Chief of Campus Police – ext. 473 – Mobile: 276-870-1822 Home: 276-545-6401
 - Vickie Ratliff, VP Academic & Student Services – ext. 467 – Mobile: 276-973-6046 - Home: 276-523-6261
 - Ronald Vicars, VP Financial & Administrative Services – ext. 478 – Mobile 276-219-4213
 - Jim Vicars, Buildings and Grounds Manager – ext. 608 – Mobile 423-956-2792
 - Michael Haicomb, Emergency Services Director, Frontier Health Services – 276-523-8341 – 276-523-8300
 - Ronnie Large, Lieutenant, Wise Co. Sheriff's Office – 276-328-3566 Mobile: 276-708-1908
6. The Violence Prevention and Campus Safety Committee is responsible for advising the Vice President of Financial and Administrative Services on matters concerning the safety of the campus community. The committee will recommend educational and prevention programs as well as policies and procedures that provide guidance to the campus community regarding safety issues. Membership is defined in the MECC Policy Manual.

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 - Myron Hatfield, Chief of Campus Police – ext. 473 – Mobile: 276-870-1822 Home: 276-546-6401
 - Vickie Ratliff, VP Academic & Student Services – ext. 467 – Mobile: 276-973-6046 - Home: 276-523-6261
 - Ronald Vicars, VP Financial & Administrative Services – ext. 478 – Mobile 276-219-4213
 - Jim Vicars, Buildings and Grounds Manager – ext. 608 – Mobile 423-956-2792
 - Michael Halcomb, Emergency Services Director, Frontier Health Services – 276-523-8341 – 276-523-8300
 - Ronnie Large, Lieutenant, Wise Co. Sheriff's Office – 276-328-3566 Mobile: 276-708-1908

6. The Violence Prevention and Campus Safety Committee is responsible for advising the Vice President of Financial and Administrative Services on matters concerning the safety of the campus community. The committee will recommend educational and prevention programs as well as policies and procedures that provide guidance to the campus community regarding safety issues. Membership is defined in the MECC Policy Manual.

I. CONCEALED WEAPON/ARMED ASSAULT/SHOOTING/SHOTS FIRED

Call 911 immediately and notify Campus Police at 276-523-7473 as soon as possible. Report who you are and your phone number. Provide details of the incident – exact location, description of the assailant(s) (height, weight, clothing, etc.), type of weapon(s), any known injuries, other details.

J. PERSONAL INJURY

In the case of injury which appears to be serious or if doubt exists to the seriousness of the injury:

1. Do not move the individual unless a life-threatening situation exists.
2. Keep the injured person as quiet and calm as possible.
3. Call 911 or contact the switchboard operator who will notify Emergency Dispatch, Campus Police and the administrator in charge.
4. Stay with the injured person until assistance arrives.

In case of a minor injury:

1. Retrieve and use first aid kit located nearest to the injured person or available from Campus Police, or
2. Notify Campus Police.

K. SUICIDE ATTEMPT OR THREAT

1. Treat as a personal injury, if appropriate.
2. Contact the Dean of Student Services at extension 251 or another member of the Threat Assessment Team.
3. Notify Campus Police.

L. UNAUTHORIZED ASSEMBLIES OR DEMONSTRATIONS

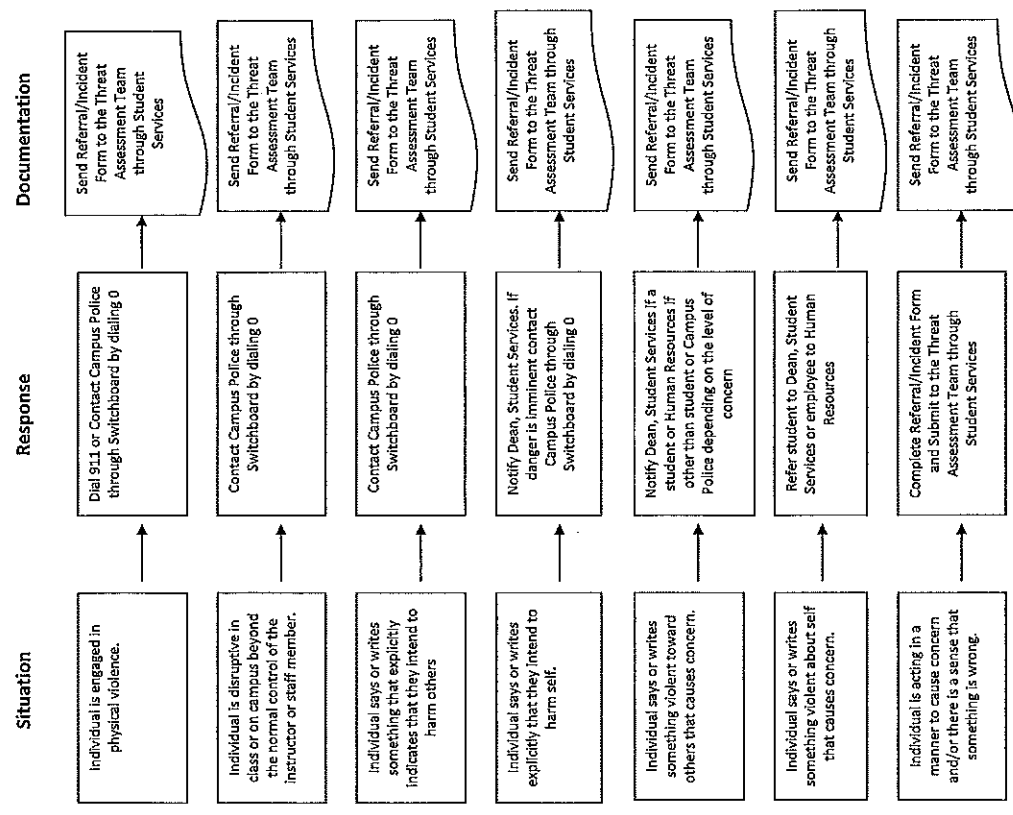
Whenever a group gathers without permission on college property for the express purpose of announcing a dissatisfaction or grievance or to express political views, it will be considered an unauthorized assembly. Employees witnessing such an assembly or having prior knowledge of such an assembly should notify the college switchboard operator who will notify Campus Police and the administrator in charge.

M. SUSPICIOUS MAIL OR PACKAGES

It is very important that mail and packages are carefully screened and opened appropriately. Use the following list to assist in identifying possible suspect mail.

1. Excessive weight
2. Excessive security material such as masking tape, string, etc.
3. Excessive postage
4. Mail from foreign country
5. No return address or address cannot be verified as legitimate
6. Protruding wires or aluminum foil
7. Rigid or bulky packaging
8. Oily stains (any color), discoloration or odor
9. Lopsided or uneven envelope
10. Crystallization or powdery substances (any color) on wrapper

Figure D.1 - RESPONSE TO THREATENING SITUATIONS



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8. Oily stains (any color), discoloration or odor
9. Lopsided or uneven envelope
10. Crystallization or powdery substances (any color) on wrapper

- 11. Ticking sound
- 12. Damaged envelopes or packages

When a suspicious piece of mail or package is identified, do not open or move the mail item. Contact the switchboard operator who will notify Campus Police and the administrator in charge.

When the administrator in charge has determined that item of mail is dangerous and/or hazardous, the switchboard operator will notify the following as appropriate:

- 1. Emergency Dispatch 911
- 2. VA State Police 800/542-8716
- 3. Department of Emergency Management 276/328-2329
- 4. National Response Center – Chemical/Biological 800/424-8802
- 5. National Poison Center 800/222-1222
- 6. Postal Inspector 540/985-8755

N. MISSING CHILD (CODE ADAM ALERT)

When a child is reported missing in a building, the following steps should be taken immediately to assist in locating the child:

- 1. The person receiving the report should get a detailed description of the missing child and immediately provide the following information to the switchboard operator:
 - a. Name
 - b. Age and Sex
 - c. Height and weight
 - d. Distinguishing features, if any
 - e. Clothing color and type
 - f. Shoe color and style (shoes usually are not changed by an abductor)
 - g. Exact location where the child was last seen
 - h. Timeframe of which the child was last seen
 - i. Persons accompanying the child
 - j. A recent photo of the child (if available)

- 2. The switchboard operator will notify Campus Police and the administrator in charge.

- 3. The Campus Police and Buildings and Grounds employees will secure and monitor all exits and search classrooms, offices, restrooms, stairs, closets, conference rooms, elevators, and hallways, parking lots and grounds areas immediately adjacent to the building. The Superintendent of Buildings and Grounds will receive search results by radio and will provide the information to the Emergency Management Team as it is received. After normal working hours when few employees are present, the campus police officer on duty will go immediately to the main campus exit and monitor vehicles leaving campus. Campus police will notify the administrator in charge by telephone and the administrator in charge will notify the Wise County Sheriff's Office and the Emergency Management Team.

- 4. The Emergency Manager will notify the Wise County Sheriff's Office and issue an e-mail alert to all employees providing a description of the child and requesting all available employees to search their immediate areas. Once police arrive, all involved will follow police instructions.

- 5. If the child is found unharmed, reunite the child with the parent or guardian, cancel the Code Adam Alert by radio and e-mail.
- 6. If the child is found with a person other than the parent or guardian, use reasonable efforts to delay the person from leaving the building until police arrive.
 - a. Ask the child to state their name. Do not delay the person if the child's name is different, but as them to remain in the building until the incident is concluded.
 - b. Ask the person with the child to state their name if the child's name is the same as the reported missing child. Ask them to remain in the building.
 - c. Use reasonable efforts to delay a person believed to be with the child who is not their parent or guardian. Do not attempt to forcibly detain the suspect. Request help from fellow employees to notify security.
 - d. Report description of the suspect and child to the officer in charge.
- 7. The Emergency Manager will conclude the incident with an announcement by radio and e-mail following police instructions or after reuniting child and parent or guardian.
- 8. The Police Chief or Officer will prepare and submit a written report of the incident to the Vice President of Financial and Administrative Services as soon as is practically possible.

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ATTACHMENT E – EMERGENCY SUPPORT FUNCTIONS (ESF's)

The Emergency Support Function (ESF) format is a grouping of department, agencies, or individuals and resources that are tasked with all responsibilities of management of specific overarching subject area and it is recommended by VDEM. It describes expected mission execution for each emergency phase and identifies tasks assigned to members of the ESF, including nongovernmental and private sector partners.

Below are the Emergency Support Functions (ESF's) applicable to the MECC EOP.

- ESF #1 - Transportation
- ESF #2 - Communications
- ESF #3 - Public Works & Engineering
- ESF #4 - Firefighting
- ESF #5 - Emergency Management
- ESF #6 - Mass Care
- ESF #7 - Logistics Management & Resource Support
- ESF #8 - Public Health & Medical Services
- ESF #9 - Search & Rescue
- ESF #10 - Oil & Hazardous Materials Response
- ESF #12 - Energy
- ESF #13 - Public Safety & Security
- ESF #14 - Recovery & Mitigation
- ESF #15 - External Affairs
- ESF #17 - Volunteer & Donations Management

Emergency Support Function #1 – Transportation

Primary Agencies:

- MECC Campus Police
- MECC Buildings & Grounds Department

Secondary/Support Agencies:

- Wise County Emergency Management
- Town of Big Stone Gap Fire Department
- Wise County Sheriffs' Department
- Virginia Department of Emergency Management
- Virginia State Police

Purpose:

Coordinate MECC's transportation resources to respond to an emergency.

- Identify the need for resources.
- Identify local and state agencies with whom Mountain Empire Community College will coordinate ensure that potential resources are available in the time of an emergency

Scope:

The scope of MECC's ESF 1 is to control the response to an emergency at Mountain Empire Community College or in the local community which could impact MECC, which includes but is not limited to:

- Evacuation of building or buildings to protect safety and health of students, faculty and staff
- Lockdown (if required), this ESF will outline any transportation issues that may be necessary
- Maintain ingress/egress onto and off of the campus
- Traffic control on campus

Policies:

Mountain Empire Community College serves the local communities and citizens and does not have campus housing for students. Accordingly, students provide their own personal transportation to and from campus and/or utilize local public transportation provided by the Mountain Empire Older Citizens (MEOC) Transit or Four County Transit – Dickenson County.

Mountain Empire Community College coordinates its emergency activities with state and local agencies, but works most closely with Wise County Emergency Management. Once local emergency authorities are notified of an emergency on campus or if there is an emergency that could impact MECC off-campus, Wise County Emergency Management has jurisdiction over the campus response. In these cases, the MECC Emergency Operations Center will relinquish jurisdiction to the Wise County EOC but will remain in place to coordinate and facilitate the College's emergency response.

Mountain Empire Community College does not have a written transportation policy.

- Since most faculty, employees or students provide their own transportation to and from campus using privately owned vehicles (POVs), it is expected that POVs will be used to exit the campus should an evacuation be necessary.
- For those utilizing public transportation, it may be necessary to provide transportation resources to respond to an incident.

ATTACHMENT E: ESF'S

Emergency Support Function #1 – Transportation

Primary Agencies:
MECC Campus Police
MECC Buildings & Grounds Department

Secondary/Support Agencies:
Wise County Emergency Management
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- For those utilizing public transportation, it may be necessary to provide transportation resources to respond to an incident.

- MECC estimates that a major emergency could require the College to provide transportation resources for approximately 100 to 150 students, faculty and staff.
- MECC will utilize Wise County Emergency Management to order evacuation and provide alternate transportation to those who do not have POVs or rely on public transportation.
- If it is not safe to use public highways or public transportation is not available, MECC and Wise County Emergency Management will provide public transportation.
- MECC Campus Police and local law enforcement officials will provide traffic control on campus to control movement of traffic, to allow access of support personnel, equipment, and supplies and to allow for evacuation of the campus.
- MECC and Wise County Emergency Management will facilitate the prompt deployment of resources; priorities for various incidents are developed and maintained through an interagency process led by MECC.
- MECC maintains equipment for cleaning debris and provide teams to use chain saws to clear parking lots and campus roadways.

Concept of Operations

General:

The Emergency Operations Plan provides guidance for managing the use of transportation services and request for relief and recovery resources.

Access routes off campus should remain clear to permit a sustained flow of emergency relief. In an emergency situation at MECC, the Wise County Emergency Management Emergency Operations Center (EOC) has primary jurisdiction in cases of major emergency events and has responsibility for ordering evacuation of campus in whole or in part. The MECC EOC will coordinate emergency management with the local Wise County Emergency Management EOC. Wise County Emergency Management has MOA/MOUs and Mutual Aid Agreements with local agencies to provide transportation in an emergency. MECC will rely on their agreements if it is necessary to provide transportation from the campus to an off campus location in an emergency. The Wise County EOC will:

- Declare an emergency
- Establish pick-up sites for emergency transportation
- Select evacuation routes and direct emergency evacuation using the routes
- Instruct MECC in evacuation procedures and routes

Organization:

MECC is responsible for coordinating the need for transportation infrastructure for on campus emergencies with Wise County Emergency Management.

Wise County Emergency Management is responsible for coordinating resources needed to restore and maintain transportation routes to the institution if necessary to protect lives and property during an emergency or disaster.

Responsibilities

- Develop, maintain, and update plans and procedures for use during an emergency;
- MECC personnel will stay up to date with education and training that is required for a safe and efficient response to an incident;
- Alert MECC students, faculty and staff, and local primary agency representative of possible incident, and begin preparations for mobilization of resources;

- Keep record of all expenses through the duration of the emergency;
- Follow emergency policies and procedures for evacuation;
- Work closely with Wise County Emergency Management to identify viable transportation routes to, from and within the emergency or disaster area.

ATTACHMENT E: ESF's

- Keep record of all expenses through the duration of the emergency;
- Follow emergency policies and procedures for evacuation;
- Work closely with Wise County Emergency Management to identify viable transportation routes to, from and within the emergency or disaster area.

Emergency Support Function #2 – Communications

Primary Agencies

MECC Office of Vice President of Financial and Administrative Services
 County of Wise Emergency Management
 MECC Information Technology Department
 MECC Office of Community Relations
 MECC Campus Police
 MECC Buildings & Grounds

Secondary/Support Agencies

Virginia Department of Emergency Management (VDEM)
 Virginia Community College System (VCCS)
 VITA Help Desk
 OrnMiller (e2Campus)

Purpose:

To use available communication resources to respond to an incident;

- Alert and warn the MECC campus community of a threatened or actual emergency.
- Continue to communicate with campus community through a variety of means to inform of protective actions

Scope:

- Inform the campus community of a threatened or actual emergency.
- Ensure that MECC has the ability to notify the campus community of a disaster or emergency situation and that the emergency notification and warning system is activated
- Support the restoration and reconstruction of telecommunications equipment, computers, and other technical resources.

Policies:

The following are examples of policies that may guide MECC's communications policies during or prior to an event:

- The MECC Emergency Operations Center (EOC) will initiate notification and warning of appropriate personnel;
- The EOC staff includes the Emergency Director, key personnel listed in the EOP and key department heads or their designated representatives.
- Support personnel to assist with communications, designated logistics, and administration will also be designated. The MECC Vice President of Financial and Administrative Services will be available to support decision-making as required.

Concept of Operations

General:

The MECC EOC is not always operational. When it is not operational, the Office of the Vice President of Financial and Administrative Services (the Emergency Director) will direct the MECC response to the emergency. Once implemented, the EOC will remain open until closed by the Emergency Director. Upon implementation of the EOC, it is the primary point of contact for receipt of warnings and notification of stakeholders of actual or impending emergencies or disaster. It is MECC's first point of

contact by the general public and for support agencies in Big Stone Gap, Wise County and the State of Virginia.

This plan identifies the MECC personnel that will participate in the emergency response and detailed descriptions of their roles. MECC will use the Incident Command Structure (ICS) and the National Incident Management System (NIMS) that include the following structures:

- Incident Commander (the MECC Emergency Manager or his designee)
- Incident Command Posts, on-scene using the ICS system;
- Area Command (if needed);
- Emergency Operations Centers (if necessary);
- Local Director of Department of Emergency Management;

The President will be kept informed of all actions taken to deal with general disasters.

Lines of Communication

It is the intention of Mountain Empire Community College to notify local community emergency response authorities (911) immediately when the college becomes aware of an emergency on campus. In the event of a general disaster, the primary line of internal communication with faculty, staff, and students is the emergency broadcast function available through the college's VoIP phone system. VoIP phones are located on every full-time employee's desk, in every classroom and are also strategically located in hallways and public areas of each building. In addition, speakers have been attached to the system to broadcast audible messages in outdoor areas of the campus. This system broadcasts an audible message and displays a text message on the phone's display. The Emergency Notification system has default announcements for:

1. Evacuation Emergency
2. Lockdown Emergency
3. Go to Shelter Emergency

The VoIP system also provides the Emergency Director the capability to speak any message through the phone. System functionality may be operated remotely by the following members of the campus administration:

1. President
2. Vice President of Financial and Administrative Services
3. Vice President of Academic and Student Services
4. Vice President of Institutional Advancement
5. Director of IT Services
6. Dean of Workforce Development
7. Dean of Arts and Sciences
8. Dean of Applied Sciences and Technology
9. Dean of Student Services
10. Dean of Enrollment Services
11. Coordinator of Community Relations

The MECC e2Campus alert system will also be used to communicate emergency information to students, faculty, staff and the community. The decision to use the VoIP broadcast system and the e2Campus alert system will be made after consultation with any of the individuals listed above.

ATTACHMENT E: ESF's

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Cellular phones can be of great value in an emergency, but their conversations are not secure and are often not available because of heavy use during an emergency, so no sensitive or critical information will be transmitted on them. All VoIP telephones located in hallways and public areas of buildings may be used to call only the Switchboard Operator, 911 or any on-campus number.

On the declaration of a general disaster alert emanating from the President or his designee, all relevant information that an action has been completed will be called in by the responsible administrator to the Control Center described below. If the telephone system is rendered unusable, then the secondary (or backup) communication system will be that of the two-way radio system utilized by the Maintenance Department and Campus Police. The two-way radio system will be supplemented by use of cellular phone. Other means of communication, bullhorns, etc. will be issued to personnel designated by the President and/or his designee.

When the above two systems are not operable, then the means of communications will revert to a messenger/runner system. Administrators who are responsible for certain actions will insure that a messenger is available to transmit the necessary information by foot to the Emergency Operations Center.

Once community response resources are available on campus during an emergency, communications will be the priority. Any instructions or communications to faculty, employees or students will be coordinated with local emergency officials on site.

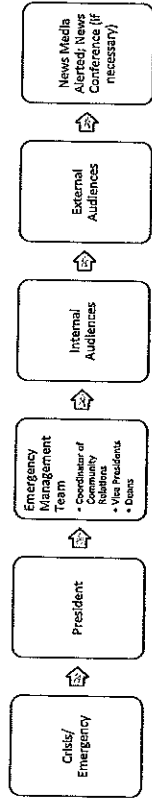
Communicating an Emergency

Upon learning of a crisis or emergency situation, the President will inform the Coordinator of Community Relations (the PIO). In the absence of the President, the Emergency Director or, in his absence, the appropriate Vice President will inform the Coordinator of Community Relations. It is the responsibility of the Coordinator of Community Relations, in consultation with the President or his designee, to ascertain potential media involvement.

Internal audiences (faculty, staff, students, and visitors) will be contacted first through email or a called meeting; then external audiences (any specific group with vested interests; i.e., parents, community groups, etc.) are addressed.

News media will be alerted through a news release or official college statement. If necessary, a news conference will be convened to respond to media requests. Faculty and staff who are not members of the Emergency Management Team are not authorized to issue statements regarding the crisis and should refer requests from the media to the Coordinator of Community Relations or other designated PIO.

Crisis Communications Information Flow Chart



Examples of systems that are available to MECC for alerting students, faculty and staff include:

- e2Campus alert system utilizing text messages and email alerts
- VoIP telephone system broadcast
- Fire alarm system
- Emergency siren system
- On-foot alert routes
- NOAA Radio

Information may be disseminated includes but is not limited to:

- Evacuation notices and related information
- Potential secondary hazards
- Protective actions
- Other information as determined by the event and factors

Organization:

MECC Actions/ Responsibilities:

- MECC's EOC has a working arrangement with Wise County Emergency Management, the local Emergency Operations Center, and local news media;
- MECC will initiate notification and warning to appropriate personnel.
- The Emergency Director (the Vice President of Financial and Administrative Services) or designated successor must authorize the use of emergency alert systems;
- MECC will develop and maintain an emergency communications program and plan;
- MECC will ensure that the campus is alerted of any emergency warnings received from federal, state or local level that may impact the college or college operations.

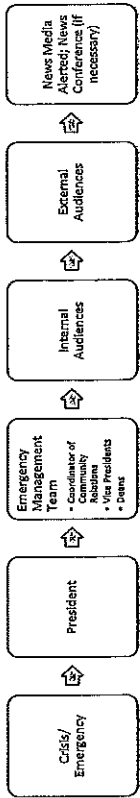
Emergency Notification Procedures

Until the EOC is activated, the Vice President of Financial & Administrative Services of MECC may notify the Emergency Management Team upon receipt of a severe weather, flash flood or tornado warning.

The media contact is the Coordinator of Community Relations.

ATTACHMENT E: ESF'S

Crisis Communications Information Flow Chart



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- MECC will ensure that the campus is alerted of any emergency warnings received from federal, state or local level that may impact the college or college operations.

Emergency Notification Procedures

Until the EOC is activated, the Vice President of Financial & Administrative Services of MECC may notify the Emergency Management Team upon receipt of a severe weather, flash flood or tornado warning.

The media contact is the Coordinator of Community Relations.

Emergency Support Function #3 – Public Works

Primary Agencies:

- MECC Building & Grounds
- MECC Campus Police
- MECC IT Department

Secondary/Support Agencies:

- Wise County Emergency Management

ESF #3 is public works, but is intended to identify the agencies that would perform similar functions, such as maintenance, buildings and grounds, facilities management.

Purpose:

Assess the overall damage to the campus after a disaster. Assist with the recovery

Scope:

Following an emergency, cleanup of college facilities, a review of damage and estimates of costs to reconstruct the physical facilities will be conducted by the Building & Grounds Superintendent under the direct control of the Vice President of Financial & Administrative Services (the Emergency Director). The assessment will include:

- Estimate of the extent of damage;
- Repair and maintenance needs for each building and the campus;
- Debris removal requirements;
- Engineering-related support requirements;
- Documentation of estimated repair/replacement expenses.

Policies:

- Personnel will stay up to date with procedures through training and education;
- MECC will develop work priorities in conjunction with other agencies when necessary;
- MECC and Local authorities may obtain required waivers and clearances related to ESF #3 support;
- MECC will seek outside assistance to repair and reconstitute the facilities that are beyond the capabilities of the college;
- MECC will ensure that this plan is coordinated with the Wise County EOP.

Concept of Operations

General:

In general, duties required by this ESF include but are not limited to:

- Determine if buildings are safe or need to be closed;
- Coordinate with other ESFs if there is damage to utilities or water or plumbing system;
- Clear debris;
- Ensure campus security secures damaged buildings and adjacent areas that may be unsafe;
- Coordinate with Virginia Department of Risk Management on damage and losses.

Organization:

The Emergency Director will determine tasks are to be completed and designate responsible individuals that are responsible:

Examples include but are not limited to:

- Assess damaged facilities
- Inspect for structural, electrical, gas, plumbing and mechanical damages
- Determine the type of assistance needed
- Facilitation of the building permit process
- Debris removal
- Manage contracts with private firms

Actions/Responsibilities

Actions to be taken during this process include but are not limited to:

- Alert personnel to report to the EOC;
- Review plans;
- Begin keeping record of expenses and continue for the duration of the emergency;
- Prepare to make an initial damage assessment (IDA);
- Activate the necessary equipment and resources to address the emergency;
- Assist in assessing the degree of damage of the Institutions
- Assist in coordinating response and recovery;
- Prioritize debris removal;
- Inspect buildings for structural damage; and
- Post appropriate signage to close buildings

ATTACHMENT E: ESF's

Organization:

The Emergency Director will determine tasks are to be completed and designate responsible individuals that are responsible:

Examples include but are not limited to:

- Assess damaged facilities
- Inspect for structural, electrical, gas, plumbing and mechanical damages
- Determine the type of assistance needed
- Facilitation of the building permit process
- Debris removal
- Manage contracts with private firms

Actions/Responsibilities

Actions to be taken during this process include but are not limited to:

- Alert personnel to report to the EOC;
- Review plans;
- Begin keeping record of expenses and continue for the duration of the emergency;
- Prepare to make an initial damage assessment (IDA);
- Activate the necessary equipment and resources to address the emergency;
- Assist in assessing the degree of damage of the institutions
- Assist in coordinating response and recovery;
- Prioritize debris removal;
- Inspect buildings for structural damage; and
- Post appropriate signage to close buildings

Emergency Support Function #4 - Firefighting

Primary Agencies:

- MECC Building & Grounds Department
- Wise County Emergency Management
- Town of Big Stone Gap Fire Department
- Wise County Hazardous Materials Team
- MECC CERT Team
- Commonwealth of Virginia

Secondary/Support Agencies:

- MECC Campus Police
- Jasper Fire Department
- Emergency Medical Service (EMS)

Purpose:

Directs and controls operations regarding fire prevention, fire detection, fire suppression, rescue, and hazardous materials incidents; as well as to assist with warning and alerting, communications, evacuation, and other operations as required during an emergency.

Scope:

ESF #4 manages and coordinates firefighting activities including the detection and suppression of fires, and provides personnel, equipment, and supplies to support to the agencies involved in the firefighting operations.

Policies:

- Wise County Emergency Management has MOA/MOUs and Mutual Aid Agreements with local and state agencies to respond to emergencies of the nature of the emergency is beyond the capability of the Big Stone Gap Fire Department.
- Priority is given to, the public, institution, firefighter safety and protecting property (in that order).
- For efficient and effective fire suppression mutual aid may be required from various local firefighting agencies to aid in the institution's emergency response team. This requires the use of the Incident Command System together with compatible equipment and communications.
- Personnel will stay up to date with procedures through education and training.
- The MECC Safety Manual and the Incident Response Guidelines attached to the EOP are applicable to this ESF.

Concept of Operations

General:

MECC contacts 911, if resources are needed to handle the situation, and, in such incidents, are prepared to have the Big Stone Gap Fire Department assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents. (See the Hazardous Material Emergency Response Plan.) When the Emergency Support Function is activated all requests for firefighting support

will be, in most cases, submitted to the Wise County 911 Center for coordination, validation, and/or action.

Fire department personnel who are not otherwise engaged in emergency response operations may assist MECC in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation.

The Coordinator of Wise County Emergency Management in combination with the MECC EOC and/or designated Emergency Director will determine the need to evacuate the campus and issue orders for evacuation or other protective action as needed. The department may order an immediate evacuation prior to requesting or obtaining approval, if in their judgment this action is necessary in order to safeguard lives and property. Warning and instructions will be communicated through the appropriate means. MECC will utilize Campus Police, and if needed the Coordinator of Wise County Emergency Management in coordination with the MECC EOC will ask for assists from the local law enforcement to aid in the evacuation.

Organization:

The Fire and EMS Departments will implement evacuations and the Wise County Sheriff's Department in cooperation with the Virginia State Police 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;
- Check firefighting and communications equipment;
- Coordinate activities of fire & emergency responders;
- Request mutual aid from neighboring jurisdictions;
- Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services;
- Assist with warning and alerting, evacuating, communications, and emergency medical transport.

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 State EOC;
- Request assistance from supporting agencies when needed;
- Arrange direct liaison with fire chiefs in the area;
- Implement Mutual Aid.

ATTACHMENT E: ESF's

will be, in most cases, submitted to the Wise County 911 Center for coordination, validation, and/or action.

Fire department personnel who are not otherwise engaged in emergency response operations may assist MECC in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation.

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Organization:

The Fire and EMS Departments will implement evacuations and the Wise County Sheriff's Department in cooperation with the Virginia State Police 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;
- Check firefighting and communications equipment;
- Coordinate activities of fire & emergency responders;
- Request mutual aid from neighboring jurisdictions;
- Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services;
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Responsibilities

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

Emergency Support Function #5 – Emergency Management

Primary Agencies:

- MECC Emergency Management Team
- Wise County Emergency Management
- Virginia Emergency Operations Center (VEOC)

Secondary/Support Agencies:

- MECC Campus Police
- MECC Buildings & Grounds
- MECC CERT Team
- Commonwealth of Virginia State Police
- Criminal Injuries Compensation Fund (CICF)
- Virginia Department of Criminal Justice Services (VDCJS)

Purpose:

Directs controls and coordinates emergency operations from MECC's Emergency Operation Center (EOC).

Scope:

- ESF #5 coordinates the response of all the departments within the institution and the use of the institution's resources to provide emergency response which includes, but is not limited to:
 - Identify actions to be taken in the pre-incident prevention phase.
 - Coordinate with agencies, organizations, and outside institutions when capabilities are exceeded
 - Identify post-incident response phase activities.

Policies:

- The MECC Emergency Management Team will work with Wise County Emergency Management to implement mutual aid agreements to ensure seamless resource response. This operational policy to channel resource requests through the local government is consistent with the Code of Virginia §44-146.18, and §23-9.2.9, which mandates a state institution of higher education to maintain an EOP, keep it current and integrate it with the local emergency operations plan
- The local government must make contact with VDCJS and CICF on behalf of MECC in events in which there are criminal victims as defined by Code of Virginia §19.2-11.01. This is consistent with VDEIM policy that directs an institution of higher education to contact the local government Emergency Operations Center to make requests to VEOC Provides an institutional-wide multi-departmental command system.
- MECC EOC manages operations at the institutional level; this role may change if the local government is contacted to respond, based on how MECC's plan and the localities plan are coordinated
- The Incident Command System can be used in any size or type of disaster to control response personnel, facilities, and equipment.
- The Incident Command System principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, and manageable span of control, pre-designated facilities, and comprehensive resource management.
- The MECC EOP identifies representatives to staff key positions on Emergency Response Teams.

Concept of Operations

General:

MECC Emergency Director:

- Assures development and maintenance of SOPs on the part of each major emergency support function.
- Maintains up to date notification rosters.
- Designates staff to the Emergency Operations Center,
- Establishes procedures for reporting appropriate emergency information.
- Coordinates emergency response plan with the local government.
- Designates a representative to the local EOC if the local plan is implemented and a representative is needed.
- Develops threat levels.
- Assures that all actions are completed as scheduled.

Planning Section:

- Produces situation reports, which will be distributed to the EOC staff, on-scene incident command staff, and the locality and VEOC. Supports short term and long term planning activities.
- Develops short/concise plans.
- Records the planned activities
- Tracks their progress. The response priorities for the next operational period will be addressed in the Incident Action Plan (IAP).

Organization:

This ESF identifies the MECC personnel that will participate in the emergency response and detailed descriptions of their roles. MECC will use the Incident Command Structure (ICS) and the National Incident Management System (NIMS) that include the following structures:

- Incident Commander (the MECC Emergency Director or his designee)
- Incident Command Posts, on-scene using the ICS system;
- Area Command (if needed);
- Emergency Operations Centers (if necessary);
- Local Director of Department of Emergency Services;

College Board

- Ensures the protection of the lives of students, faculty and staff and the property and assets of Mountain Empire Community College;
- Approves the MECC Emergency Operations Plan;
- Designates the President as having ultimate responsibility for emergency management; and

President

- Works with law enforcement, other emergency responders and the Emergency Manager to determine the need for evacuation or a lockdown of an endangered area;
- Working with the same officials, considers the need to alter the normal business or class schedule of MECC, including delayed openings, early closings or total closings;
- Designates the Emergency Director to exercise direction and control from the EOC during disaster operations; and

ATTACHMENT E: ESF's

Concept of Operations

General:

MECC Emergency Director:

- Assures development and maintenance of SOPs on the part of each major emergency support function.
- Maintains up to date notification rosters.
- Designates staff to the Emergency Operations Center,
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- Designates the Emergency Director to exercise direction and control from the EOC during disaster operations; and

ATTACHMENT E: ESF'S

- Holds overall responsibility for the maintaining, exercising and updating the plan.
- All other Members of President's Staff will assist to ensure the proper execution of the Emergency Plan. Activities may include:
- Implement the "Orders of Succession" as necessary during an emergency in accordance with the Table 4 of the MECC Continuity Plan
 - Identify the role of the MECC's EOC if local plan is implemented
 - Identify the EOC staff
 - Identify the departments that have a role in the institution's emergency management organization
 - Identify succession of authority within these key departments and positions
 - Develop and scale the Incident Command System to the particular incident
 - Exercise the plan annually as pursuant to The Code of Virginia

The President or his designee may close facilities, programs, and activities in order that employees who are not designated "emergency service personnel" are not unnecessarily placed in harms' way.

Emergency Director (Emergency Manager)

Responsibilities of the Emergency Director include but are not limited to:

- (1) serve as the College's Emergency Director, (2) be responsible for assuring that all equipment is in working order and all procedures are clearly published, (3) coordinate the decisions about operating schedules, including closing and resuming classes, and (4) fully brief personnel to cope with a disaster. In addition, he will insure that instructions are written and published to all personnel under his supervision so that they will be knowledgeable of the proper action for them to take. Personnel under the control of the Vice President of Financial and Administrative Services will coordinate all efforts in accordance with instructions received from the Emergency Operations Center (EOC).

Duties include but are not limited to:

- Develop and maintain the Emergency Operations Plan (EOP) and prepare and maintain the Continuity Plan for which MECC is responsible;
- Activate the EOC as appropriate;
- Assume relevant duties as directed by the President;
- Develop and implement a test, training, exercise and drill schedule to assure all involved parties for emergency response and recovery are fully prepared to fulfill their tasks. A relevant exercise should be held at least annually; and
- Ensure that the EOP is reviewed, revised and adopted every four years
- Acting in concert with the President, work with law enforcement, other emergency responders and the local Director of Emergency Services to determine the need to evacuate an endangered area;
- Working with the same officials, consider the need to alter the normal business or class schedule of the institution, including delayed openings, early closings or total closings;
- Serve as the communication liaison between the Office of Commonwealth Preparedness, VDEM and each agency.
- Coordinate with the Department of Emergency Management on emergency preparedness, response, and recovery issues;

ATTACHMENT E: ESF'S

- Prepare and maintain designated parts of the Continuity Plan for which the institution is responsible.
- Prepare and maintain internal plans and procedures to fulfill the responsibilities in the plan;
- Maintain a roster of MECC's 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;
- Coordinate appropriate training for institution's faculty and staff assigned to disaster operations;
- Prepare and maintain internal emergency preparedness, response, and recovery plans for the institution's resources (facilities, faculty, staff and assets) that outline a comprehensive and effective program to ensure continuity of essential state functions under all circumstances;
- Assure the State Coordinator of Emergency Management that preparedness plans for its facilities are coordinated with the applicable local emergency management agency.
- Manage the day-to-day activities of the emergency preparedness programs.

The Emergency Director will assure the development and maintenance of established procedures on the part of each major emergency support function. The following are examples of items that may be included:

- Staffing responsible for implementing the Emergency Operations Plan (EOP)
- Procedures for reporting emergency information, provide ongoing training to maintain emergency response capabilities

The Emergency Director will assure that all actions are completed as scheduled and will coordinate training for this emergency support function and conduct exercises involving the EOC.

The Wise County Emergency Management Coordinator:

- Communicates with the MECC Emergency Director in maintaining a primary Emergency Operations Center (EOC) from which to direct operations in time of emergency;
- Serves as the point of contact and liaison between MECC and the local Department of Emergency Services;
- Contacts the VEOC with requests for resources on behalf of the institution.

Responsibilities:

- Maintain current contact information for the Criminal Injury Compensation Fund and the Virginia Department of Criminal Justice Information Services, pursuant to Code of Virginia, §23-9.2:9.
- Maintain a notification roster of EOC personnel and their alternates;
- Establish a system and procedure for notifying EOC personnel;
- Maintain plans and procedures for providing timely information and guidance to the public in time of emergency through ESF #2;
 - a. Identify and maintain a list of essential services and facilities, which must continue to operate and may need to be protected;
 - b. Test and exercise plans and procedures;
 - c. Conduct outreach/mitigation programs for the institution's community.
- Ensure compatibility between this plan and the emergency plans and procedures of key facilities and private organizations within the institution;
- Develop accounting and record keeping procedures for expenses incurred during an emergency;

ATTACHMENT E: ESF's

- Prepare and maintain designated parts of the Continuity Plan for which the institution is responsible.
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Responsibilities:

- Maintain current contact information for the Criminal Injury Compensation Fund and the Virginia Department of Criminal Justice Information Services, pursuant to Code of Virginia, §23-5.2-9.
- Maintain a notification roster of EOC personnel and their alternates;
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 - a. Identify and maintain a list of essential services and facilities, which must continue to operate and may need to be protected;
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 - c. Conduct outreach/mitigation programs for the institution's community.
- Ensure compatibility between this plan and the emergency plans and procedures of key facilities and private organizations within the institution;
- 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
- Prepare to provide emergency information to the campus community 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 local and Virginia EOC;
- Ensure that the Institutions Crisis and Emergency Plan is developed and coordinated with the local EOP pursuant to Code of Virginia 3.2 §44-146.
- Activate and convene institutions emergency assets and capabilities

EMERGENCY MANAGEMENT ORGANIZATION AND TELEPHONE LISTING for the MECC CAMPUS

Position Name	Work Phone	Cell Phone
Emergency Director (VP Financial and Administrative Services)	276-523-7478	276-219-4213
Deputy Emergency Director (VP Academic and Student Services)	276-523-7467	276-973-6046
MECC Campus Police	276-523-7473	276-207-3683
MECC Chief of Police	276-870-1822	276-870-1822
Building & Grounds Supervisor	276-523-2400, X 608	423-956-2792
Coordinator of Community Relations (PIO)	276-523-7480	423-230-0207
Director, IT Services	276-523-2400, X 348	276-791-5755
Dean, Workforce Development	276-523-7489	423-341-0668
Dean, Arts and Sciences	276-523-2400, X 243	423-571-1072
Dean, Applied Sciences and Technology	276-523-2400, X 431	828-712-4221
Dean, Student Services	276-523-2400, X 251	276-791-4308
Dean, Enrollment Services	276-523-2400, X 219	276-220-2855

PRIMARY EOC STAFFING

- Skeletal Staffing
- Emergency Director
- Deputy Emergency Director
- Building & Grounds Supervisor
- MECC Campus Police
- Message Clerk / Phone Operator
- PIO
- Director, IT Services
- Student Services

Emergency Support Function #6 – Mass Care, Housing, Human Resources

- Primary Agencies:**
- MECC Human Resources
 - MECC Purchasing
 - Local chapter of the American Red Cross
 - MECC Buildings & Grounds Department
 - MECC Campus Police

Secondary/Support Agencies:

- State Counsel of Higher Education in Virginia (SCHEV)
- Department of General Services
- Local Department of Social Services

The Vice President of Financial & Administrative Services has the overall responsibility for ESF 6 activities at Mountain Empire Community College.

Policies applicable to housing during an emergency:

- MECC does not provide on-campus housing or cafeteria facilities.
- In a major emergency, MECC may provide sheltering based on its resources; facilities and capabilities of staff; shelter may be managed by MECC's staff or outside assistance may be needed for a few hours.
- The Emergency Director may contact the Wise County Emergency Management to activate Mutual Aide Agreements and coordinate MECC's EOP with local government programs.
- 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.
- All sheltering activities will be coordinated initially through MECC's EOC.
- MECC will ensure that students with special needs and/or service animals will be accommodated.

SCOPE:

ESF# 6 is intended to address non-medical mass care, housing and human service needs for individuals and family members of the campus community affected by a disaster on the campus or one that impacts the larger community or region in which the campus is situated.

The services and programs may include the following:

- Sheltering
- Food service
- Counseling - The capability of the counseling services should be assessed as part of the planning process; most likely as part of the capability assessment and the services should be used in small scale incidents, or incidents that do not result in mass casualties or injuries.
- Family Assistance Center (FAC)
- Reception services - Collecting information regarding individuals in the campus community and making the information available to immediate family members outside the campus or the larger affected area.

ATTACHMENT E: ESF's

Emergency Support Function #6 – Mass Care, Housing, Human Resources

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- Reception services - Collecting information regarding individuals in the campus community and making the information available to immediate family members outside the campus or the larger affected area.

ATTACHMENT E: ESF's

Transportation:

- The Emergency Director is responsible for coordinating transportation during an emergency event.
- Ensure that students are transported safely and sheltered safely off campus if necessary.

Press:

- If the campus is sheltering victims, survivors, or family members of an incident, press should be located in a separate area to ensure privacy of those individuals.

Family Assistance Center (FAC)

A FAC is a facility that is established as the result of a mass casualty/fatality incident, wherein a significant number of victims and/or family members are expected to request information and assistance. It is an organized, calm, professional, and coordinated method of assistance delivery in a safe and secure environment.

The purpose of the FAC is to provide the seamless delivery of services and the effective dissemination of information and assistance to all impacted families, as stated in the Commonwealth of Virginia Emergency Operations Plan, ESF 6 (COVEOP). It will assist family members by providing counseling, information on the current situation, and a location where families can be reached.

The Dean of Student Services will coordinate the Family Assistance Center. The scope of services that the FAC may provide includes: reunification, behavioral health care, medical records collection communication services, benefits application entry points, and personal care.

The Commonwealth of Virginia Family Assistance Center Plan (October 2012) is designed to provide state agencies the management framework under which they will cooperate to establish, operate, and close a FAC. The FAC plan should be coordinated with the local government's emergency management program and based on the Commonwealth of Virginia Family Assistance Center Plan.

All requests for resources on behalf of the institution's FAC should be channeled through the local government. This is consistent with state policy that directs an institution to make resource requests through the local government EOC, in the emergency management jurisdiction in which it is located.

If the services of the Virginia Criminal Injuries Compensation Fund (CICF) are required by the FAC, the State Program should be contacted, who will deploy the appropriate personnel to the FAC. These services will be necessary in cases where there are victims of crime in need of financial or advocacy assistance. VDEM and CICF recommend that the institution adopt the policy of contacting the program directly through the local government.

The current* contact information for support programs are provided below:

Criminal Injury Compensation Fund

Jack Ritchie, Director, CICF
Criminal Injuries Compensation Fund (CICF) Department
Virginia Workers' Compensation Commission
1000 DMV Drive

ATTACHMENT E: ESF's

- Virginia Criminal Injuries Compensation Fund

CONCEPT OF OPERATIONS

General:

MECC will provide sheltering if the need is short term and within its capabilities. The Emergency Director is responsible for coordinating food services during an emergency

If necessary MECC may provide the following services:

Food Service

- The Emergency Director is responsible for coordinating food services during an emergency

Counseling

- The Vice President of Academic and Student Services with the Dean of Student Services as backup is responsible for coordinating counseling services for MECC.
- Provide counseling through MECC's services if appropriate based on the scale of the emergency and the capabilities of the counseling services. The capabilities should be determined during the planning process.
- Counseling services will be limited to be used in small scale incidents, or incidents that do not result in mass casualties or injuries.
- Request outside assistance if MECC's services are not appropriate to the scale of the emergency, or if service providers are personally impacted by the incident. All efforts should be made to ensure that victims do not serve victims, and that victim's rights are protected in accordance with the Code of Virginia.
- Events in which there are mass casualties and injuries that require counseling services should not be handled by MECC's counseling staff.
- Direct the local EOC, on behalf of the campus to seek counseling service outside the emergency management jurisdiction in which the campus is located.
- The individual, who is identified by the local government to request resources from the VEOC on behalf of the institution, should also perform this function.
- Outside counseling may be provided via the Department of Criminal Justice's Victims' Services Section, the Department of Behavioral Health and Developmental Services, CSB/BHA Planning District 1 Behavioral Health Services (including Frontier Health – the PDI BHS contract service provider), and activated by Wise County Emergency Management.

Security

- The Supervisor of Building & Grounds and Campus Police are responsible for coordinating security during a disaster.
- Secure evacuated areas.
- Provide security to shelter if on campus sheltering is required.
- Coordinate with local government and local non-profit organizations in the event that the campus is not able to provide sheltering on campus.

ATTACHMENT E: ESF's

Transportation:

- The Emergency Director is responsible for coordinating transportation during an emergency event.
- Ensure that students are transported safely and sheltered safely off campus if necessary.

Press:

- If the campus is sheltering victims, survivors, or family members of an incident, press should be located in a separate area to ensure privacy of those individuals.

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All requests for resources on behalf of the institution's FAC should be channeled through the local government. This is consistent with state policy that directs an institution to make resource requests through the local government EOC, in the emergency management jurisdiction in which it is located.

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Criminal Injury Compensation Fund
 Jack Ritchie, Director, CICF
 Criminal Injuries Compensation Fund (CICF) Department
 Virginia Workers' Compensation Commission
 1000 DMV Drive

Emergency Support Function #7 - Resource Support

Primary Agencies:
Wise County Emergency Management
MECC Purchasing department
MECC Human Resource Department

Secondary/Support Agencies:
MECC Buildings & Grounds Department
MECC Campus Police
Virginia Department of Emergency Management (VDEM)
Local chapter of the American Red Cross
MECC Emergency Management Team

Purpose:
Identify, procure, inventory, and distribute critical resources, relief supplies and assistance during an emergency.

Scope:
• MECC will determine what resources are available and identify potential sites for receiving resources if outside assistance is needed. Resource support may continue until the disposition of excess and surplus property is completed.
• During an incident, if demand for resources exceeds MECC's capabilities, MECC will rely on Wise County Emergency Management for MOA/MOUs and Mutual Aid agreements and state policy.

Policies:
• MECC will use its own resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation;
• Individuals involved in distributing and/or obtaining resources will be aware of emergency procurement policies and have the authority to do so in an emergency situation;
• Each department with an emergency management role will be responsible for identifying its resources that could be used in an emergency;
• MECC's plan will reflect state policy, regarding requesting resources based when that policy is determined.

CONCEPT OF OPERATIONS

General:
• Potential sites for 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:

- Departments, with an emergency function, will be responsible for identifying resources, including human resources
- Convey available resources to emergency manager
- Identify potential distributions sites for emergency response

Richmond, VA 23220
CICF Toll Free: 1-800-552-4007
Phone: (804) 367-1018
Email: Jack.Ritchie@cicf.virginia.gov
804-307-5431 (after hours)

Leigh Snellings
CICF Asst. Director
800-552-4007 (normal business hours)
804-212-4232 (after hours)

Virginia Department of Criminal Justice Services
Melissa Roberson
Training and Critical Incident Response Coordinator
1100 Bank Street
Richmond, VA 23219
Phone: (804) 840-4276
Fax: (804) 786-3414
Link: <http://www.cdjs.virginia.gov/research/reportemerGENCY/>

Planning District 1 Behavioral Health Services

Sandra O'Dell
Executive Director
P.O. Box 1130,
1941 Park Ave SW
Norton, VA 24273
Phone: (276) 679-5751
Cell: (276)870-6903
Fax: (276)679-5754
Link: www.pd1bhhs.org

Frontier Health Virginia Division (Contract Provider for PD1 BHS Direct Services)

Emergency: (276) 523-8300
Eric T. Greene, LPC
Senior Vice President
276-523-8341 office
276-523-6964 fax
276-219-9966 cell

ATTACHMENT E: ESF's

Emergency Support Function #7 - Resource Support

Primary Agencies:

- Wise County Emergency Management
- MECC Purchasing department
- MECC Human Resource Department

Secondary/Support Agencies:

- MECC Buildings & Grounds Department
- MECC Campus Police
- Virginia Department of Emergency Management (VDEM)
- Local chapter of the American Red Cross
- MECC Emergency Management Team

Purpose: identify, procure, inventory, and distribute critical resources, relief supplies and assistance during an emergency.

Scope:

- MECC will determine what resources are available and identify potential sites for receiving resources if outside assistance is needed. Resource support may continue until the disposition of excess and surplus property is completed.
- During an incident, if demand for resources exceeds MECC's capabilities, MECC will rely on Wise County Emergency Management for MOA/MOUs and Mutual Aid agreements and state policy.

Policies:

- MECC will use its own resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation;
- Individuals involved in distributing and/or obtaining resources will be aware of emergency procurement policies and have the authority to do so in an emergency situation;
- Each department with an emergency management role will be responsible for identifying its resources that could be used in an emergency;
- MECC's plan will reflect state policy, regarding requesting resources based when that policy is determined.

CONCEPT OF OPERATIONS

General:

- Potential sites for 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:

- Departments, with an emergency function, will be responsible for identifying resources, including human resources
- Convey available resources to emergency manager
- Identify potential distributions sites for emergency response

- Identify policies and personnel responsible for obtaining resources

ACTIONS/RESPONSIBILITIES:

- Designate local department(s) within MECC to be responsible for resource management;
- Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources;
- Implement and use mutual aid agreements with local and surrounding jurisdictions to aid the institution
- Develop SOP's to manage the processing, use, inspection, and return of resources coming to the institution
- Identify actual or potential 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 and understanding of policies to obtain resources from outside the institution.
- Ensure the campus community is aware of available resources.

Emergency Support Function #8 – Public Health and Medical Services

Primary Agencies:

- Big Stone Gap Fire Department
- Friendship Ambulance Service
- Lifecare Ambulance Service
- Frontier Health/Planning District 1 Behavioral Health Services
- Lonesome Pine Hospital
- MECC CERT Team
- MECC Nursing/Allied Health Programs
- Wise County Emergency Management

Secondary/Support Agencies:

- Student counseling services

Purpose:

Guide a response using MECC's resources and coordinate a response with the local government and or state agencies when the incident exceeds the School's capabilities.

Scope:

The scope is an all hazards approach based on the ability of Mountain Empire Community College to provide medical resources. MECC does not have on-campus emergency services (other than the CERT Team and nursing or other allied health programs), fire & rescue services, or mental health counseling services. Accordingly, any incident that exceeds MECC's capabilities will require outside assistance which will be coordinated with and directed by Wise County Emergency Management. Wise County Emergency Management has the requisite MOUs and mutual aid agreements and will assist MECC in coordinating this plan with local and state government's EOP.

The MECC Emergency Director (the Vice President of Financial and Administrative Services) will coordinate with Wise County Emergency Management to request emergency services when the emergency exceeds the School's capabilities.

Policies:

- Wise County Emergency Management has MOU/MOA and Memorandum of Agreement with organizations and agencies that are available to MECC. The EOC determines when the Emergency Services will be contacted.
- Other resources available to MECC include the Office of the Commonwealth Medical Examiner (OCME) and various subject matter experts (SMEs) who can assist with specific emergencies.

Concept of Operations

General:

Mountain Empire Community College will respond with available resources as designated in the plan. Support and assistance from Wise County Emergency Management will be requested based on mutual aid agreements and coordination with local government agencies.

ATTACHMENT E: ESF's

Emergency Support Function #8 – Public Health and Medical Services

Primary Agencies:

- Big Stone Gap Fire Department
- Friendship Ambulance Service
- Lifecare Ambulance Service
- Frontier Health/Planning District 1 Behavioral Health Services
- Lonesome Pine Hospital
- MECC CERT Team
- MECC Nursing/Allied Health Programs
- Wise County Emergency Management

Secondary/Support Agencies:

- Student counseling services

Purpose:

Guide a response using MECC's resources and coordinate a response with the local government and or state agencies when the incident exceeds the School's capabilities.

Scope:

The scope is an all hazards approach based on the ability of Mountain Empire Community College to provide medical resources. MECC does not have on-campus emergency services (other than the CERT Team and nursing or other allied health programs), fire & rescue services, or mental health counseling services. Accordingly, any incident that exceeds MECC's capabilities will require outside assistance which will be coordinated with and directed by Wise County Emergency Management. Wise County Emergency Management has the requisite MOUs and mutual aid agreements and will assist MECC in coordinating this plan with local and state government's EOP.

The MECC Emergency Director (the Vice President of Financial and Administrative Services) will coordinate with Wise County Emergency Management to request emergency services when the emergency exceeds the School's capabilities.

Policies:

Wise County Emergency Management has MOU/MOA and Memorandum of Agreement with organizations and agencies that are available to MECC. The EOC determines when the Emergency Services will be contacted. Other resources available to MECC include the Office of the Commonwealth Medical Examiner (OCME) and various subject matter experts (SMEs) who can assist with specific emergencies.

Concept of Operations

General: Mountain Empire Community College will respond with available resources as designated in the plan.

Support and assistance from Wise County Emergency Management will be requested based on mutual aid agreements and coordination with local government agencies.

Responsibilities/Actions:

- Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for a medical response during an incident;
- Designate the Vice President of Financial and Administrative Services to coordinate medical, health, and rescue services;
 - Develop and maintain procedures for providing a coordinated response with institution's resources and then with local government and private organizations.
 - Maintain a roster of key officials in each medical support area, including the MECC CERT Team and resources available from the Wise County Emergency Management MOUs.
 - Review emergency plans with local governments
 - Coordinate with Wise County Emergency Management to implement mutual aid agreements as necessary;

Emergency Support Function #9 - Search and Rescue

Primary Agencies

- MECC Campus Police
- MECC Buildings and Grounds
- MECC CERT Team
- Big Stone Gap Fire Department
- Wise County Emergency Management
- Wise County Sheriff's Department

Secondary/Support Agencies

- Lonesome Pine Hospital
- Virginia Department of Emergency Management (VDEM)
- Virginia State Police

Purpose:

Provide for coordination and effective use of search and rescue activities to assist people in potential or actual distress.

Scope:

Mountain Empire Community College may be susceptible to a number of natural and technical hazards that may result in the damage or collapse of structures at the college. Search and rescue must be prepared to respond to emergencies and provide specialized assistance. Operational activities can include locating, extricating, and providing on site medical treatment to victims trapped in collapsed structures. Additionally, students, faculty or staff may be lost, missing, disoriented, traumatized, or injured in which case the agency must be prepared to respond to these incidents and implement appropriate tactics to assist those, in distress or imminent danger.

Policies:

- The EOP provides the guidance for notifying Wise County Emergency Management to activate Search and Rescue resources;
- Wise County Emergency Management has MOA/MOU's and Mutual Aid Agreements with local and state agencies to provide services to Mountain Empire Community College;
- All requests for Search and Rescue will be submitted to MECC's EOC, or the Wise County EOC, for coordination, validation, and/or action;
- Communications will be established and maintained with ESF #5 – Emergency Management and VEOC to report and receive assessments and status information;
- MECC will coordinate with local, state, and federal agencies when necessary;
- Personnel will stay up to date with procedures through training and education;
- 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 in an emergency, MECC will call upon the local fire and law enforcement departments to provide search & rescue services and will assist in the operation. Wise

ATTACHMENT E: ESF's

Emergency Support Function #9 - Search and Rescue

Primary Agencies

MECC Campus Police
MECC Buildings and Grounds
MECC CERT Team
Big Stone Gap Fire Department
Wise County Emergency Management
Wise County Sheriff's Department

Secondary/Support Agencies

Lonesome Pine Hospital
Virginia Department of Emergency Management (VDEM)
Virginia State Police

Purpose:

Provide for coordination and effective use of search and rescue activities to assist people in potential or actual distress.

Scope:

Mountain Empire Community College may be susceptible to a number of natural and technical hazards that may result in the damage or collapse of structures at the college. Search and rescue must be prepared to respond to emergencies and provide specialized assistance. Operational activities can include locating, extricating, and providing on site medical treatment to victims trapped in collapsed structures. Additionally, students, faculty or staff may be lost, missing, disoriented, traumatized, or injured in which case the agency must be prepared to respond to these incidents and implement appropriate tactics to assist those, in distress or imminent danger.

Policies:

- The EOP provides the guidance for notifying Wise County Emergency Management to activate Search and Rescue resources;
- Wise County Emergency Management has MOA/MOU's and Mutual Aid Agreements with local and state agencies to provide services to Mountain Empire Community College;
- All requests for Search and Rescue will be submitted to MECC's EOC, or the Wise County EOC, for coordination, validation, and/or action;
- Communications will be established and maintained with ESF #5 – Emergency Management and VECC to report and receive assessments and status information;
- MECC will coordinate with local, state, and federal agencies when necessary;
- Personnel will stay up to date with procedures through training and education;
- 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 in an emergency, MECC will call upon the local fire and law enforcement departments to provide search & rescue services and will assist in the operation. Wise

County Emergency Management is primary in providing search & rescue services and MECC's CERT Team will assist as needed.

Wise County Emergency Management has MOA/MOUs and Mutual Aid Agreements with various city, county and state agencies to provide assistance to MECC as necessary during an emergency.

Organization:

The Big Stone Gap Fire Department will, typically, be the primary agency in any SAR operation. EMS, law enforcement, and the HAZMAT Team will assist when required for structural evaluation of buildings and structures. Local Law Enforcement will be the primary agency in any ground searches. MECC will assist with any equipment, maps and other needs as necessary. In a secondary role local law enforcement will assist with perimeter security, communications, and assistance as required. The Fire Department and EMS as a secondary role will provide medical resources, equipment and expertise.

Actions

- MECC CERT Team develops and maintains plans and procedures to implement search and rescue operations in time of emergency;
- MECC Emergency Management Team will coordinate emergency medical treatment and pre-hospital care to the injured;
- The MECC Emergency Management Team will assist with the warning, evacuation and relocation of students, faculty and staff during a disaster;
- The designated representatives should report to the Emergency Operations Center (EOC). When necessary assign duties to all personnel;
- All participants will follow established procedures in responding to urban search and rescue incidents;
- The MECC Emergency Management Team will record disaster related expenses.

Responsibilities

- Work with Wise County Emergency Management resources to manage search and rescue task force deployment to, employment in, and redeployment from the affected area;
- Coordinate logistical support for search and rescue during field operations;
- Develop policies and procedures for effective use and coordination of search and rescue;
- Provide status reports on search and rescue operations throughout the affected area; and
- Request further assistance from the local jurisdiction and Virginia Department of Emergency Management for additional resources.

Emergency Support Function #10 - Oil and Hazardous Materials

Primary Agencies:

- Wise County Emergency Management
- Wise County HAZMAT Team
- Big Stone Gap Fire Department
- MECC Building and Grounds
- MECC Campus Police
- MECC Purchasing
- MECC Coordinator of Community Relations

Secondary/Support Agencies:

- Wise County Sheriff's Department
- Other fire and rescue departments in Wise and Lee Counties will provide support to the Big Stone Gap Fire Department as necessary, depending on their capabilities.
- Virginia Department of Emergency Management (VDEM)

Purpose:

To use available resources to address situations related to the release of oil and other hazardous materials on the MECC Campus or in areas immediately adjacent to the campus.

Scope:

The Big Stone Gap Fire Department and Department of Emergency Management will be contacted immediately and the Fire Chief will likely assume primary operational control of all hazardous materials incidents. The initial response will be handled by the Big Stone Gap Fire Department and the Wise County HAZMAT Team. Other state agencies may be called upon depending on the nature of the incident.

Mountain Empire Community College will work closely to identify other resources that have the capability to support a hazard material response.

Policies:

MECC's resources as well as its policies and procedures regarding hazardous material incidents will be reviewed and/or updated.

- The MECC will maintain MSDS (SDS) records and chemical lists on site as required;
- The MECC Emergency Management Team will notify the campus community of the need to evacuate or shelter in place;
- Wise County Emergency Management will provide MECC with access to mutual aid agreements that could be implemented, depending on the emergency; and
- Establish communications per ESF # 2 and ESF #15.

Concept of Operations

Organization:

The Big Stone Gap Fire Chief or designee will assume primary operational control of all hazardous materials incidents.

ATTACHMENT E: ESF's

Emergency Support Function #10 - Oil and Hazardous Materials

Primary Agencies:

- Wise County Emergency Management
- Wise County HAZMAT Team
- Big Stone Gap Fire Department
- MECC Building and Grounds
- MECC Campus Police
- MECC Purchasing
- MECC Coordinator of Community Relations

Secondary/Support Agencies:

- Wise County Sheriff's Department
- Other fire and rescue departments in Wise and Lee Counties will provide support to the Big Stone Gap Fire Department as necessary, depending on their capabilities.
- Virginia Department of Emergency Management (VDEM)

Purpose:

To use available resources to address situations related to the release of oil and other hazardous materials on the MECC Campus or in areas immediately adjacent to the campus.

Scope:

The Big Stone Gap Fire Department and Department of Emergency Management will be contacted immediately and the Fire Chief will likely assume primary operational control of all hazardous materials incidents. The initial response will be handled by the Big Stone Gap Fire Department and the Wise County HAZMAT Team. Other state agencies may be called upon depending on the nature of the incident.

Mountain Empire Community College will work closely to identify other resources that have the capability to support a hazard material response.

Policies:

MECC's resources as well as its policies and procedures regarding hazardous material incidents will be reviewed and/or updated.

- MECC will maintain MSDS (SDS) records and chemical lists on site as required;
- The MECC Emergency Management Team will notify the campus community of the need to evacuate or shelter in place;
- Wise County Emergency Management will provide MECC with access to mutual aid agreements that could be implemented, depending on the emergency; and
- Establish communications per ESF # 2 and ESF #15.

Concept of Operations

Organization:

The Big Stone Gap Fire Chief or designee will assume primary operational control of all hazardous materials incidents.

Wise County Emergency Management has MOA/MOUs and Mutual Aid Agreements with local, county and state agencies to provide assistance to MECC in a chemically related emergency or when chemicals may be involved in an emergency situation.

The Big Stone Gap Fire Chief may request Virginia Department of Emergency Management's (VDEM) Regional Hazardous Materials Officer and Hazardous Materials Response Team.

The fire chief will determine the need to evacuate or shelter in place.

MECC Campus Police will assist the Wise County Sheriff's Department in coordinating the evacuation of the area.

MECC's ESF# 2 and ESF# 15 will coordinate the dissemination of public information.

Actions/Responsibilities:

- MECC will review procedures for hazardous materials incident;
- MECC will maintain procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property;
- MECC will maintain MSDS (SDS) records and review with the Big Stone Gap Fire Department and Wise County Emergency Management as required;
- MECC will conduct training for personnel in hazardous materials response and mitigation;
- MECC will follow established procedures in responding to hazardous materials incidents;
- MECC's Emergency Management Team will record expenses

Emergency Support Function #12 - Energy

Primary Agencies:

- MECC Buildings and Grounds Department
- Wise County Emergency Management
- Old Dominion Power Company
- MECC Campus Police
- MECC IT
- MECC Emergency Management Team
- MECC Coordinator of Community Relations

Secondary/Support Agencies:

- Virginia Department of Emergency Management (VDEM)

Purpose:

- Ensure that Mountain Empire Community College has adequate fuel and equipment to sustain itself through an emergency.
- Estimate the impact of energy system outages on the campus
- Make decisions about closings based on:
 - a. Duration of the outage
 - b. If portions of the institution are affected or if the entire institution
 - c. Ability to be operational
 - d. Current weather conditions
- Help to prioritize facilities and infrastructure so that power may be restored or other energy supplies may be provided in such a way to enable campus life to be restored to full capacity as soon as possible.

Scope:

MECC will:

- Collect, evaluate, and share information on energy system damage.
- Estimate the impact of energy system outages on the campus.
- Provide information concerning the energy restoration process such as:
 - a. Projected schedules,
 - b. Percent completion of restoration,
 - c. Determine schedule for reopening facilities

The incident may impact MECC only or it may be part of a larger incident that impacts the locality or the region. In the latter cases, MECC will follow its plans, policies and procedures, and coordinate with Wise County Emergency Management to ensure that they are also following local and regional plans.

Policies:

- MECC will implement its Emergency Operations Plan in accordance with the Incident Response Guidelines in Attachment D and the MECC Continuity Plan if the college is closed for an extended period of time;
- MECC will contact the locality and utility providers;
- MECC will work with Old Dominion Power to set priorities for allocating commodities;

ATTACHMENT E: ESF's

Emergency Support Function #12 - Energy

Primary Agencies:

- MECC Buildings and Grounds Department
- Wise County Emergency Management
- Old Dominion Power Company
- MECC Campus Police
- MECC IT
- MECC Emergency Management Team
- MECC Coordinator of Community Relations

Secondary/Support Agencies:

- Virginia Department of Emergency Management (VDEM)

Purpose:

- Ensure that Mountain Empire Community College has adequate fuel and equipment to sustain itself through an emergency.
- Estimate the impact of energy system outages on the campus
- Make decisions about closings based on:
 - a. Duration of the outage
 - b. If portions of the institution are affected or if it the entire institution
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- Estimate the impact of energy system outages on the campus.
- Provide information concerning the energy restoration process such as:
 - a. Projected schedules,
 - b. Percent completion of restoration,
 - c. Determine schedule for reopening facilities

The incident may impact MECC only or it may be part of a larger incident that impacts the locality or the region. In the latter cases, MECC will follow its plans, policies and procedures, and coordinate with Wise County Emergency Management to ensure that they are also following local and regional plans.

Policies:

- MECC will implement its Emergency Operations Plan in accordance with the Incident Response Guidelines in Attachment D and the MECC Continuity Plan if the college is closed for an extended period of time;
- MECC will contact the locality and utility providers;
- MECC will work with Old Dominion Power to set priorities for allocating commodities;

- Personnel will stay up to date with procedures through education and training;
- Restoration of normal operations at critical facilities will be a priority;
- Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities;
- Make decisions on closing the School;
- MECC will manage independently, until it needs additional 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 a result of:

- Extreme weather conditions; disruptions to generation facilities.
- Other energy shortages (such as natural gas or other petroleum products) may result from:
 - a. Extreme weather
 - b. Strikes
 - c. International embargoes
 - d. Disruption of pipeline system
 - e. Terrorism

And can impact transportation and industrial uses:

- Sever key energy lifelines,
- Constrain supply in impacted areas, or in areas with supply links to impacted areas.
- Affect transportation, communications, and other lifelines needed for public health and safety.
- There may be widespread and prolonged electric power failures beyond the institution. Without electric power, communications could become interrupted. Long term impacts could affect the length of time that MECC is closed.

Organization:

Depending on the nature of the energy outage and the cause, Mountain Empire Community College may activate its EOC. MECC will coordinate its response with Wise County Emergency Management and Old Dominion Power who has MOA/MOUs and Mutual Aid Agreements with local, state resources or external resources to provide assistance as necessary.

MECC has established emergency plans and procedures and will implement them through the college's proprietary systems to:

- Provide for the health and safety of individuals affected by the event;
- Comply with local and state actions to conserve fuel, if needed;
- Coordinate with local government and utility providers to provide energy emergency information, education, and conservation guidance to the students, faculty and staff;
- Coordinate information with local, state, and federal officials and energy suppliers about available energy supply recovery assistance;
- MECC will send requests to the local or State EOC for fuel and power assistance, based on current policy
- MECC will coordinate with Wise County Emergency Management and Old Dominion Power if the power outage affects an area beyond the institution.

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. They will work closely with federal energy officials (ESF 12), other Commonwealth support agencies, and energy suppliers and distributors. MECC 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 campuses critical facilities;
- Monitor the status of all essential resources to anticipate shortages;
- Maintain liaison with Old Dominion Power;
- Implement local conservation measures;
- Keep the public informed;
- Implement procedures for determining need and for the distribution of aid;
- Allocate available resources to assure maintenance of essential services; and
- Document expenses.

Responsibilities:

MECC will:

- Review plans and procedures for providing lodging and care for displaced persons (See ESF # 6);
- Keep the public 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.

ATTACHMENT E: ESF's

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. They will work closely with federal energy officials (ESF 12), other Commonwealth support agencies, and energy suppliers and distributors. MECC 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 campuses critical facilities;
- Monitor the status of all essential resources to anticipate shortages;
- Maintain liaison with Old Dominion Power;
- Implement local conservation measures;
- Keep the public informed;
- Implement procedures for determining need and for the distribution of aid;
- Allocate available resources to assure maintenance of essential services; and
- Document expenses.

Responsibilities:

MECC will:

- Review plans and procedures for providing lodging and care for displaced persons (See ESF # 6);
- Keep the public 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.

Emergency Support Function #13 - Public Safety and Security

Primary Agencies:

- MECC Buildings and Grounds Department
- MECC Campus Police
- Local and state law enforcement
- MECC Emergency Management Team
- MECC IT

Secondary/support Agencies:

- Wise County Emergency Management
- MECC Coordinator of Community Relations

Propose:

The ESF# 13 annex will identify the particular Safety and Security functions and capabilities of MECC. Primary agencies responsible for on-site enforcement of campus safety and security are MECC Buildings and Grounds and MECC Campus Police. Local authorities, including Wise County Sheriff's Department and Virginia State Police shall assume jurisdiction when called to an on-campus emergency at MECC.

Several factors may require outside assistance to respond to the event:

- Local government may be called if the event exceeds the institutions capabilities or resources.
- Law or regulation may require involvement of state or federal agencies due to circumstances of the event (e.g. a terrorist event)
- If the campus is impacted by a larger event that affects the local or regional area.

Scope:

ESF #13 responds to an emergency at MECC using existing procedures.

The following are examples of the types of activities that make of the scope of the MECC ESF# 13

- Maintain law and order
- Coordinate public warning
- Provide security of campus facilities
- Control traffic under normal conditions
- Control traffic control for special events or disruptive incidents
- Provide security of unsafe areas or potential crime scenes
- Assist with evacuation of buildings or the entire campus.

Policies:

- MECC's plan will be coordinated with the local government's plan pursuant to Code of Virginia and the MECC EOP.
- MECC Campus Police will coordinate the response with other ESF's on campus based on the details of the events.
- Should a campus emergency event exceed MECC's capabilities, MECC will coordinate campus security efforts with Wise County Emergency Management who has MOA/MOUs and Mutual Aid agreements with local and state resources for services.
- The MECC plan and the incident command staff may become subordinate if other organizations are called upon.

Concept of Operations

General:

- Existing procedures in the form of department directives may provide the basis for a law enforcement response in times of emergency.
- During normal operating hours, the campus switchboard is the point of contact for the receipt of all warnings and notification of actual or impending emergencies or disasters.

Organization:

- Local law enforcement will utilize their normal communications networks during disasters.
- Designate areas that need to be evacuated.
- Provide traffic control and security
- Coordinate with local law enforcement if the event exceeds the local capability.

Actions/Responsibilities:

- Maintain intelligence capability to alert government agencies and the public to potential threats;
- 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;
- Document expenses;
- Coordinate backup support from other areas;
- Issue warnings and alerts;
- Maintain security of emergency site, evacuated areas, vital facilities and supplies;
- Provide traffic control;
- Provide evacuation and access control of threatened areas; and
- Assist the Health Department or Office of the Chief Medical Examiner with identification of the dead.

ATTACHMENT E: ESF'S

Concept of Operations

General:

- Existing procedures in the form of department directives may provide the basis for a law enforcement response in times of emergency.
- During normal operating hours, the campus switchboard is the point of contact for the receipt of all warnings and notification of actual or impending emergencies or disasters.

Organization:

- Local law enforcement will utilize their normal communications networks during disasters.
- Designate areas that need to be evacuated.
- Provide traffic control and security
- Coordinate with local law enforcement if the event exceeds the local capability.

Actions/Responsibilities:

- Maintain intelligence capability to alert government agencies and the public to potential threats;
- 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;
- Document expenses;
- Coordinate backup support from other areas;
- Issue warnings and alerts;
- Maintain security of emergency site, evacuated areas, vital facilities and supplies;
- Provide traffic control;
- Provide evacuation and access control of threatened areas; and
- Assist the Health Department or Office of the Chief Medical Examiner with identification of the dead.

ATTACHMENT E: ESF's

Form 1 - ESF #13 - Public Safety and Security
ENTRY PERMIT TO ENTER RESTRICTED AREAS

1. Reason for entry (if scientific research, specify objectives, location, length of time needed for study, methodology, qualifications, sponsoring party, NSF grant number and date on separate page), 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

ATTACHMENT E: ESF's

Form 2 - ESF #13 - Public Safety and Security
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.

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I have read and understand the above waiver of liability.

Emergency Support Function #14 – Long Term Recovery

Primary Agencies:

MECC Emergency Management Team
 MECC Essential Personnel
 Virginia Community College Systems (VCCS)

Secondary/Support Agencies:

Virginia Department of Emergency Management (VDEM)
 Virginia Department of Education
 State Council of Higher Education of Virginia (SCHEV)

Purpose:

To facilitate both the short-term and long-term recovery at MECC following a disaster. Mountain Empire Community College has a written Continuity Plan reviewed by the Commonwealth of Virginia that will assure completion of the School's mission during a lengthy emergency that adversely affects the School's operations. The recovery process includes an impact analysis of the incident and support for available programs and resources and to coordinate programs to assist in the comprehensive economic, social, and physical recovery and reconstruction of the campus impacted by the emergency.

Scope:

ESF# 14 is based on MECC's resources, capabilities, and Continuity Plan.

Policies:

- ESF #14 will begin the recovery process for any disaster with the implementation of short-term disaster relief programs by non-governmental organizations and federal and state programs authorized by a presidential declaration of major disaster.
- The initiatives of the Governor and the Economic Crisis Strike Force will be tailored for the needs of the impacted communities and will utilize new and existing programs.
- Long-term recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, when feasible.
- The MECC Continuity Plan describes the School's response to an emergency that impacts its ability to continue performing its mission and is implemented in accordance with procedures described in the plan;
- Federal agencies may be requested to continue to provide recovery assistance under independent authorities to the state and local governments; the private sector; and individuals, while coordinating activities and assessments of need for additional assistance.

Concept of Operations

General: Existing procedures or directives may provide the basis for short or long-term planning operations.

Organization:

- The Governor will determine the need for high-level oversight of the process of reconstruction and redevelopment of the impacted area.

- The Governor may activate the Economic Crisis Strike Force (ECSF), led by the Secretary of Commerce and Trade, to organize and direct redevelopment activities.
- The Governor and the Secretary of Commerce and Trade will determine the mission and scope of the Economic Crisis Strike Force based on the sectors of the community that need redevelopment or reconstruction – such as infrastructure, economic structure, human services or special accountability issues.
- The strategy for long-term recovery should encompass, but not be limited to, land use, public safety, housing, public services, transportation services, education.
- The ESF will establish the organization, plan the strategies, and oversee the efforts to accomplish the mission.

Actions/Responsibilities

- Partner with disaster recovery agencies to implement recovery programs;
- Coordinate MECC's participation in recovery operations with FEMA, SBA and other federal agencies co-located in the Joint Field Office or other command center;
- Develop a recovery strategy that addresses, but is not limited to, infrastructure (land-use, transportation, housing, public services), economic development, and human services (public health, medical care, behavioral health services)
- Advise on the recovery implications of response activities and coordinate the transition from response to recovery in field operations;
- Identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available;
- Avoid duplication of assistance, coordinate to the extent possible program application processes and planning requirements to streamline assistance, and identify and coordinate resolution of policy and program issues, and;
- Determine and identify responsibilities for recovery activities.

ATTACHMENT E: ESF's

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- The strategy for long-term recovery should encompass, but not be limited to, land use, public safety, housing, public services, transportation services, education.
- The ESF will establish the organization, plan the strategies, and oversee the efforts to accomplish the mission.

Actions/Responsibilities

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- Develop a recovery strategy that addresses, but is not limited to, infrastructure (land-use, transportation, housing, public services), economic development, and human services (public health, medical care, behavioral health services)
- Advise on the recovery implications of response activities and coordinate the transition from response to recovery in field operations;
- Identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available;
- Avoid duplication of assistance, coordinate to the extent possible program application processes and planning requirements to streamline assistance, and identify and coordinate resolution of policy and program issues, and;
- Determine and identify responsibilities for recovery activities.

ATTACHMENT E: ESF's

Emergency Support Function #15 – External Affairs

Primary Agencies:

MECC President
MECC Coordinator of Community Relations (Public Information Officer)
Vice President of Financial and Administrative Services (Emergency Director)
Wise County Emergency Management

Secondary/Support Agencies

Local Television/Radio Stations
Local Newspaper

Purpose:

Provide for efficient and coordinated continuous flow of timely information and instructions to the public using all available communications media prior to, during, and following an emergency or disaster.

Scope:

Provide emergency public information actions before, during, and following any emergency. Potential public information response could involve personnel from all jurisdictions, organizations, agencies, and institutions within the affected area.

Concept of Operations

General:

MECC is responsible for providing the affected community with information on impending or existing emergencies, to include immediate protective actions they should take such as sheltering or evacuation. A Joint Information Center (JIC) may be activated, if the situation warrants. The JIC will likely be at an off-site location under the jurisdiction of Wise County Emergency Management. MECC agencies involved will staff telephones and coordinate media activities under the supervision of the Coordinator of Community Relations (PIO).

All agencies and organizations are responsible for providing the PIO with appropriate timely information about the incident and actions needed to save lives and protect property.

Organization:

The Coordinator of Community Relations shall serve as MECC's Public Information Officer (PIO) and serves as the primary campus ESF #15 coordinator. Other campus officials will serve as part of the EOC and shall assist with the communications from the Coordinator of Community Relations.

Responsibilities/Actions:

- Develop and conduct public information programs for campus/citizen awareness of potential disasters, as well as personal protection measures for each hazards present;
- Prepare advance copies of emergency information packages for release through the news media during actual emergencies;
- Brief local news media personnel, campus officials, local, state, and federal agencies on External Affairs policies, plans, and procedures;
- Maintain current lists of radio stations, television stations, cable companies, websites, and newspapers to be utilized for public information releases;

ATTACHMENT E: ESF's

- Maintain support agreements and liaison arrangements with other agencies and the news media, if needed;
- Maintain arrangements to provide a briefing room for the media in the vicinity of the EOC or at the location of the disaster;
- Coordinate with VDEM PIO, Governor's Press Secretary and the Secretary of Public Safety to prepare initial press releases;
- Assist with the preparation/transmission of EAS messages, if needed;
- Disseminate news releases and daily Situation Reports from the State EOC via the agency's website;
- Disseminate information to elected officials through the legislative liaison function;
- Establish, with assistance from VDEM and other agencies, the Virginia Public Inquiry Center for the general public to call for information;
- Monitor the media to insure accuracy of information and correct inaccurate as quickly as possible;
- Plan and organize news conferences with the Governor's staff, if necessary;
- Provide information to the public about available campus disaster relief assistance and mitigation programs;
- Coordinate efforts to provide information to public officials, and;
- Facilitate communications between the public and other agency officials to ensure that affected people have access and knowledge about benefits for which they may be eligible.

ATTACHMENT E: ESF's

- Maintain support agreements and liaison arrangements with other agencies and the news media, if needed;
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- Plan and organize news conferences with the Governor's staff, if necessary;
- Provide information to the public about available campus disaster relief assistance and mitigation programs;
- Coordinate efforts to provide information to public officials, and;
- Facilitate communications between the public and other agency officials to ensure that affected people have access and knowledge about benefits for which they may be eligible.

Emergency Support Function #17 – Donations and Volunteer Management

Primary Agencies:

- MECC President
- MECC Emergency Management Team
- MECC Vice President of Institutional Advancement
- MECC Coordinator of Community Relations

Secondary/Support Agencies

- Virginia Voluntary Organizations Active in Disasters (VVOAD)
- MECC Student Services and Student Outreach and Support staff
- MECC Buildings & Grounds staff
- MECC Campus Police
- MECC CERT Team

Purpose:

ESF # 17 describes the coordination of the efficient and effective delivery of donated goods and volunteer services to support disaster relief efforts on the MECC Campus and coordinates donated resources and volunteer services so that capabilities will be integrated with other local, state and federal agencies to meet disaster needs on campus.

Scope:

Donations and volunteer services in this section refer to two major activities:

- Facilitate the delivery of donated goods to the campus areas of need.
- Work with the MECC Buildings & Grounds staff to facilitate offers and delivery of volunteer services to the MECC campus.
- Facilitate and account for any financial contributions to MECC to support MECC response to an emergency.

Policies:

MECC officials, in conjunction and coordination with VVOAD, have the primary responsibility for the management, organization, and distribution of unsolicited donated goods and unaffiliated volunteer services.

The donation management process must be organized and coordinated in such a way to ensure that the affected institution is able to take full advantage of the appropriate types and amounts of the donated materials in a manner that precludes interference with or hampering of other emergency operations.

The Coordinating officials will also:

- Coordinate with Wise County Emergency Management and Virginia Department of Emergency Management (VDEM), other local agencies and state agencies to ensure goods and resources are used effectively;
- Looks principally to those organizations with established volunteer and donation management structures;
- Encourages cash donations, as the best assistance for helping affected stakeholders;
- Communicates with the public, the emergency management community, local and state officials and agencies, and elected officials of MECC's donations and volunteer strategies;

- Ensures that volunteers are provided direction and control of campus activities with which they may become involved;
- Encourages the use of existing nongovernmental organizational volunteer and donations resources before seeking governmental assistance.

Concept of Operations

During and following a major disaster, requirements for goods and services may exceed MECC capability and resources. Should this occur, the MECC Emergency Management Team may seek additional resources from the local community, local emergency management officials, volunteer agencies and state officials as needed. Volunteer and Donations Management operations may include, but not limited to the following:

- Volunteer and/or Donations Coordinator
- Phone Bank/Contact Center
- Effective liaison with other emergency support functions, local, state, and federal officials.
- Facility Management
- Organization and Distribution of goods, services, and resources
- Pre-selecting and identifying locations for storage and distribution
- Perform Record Keeping, to include monetary financial tracking and procurement, if need be

Donated Goods Management Function:

- Officials, in conjunction with VVOAD, are responsible for developing donation management plans and managing the flow of donated goods during the emergency time-frame.
- Communicate what is needed in the disaster area – cash, goods, and/or services
- Know how to transport donations to drop-off site, to storage, to distribution area

Volunteer Management Function:

- Management of unaffiliated volunteers requires a cooperative effort between institution officials, local, and voluntary, community, and campus based organizations
- Campus officials, in conjunction with VVOAD, are responsible for developing plans that address the management, organization, and staffing of unaffiliated volunteers during the emergency.
- Organize and maintain a database to track volunteer's names, address, contact information, hours worked, and specialty
- Ensure that agencies and organizations accept and manage their own staff/volunteers
- Provide equal access for volunteers to affect community and other agencies
- Identify individuals with specific talents, skills, or training such as doctors, nurses, communication specialist, and utilize them accordingly

Organization:

Officials will identify several sites and facilities that will be used to receive, process, and distribute unsolicited donated goods. Necessary staff, equipment, communications, resources, and security will be provided by the institution and by other volunteer organizations as needed.

Officials will coordinate the disaster relief actions of quasi-public and volunteer relief organizations. This is necessary to insure maximum effectiveness of relief operations and to avoid duplication of effort and services. The American Red Cross should coordinate operations for providing food, clothing, and shelter to the affect victims.

ATTACHMENT E: ESF's

- Ensures that volunteers are provided direction and control of campus activities with which they may become involved;
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Standard operating procedures will be developed to address the screening, processing, training, and assignments of volunteers who arrive following the disaster or emergency. The service to which personnel are assigned will determine the necessary training. Individuals already possessing a specialized skill or trait should be assigned duties that allow for the maximum benefit of their skills and/or traits. Each individual volunteer will be registered, and a log will be maintained of hours worked. Accurate record keeping is an essential function that must be completed on an hourly or daily basis, depending on degree of involvement.

Responsibilities

- Identify potential sites and facilities such as warehouses, gymnasiums, student unions, etc. to manage donated goods and services being channeled into the disaster area;
- Identify the necessary support requirements to ensure the prompt establishment and operations of facilities and sites;
- Assign the tasks of coordinating auxiliary manpower and material resources;
- Develop procedures for recruiting, registering and utilizing manpower and materials;
- Develop a critical resource list and procedures for acquisition in time of crisis;
- Identify a list of special materials needed, such as medical supplies for special needs population, formula for infants, insulin, and so forth;
- Develop procedures for the management, organization, storage, and distribution of donated goods and items;
- Assist with emergency operations, if requested;
- Assign volunteers to tasks that best utilize their skills and experience;
- Develop and maintain a data-base to track individual volunteers and financial contributions, as well as developing and maintaining a database of received goods;
- Develop and staff a "Donations Hot-Line" for individuals with questions concerning donations and volunteering, and;
- Compile and submit records for all disaster-related events.

Form 1 - ESF #17 - Volunteer and Donations Management Annex
Volunteer Registration Form

Name: _____

Address: _____

Contact Number(s): _____

Email: _____

Organization, if applicable: _____

Skills or Specialized service: _____

Estimated length of service: _____

Special equipment needed to perform service: _____

Languages Known:

Verbal Y/N _____

Written Y/N _____

Read Y/N _____

Emergency Contact Name/Number: _____

Assigned Location: _____

Mountain Empire Community College
Advisory Board
Finance and Facilities Committee
July 14, 2015

Action Item 3: Approval of SIM Lab Renovation

Background:

VCCS Policy Manual §10.0.0.4 requires capital project and renovation items being presented to the State Board for approval shall have the recommendation of approval by the College Board prior to approval.

The College has a need to construct a simulation (SIM) laboratory for use by students enrolled in health sciences programs including RN and LPN Nursing, Respiratory Therapy and other programs. Currently RN students enrolled in the Virginia Appalachian Tri-college Nursing Program must travel to Virginia Highlands Community College (VHCC) in Abingdon, VA to experience training in the simulation environment. Students actively participate in higher level procedures in the SIM lab than they experience in a clinical setting. Other programs are not permitted to use the SIM lab at VHCC.

The MECC Institutional Advancement Office has identified more than \$768,000 from grants and other sources to renovate and equip a SIM lab on the MECC campus. Funds include \$122,884 from the Tobacco Indemnification and Community Revitalization Commission to fund the estimated cost of renovations. The expected budget for the renovation is \$122,909 including design, construction and contingency.

Recommendation:

It is recommended that the Board approve the renovation of space of Robb Hall to accommodate a simulation laboratory for health sciences programs.

Resource Persons:

Dr. Scott Hamilton
President
(276) 523-7469

Ms. Donna Shelton
Vice President of Financial and
Administrative Services
(276) 523-7478

**VIRGINIA COMMUNITY COLLEGE SYSTEM
PROJECT INITIATION AND REQUEST FOR DESIGN SERVICES**

Project Initiation

Date: July 8, 2015

College: Mountain Empire

Campus: Big Stone Gap

Building: Robb Hall

Title: SIM Lab Renovation

VCCS Project Number: Click here to enter text.

(To be assigned by VCCS or BCOM)

Proposed Project Scope (including approx. sq. ft. or size):

Renovation of approximately 1766 sq. ft. to include rooms 205, 206, 207, 208 and 209. Project includes removal of wall between 207 and 208, addition of a "glass wall" control room in corner of room 207, addition of walls in 209 to create a debriefing area, new floor covering in all rooms, new ceiling and lighting in all rooms, relocated plumbing, upgrades in electrical and data, upgrade in HVAC distribution, new doors, new counter and cabinets, furring select walls, painting and other minor modifications to space.

Project Budget (please add dollar amounts)

Construction	\$95,450.00
Architect/ Engineer Fee	\$17,914.00
Project Inspection	\$
Moveable Equipment & Furnishings	\$Included in other budgets
Other Cost (Itemized on Page 2)	\$
Construction Contingency	\$9,545.00
Total Project Budget	\$122,909.00

Fund Source: Grant Type (If Aux or Grant please describe): Tobacco Commission grant awarded to the MECC Foundation; expenses will be incurred by the college and reimbursed by the Foundation as grant funds are received.

Contact Person: Jim Vicars

Phone: 276-523-2400, x 608

Email: jvicars@mecc.edu

Request for Design Services or Use of AE Term Contract

Yes: No:

If yes, attach an AE Fee Proposal and or related documents. For AE Term Contract services please certify availability of college funds below.

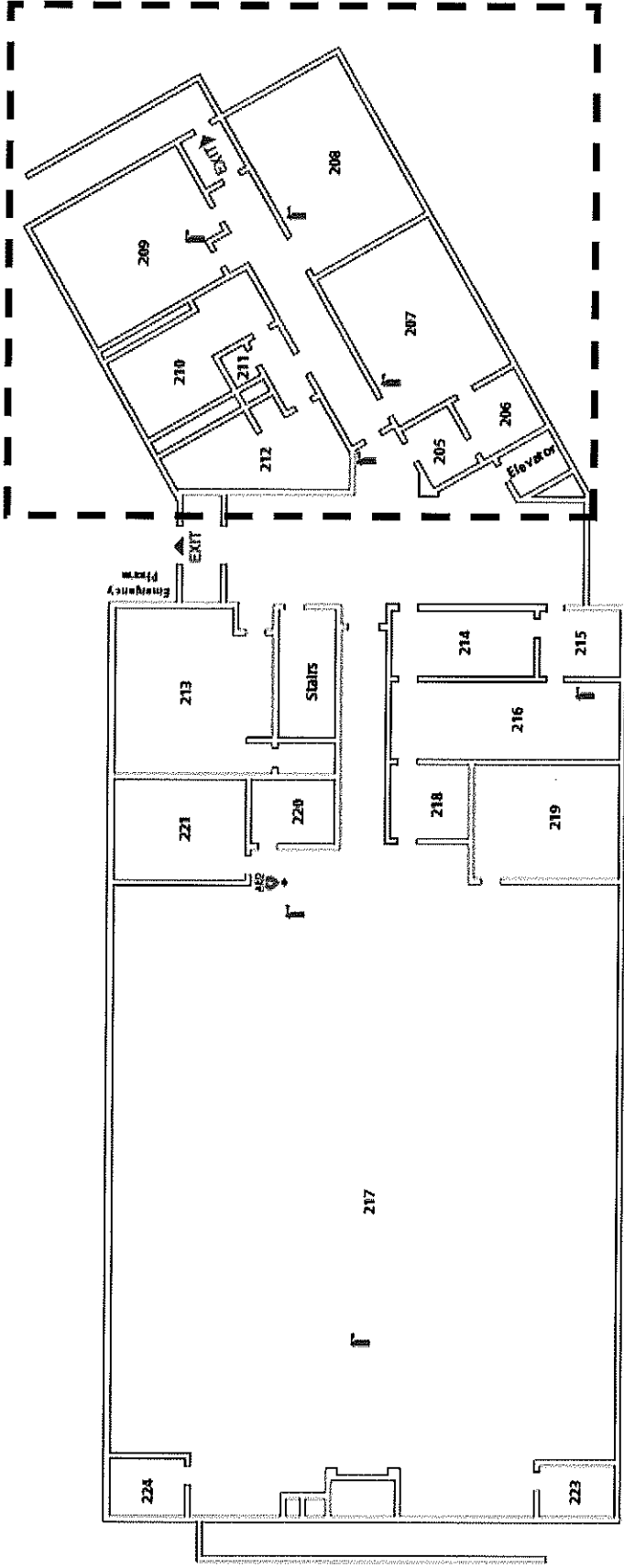
The College certifies that funds are available from sources at the college and the College agrees to pay the full cost of these services.

Donna Shelton
(Signature on behalf of the College)

7/8/2015
(Date)

By: Donna Shelton

Title: Vice President, Financial and Admin. Services



Front of Building

Proposed Renovation in Robb Hall For Nursing Simulation Lab



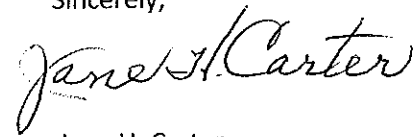
Project Summary: Renovation will involve rooms 205, 206, 207, 208 and 209. Project will include removal of wall between 207 and 208, addition of a “glass wall” control room in corner of room 207, addition of walls in 209 to create a debriefing area, new floor covering in all rooms, new ceiling and lighting in all rooms, relocated plumbing, upgrades in electrical and data, upgrade in HVAC distribution, new doors, new counter and cabinets, furring select walls, painting and other minor modifications to space. Rooms 210 and 212 are restrooms and 211 is janitor closet, only new paint planned for these rooms. Corridor floor in terrazzo with no change anticipated. Portion of Second Floor Robb Hall to be renovated = - - -

Mr. Rex McCarty
Chairman
Mountain Empire Community College Local Board

Dear Mr. McCarty,

As of today July 17, 2015, I am resigning from the MECC Local Board as my husband and I will be moving to Kingsport, Tennessee. I have enjoyed my tenure on the Board and know that MECC will always have much to offer the citizens of Southwest Virginia.

Sincerely,

A handwritten signature in cursive script that reads "Jane H. Carter". The signature is written in black ink and is positioned above the printed name.

Jane H. Carter



LATEST NEWS & ANNOUNCEMENTS

MECC Offers 24/7 Financial Aid Assistance

July 17, 2015

Beginning July 1, MECC students will have access to financial...

[Read more → \[http://www.mecc.edu/2015/07/mecc-offers-247-financial-aid-assistance/\]](http://www.mecc.edu/2015/07/mecc-offers-247-financial-aid-assistance/)

MECC to Offer Course in Life and Teachings of Jesus

July 6, 2015

Big Stone Gap – Mountain Empire Community College will offer...

[Read more → \[http://www.mecc.edu/2015/07/mecc-to-offer-course-in-life-and-teachings-of-jesus/\]](http://www.mecc.edu/2015/07/mecc-to-offer-course-in-life-and-teachings-of-jesus/)

CALENDAR OF EVENTS

<u><<</u>	Jul 2015						<u>>></u>
M	T	W	T	F	S	S	
29	30	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
<u>27</u>	28	29	30	<u>31</u>	1	2	

UPCOMING EVENTS

DATE/TIME	EVENT
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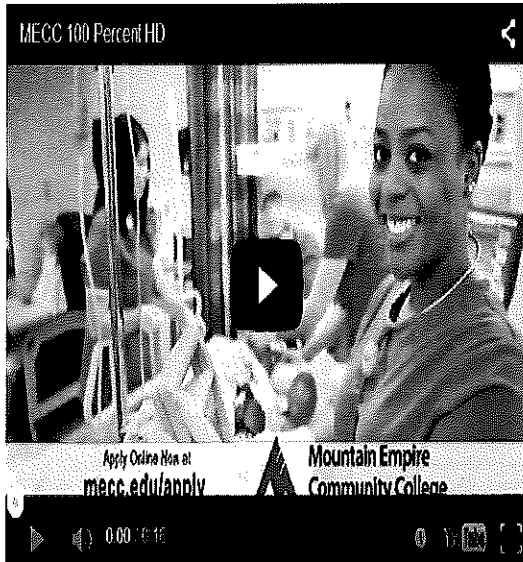
DATE/TIME	EVENT
07/27/2015 - 07/31/2015 8:00 am - 4:00 pm	<u>Mountain</u> <u>Music</u> <u>School</u> Goodloe Center, Big Stone Gap VA
07/31/2015 8:00 am - 3:00 pm	<u>MECC-</u> <u>Wellmont</u> <u>Health</u> <u>System Golf</u> <u>Classic</u> Cedar Hill Country Club, Jonesville VA
08/06/2015 9:00 am - 4:00 pm	<u>Selling to</u> <u>the Defense</u> <u>Logistics</u> <u>Agency</u> Goodloe Center — Phillips Taylor Hall, Big Stone Gap VA
08/17/2015 - 08/18/2015 9:00 am - 4:30 pm	<u>Faculty/Staff</u> <u>In - Service</u> Goodloe Center — Phillips Taylor Hall, Big Stone Gap VA
08/24/2015 - 08/26/2015 8:00 am - 3:00 pm	<u>New</u> <u>Student</u> <u>Seminar --</u> <u>MECC</u> <u>Welcome</u> <u>Week</u>

DATE/TIME

EVENT

Goodloe
Center —
Phillips Taylor
Hall, Big Stone
Gap VA

See Full List Of Events »



 **APPLY**

 **PROGRAMS OF STUDY**

 **PAY FOR TUITION**

 **MECC ONLINE**

 **CATALOG & HANDBOOK**

 **SCHEDULE**

 **LIBRARY**

 **BOOKSTORE**

 ALUMNI & FRIENDS

 TEXT ALERTS

 FACULTY/STAFF

TWITTER FEED



[MECC @MECCVa](#) [15 Jun](#)

MECC welcomes students participating in the 2015 Governor's School to our campus today. More than 130 students...

fb.me/49yeY7v7Q

Expand



Mountain Empire Community College

STEP 1: APPLY FOR ADMISSION

You are here: Home / Step 1: Apply for Admission

To apply to attend MECC, you must complete the Virginia Community College System (VCCS) online application [<https://apply.vccs.edu/oa/launch.action>].

After completing and submitting your application, you are officially admitted to MECC and will receive a student ID number and username on your confirmation page. **Print this page or write down this information for your records.**

See FAQs below for instructions on how to fill out the online application.

After submitting your application, go to STEP 2 [<http://www.mecc.edu/step2/>] if you plan to complete a degree or certificate; otherwise, go to STEP 4 [<http://www.mecc.edu/step4/>] if you will be taking credit classes without pursuing a program of study.

For noncredit class enrollment, see Workforce Solutions. [<http://www.mecc.edu/workforce/>]

MORE INFORMATION:

High School Students

[<http://www.mecc.edu/high-school-students/>]

Veterans, Active Duty, & Dependents

[<http://www.mecc.edu/veterans/>]

International Students

[<http://www.mecc.edu/international-students/>]

Senior Citizens

[<http://www.mecc.edu/senior-citizens/>]

Foster Care Youth

[<http://www.mecc.edu/great-expectations/>]

Home School Students

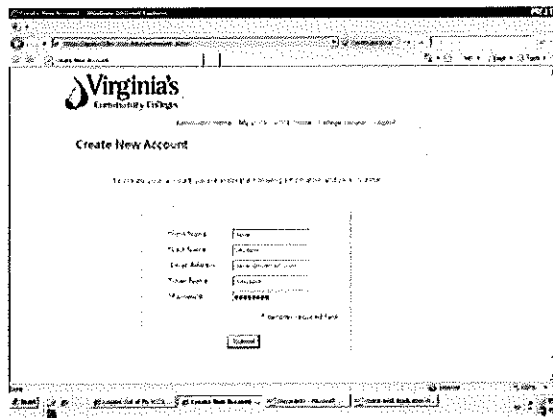
[<http://www.mecc.edu/home-school-students/>]

FREQUENTLY ASKED QUESTIONS

How do I create my temporary online web application login?

- Go to the VCCS Online Application for Admission [<https://apply.vccs.edu/>].
- Click **New Users**, complete the information requested and click **submit**.
- If you are returning to the Application for Admission after having saved it (but not made your final submission to the college) – Click on **Returning Users** and enter your temporary login ID and password. Click **Review** to return to your application in progress.
- Once you have submitted your final application for admission, you will not be able to make any changes. If corrections are necessary on the information you provided, you must contact the Enrollment Services Office [<mailto:jhill@mecc.edu>] at 276.523.7474.

Note: *If you receive an error using the online application, please update your browser or use Internet Explorer.*



How do I fill out the application?

1. Collect all applicable documents, including social security card, military papers, and driver's license before beginning.
2. Providing your social security number is highly recommended. If not given, access to many college services, including financial aid, will be limited. The social security number is required when applying for financial aid.
3. Carefully read each question. Click "?" for the directions for filling in text boxes.
4. Complete each section.
5. Use the left side-bar menu to view the status of each step. A green highlighted number indicates you completed that section.

6. Clicking the **Save & Continue** button will save the information in the section.
7. You will not be able to save a section that contains errors. Correct all errors before attempting to move to a new section.

Step 1: Personal Information

The screenshot shows the 'Step 1: Personal Information' section of the application. It features a sidebar with navigation icons for 'Personal Information', 'Address', 'What is your career?', and 'Personal Information'. The main form area contains the following sections:

- Name:** Fields for First, Last, Middle Initial, and Suffix.
- Social Security Number:** Fields for the nine digits of the SSN, with a 'Show/Hide' toggle.
- Save & Continue:** A button at the bottom right of the form.

a. Name

Enter your current, **complete** legal name. Use the same format for your name when applying to multiple colleges.

b. Former Name

Enter name you used in the past.

The screenshot shows the continuation of the 'Step 1: Personal Information' section. It includes the following sections:

- What career do you plan to attend?** A dropdown menu with options: Associate, Bachelor, Certificate, Master's, and Doctorate.
- What level do you plan to begin classes?** A dropdown menu with options: Freshman, Sophomore, Junior, and Senior.
- Have you previously attended, applied for admission to, or been employed by any Virginia community college?** A dropdown menu with options: Yes, No, and Other.
- Save & Continue:** A button at the bottom right of the form.

c. Career

Select the **CREDIT** career when planning to enroll in classes for which you will receive college

credit. Select the **CNED** career
I attempted to complete my
(Continuing Education/Workforce
admissions application online, but
Development) when planning to
received an error message. What do
enroll in classes identified as
I do?

Noncredit or Continuing

Education/Workforce

If you receive an error message, it
Development for which you will be
is likely you have
earning continuing education units
previously applied at MECC or
or no college credit.
another VCCS college. Please
d. Term

contact the MECC Admissions
Select the term that you would like
Office [mailto:jhill@mecc.edu] at
to enroll in classes.

Step 2: Address Information

The screenshot shows a web browser window displaying the MECC Admissions application form. The page title is "Step 2: Address Information". On the left side, there is a vertical navigation menu with numbered steps: 1. Home, 2. Address Information (highlighted), 3. Academic Information, 4. Financial Information, and 5. Review and Submit. The main content area contains three sections, each with a question mark icon in the top right corner:

- Mailing Address:** Includes fields for Street, Apartment, City, State, ZIP, and Country.
- Current Residence:** Includes a dropdown menu for "Current Residence" and a "Select" button.
- Have you lived in Virginia for the last twelve months?:** Includes radio buttons for "Yes" and "No".

At the bottom of the form, there is a section for "Email Address" with a "Select" button.

a. Mailing Address

Enter the street number and name
on the first line. Enter an
apartment number on the second
line. Do not add both street
address and P.O. Box
information.

The screenshot shows a web browser window displaying the MECC Admissions application form. The page title is "Step 2: Address Information". On the left side, there is a vertical navigation menu with numbered steps: 1. Home, 2. Address Information (highlighted), 3. Academic Information, 4. Financial Information, and 5. Review and Submit. The main content area contains four sections, each with a question mark icon in the top right corner:

- Have you lived in Virginia for the last twelve months?:** Includes radio buttons for "Yes" and "No".
- Email Address:** Includes a "Select" button.
- Emergency Contact Information:** Includes fields for First Name, Last Name, Relationship, and Phone.
- Employer:** Includes a "Select" button.

Emergency Contact Information

First Name:

Last Name:

Relationship:

Phone:

Employee

Emp. Name:

Business Phone Number

Number:

Next > Continue >>

Step 3: Additional Personal Information

Step 3: Additional Personal Information

Ethnicity

Ethnicity:

Gender

Gender: Male Female Not Specified

Citizenship Status

Citizenship Status:

Primary Language

Primary Language: English Other

- a. Ethnicity:
Select an ethnic group from the drop down.
- b. Gender
Select your gender (Male, Female).
- c. Citizenship
Select a U.S. Citizenship status.

Citizenship Status

Citizenship Status:

Primary Language

Primary Language: English Other

Military Status

Military Status:

Next > Continue >>

Step 4: Educational History

The screenshot shows a web-based form titled "Step 4 Educational History". On the left, there is a vertical navigation menu with icons for "Personal Information", "Education", "Employment", "Military Service", "Citizenship", and "Other Information". The main content area is divided into three sections:

- High School Information:** Contains a "Select High School" dropdown menu, a "My high school does not appear in the list above" checkbox, and a "Select" button.
- High School Details:** Contains a "Graduation Date" field, a "Diploma Type" dropdown menu, and a "Submit" button.
- College/University Information:** Partially visible at the bottom of the form.

High School Information

- a. Click on **Edit High School**.
- b. Select the appropriate high school level. If you attended or are attending a high school in the U.S. – Click **Select** to enter school name or search for your high school by name or state. If your high school is not listed, check the box that indicates “My high school does not appear in the list above.”
- c. Enter your graduation date or anticipated graduation date (MM/YYYY) even if your high school did not appear in the list. If you do not know the diploma type you earned, select **Standard**.
- d. If you are a home schooled student – You will select either Virginia or Out-of-State and enter your graduation date or anticipated graduation date.
- e. If you earned a GED – You will select either Virginia or

Out-of-State and enter the date you received your GED – Award Date with Month and Year.

- f. If you attended a high school outside of the U.S. – Select **Foreign High School** and enter your graduation date or anticipated graduation date.

The screenshot shows a web browser window displaying a form titled "High School Search". The form has several sections: "High School Search" with a "Search" button, "College/University Information" with an "Add a College" button, and "Family Educational Background" with a "Save & Continue" button. The form is designed for users to input their educational history.

Note: Department of Defense Dependents Schools (DoDDS) outside the U.S. are considered foreign high schools for purposes of this application.

Add a College

If you attended any college – Click **Add a College** to enter college data. A search box will be provided for you to find your college by state and name. Click **Add a College** and review the information. You can edit or delete your entry. You may add up to 5 colleges attended by clicking **Add a College**.

If you attended a college in a foreign country. Click on the Search Box and check the box for "I attended college outside the

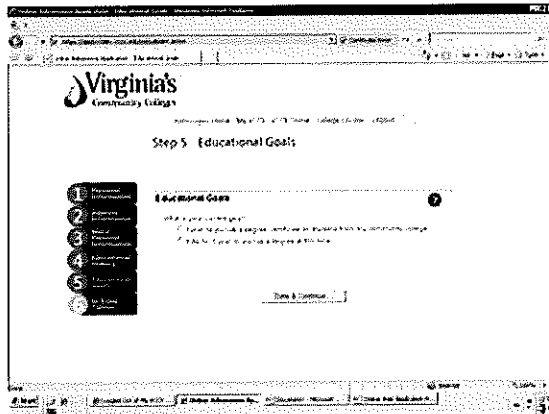
U.S.” Enter your attendance dates and degrees earned.

If you did not attend any college – Skip to Family Educational Background.

Family Educational Background

You must select an option from the drop down box. This information is collected for statistical purposes only and has no bearing on your admission process.

Step 5: Educational Goals



a. What is your current goal?

If you want to pursue a degree, certificate or diploma – Select a plan from the drop down box. If you are currently in high school or home school, you may not select a plan to pursue a degree at this time. Select the option “I do not plan to pursue a degree at this time”.

If you do not intend to pursue a degree, certificate or diploma – Select a reason for taking classes. If you are currently in high school or home school, you must select

one of these options for dual enrollment: 041, 042, 043 or 04A.

b. Types of Degrees and Certificates

See the College Catalog or contact a Counselor for details.

AA = Associate in Arts Degree;
AAA = Associate in Applied Arts Degree;
AAS = Associate in Applied Science Degree; AS = Associate in Science Degree;
CERT = Certificate; CSC = Career Studies Certificate

Step 6: In-State Tuition



Admission Home | CCS Web Site | CCS Online | Help | Logout

Step 6 - In-State Tuition



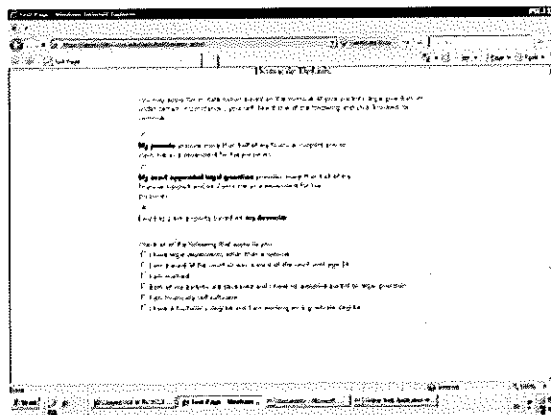
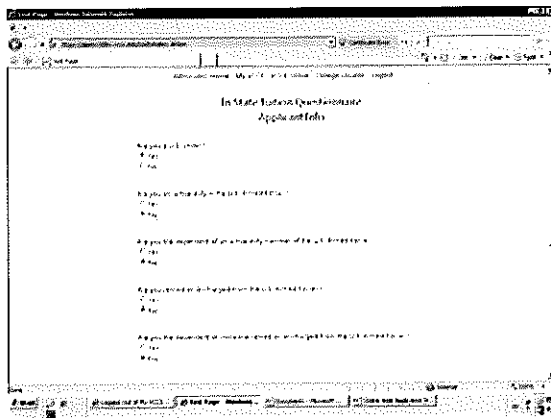
All Virginia residents and non-residents must complete the In-State Tuition Questionnaire

Apply
Complete the In-State Tuition Questionnaire

Apply

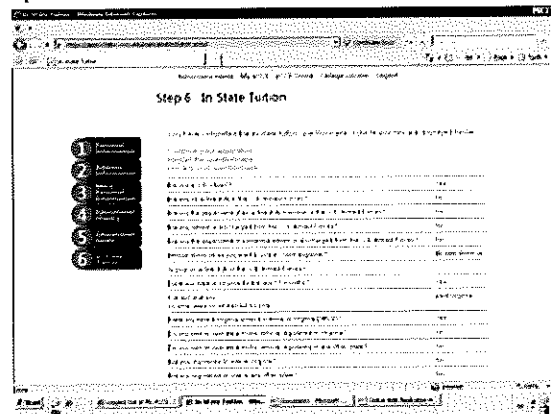
This takes you to the domicile questionnaire which will determine if you qualify for in-state or out-of-state tuition. All Virginia residents and non-residents must complete the In-State Tuition Questionnaire.

- a. In-State Tuition Questionnaire (sample) – Answer all questions that are presented to you.



b. When you complete the questionnaire, you will receive a summary of the questions and the answers you provided.

c. Confirm your answers and then select one of the following options: Continue your application, restart the questionnaire or discard your questionnaire.



d. Select **Continue Your Application** to proceed to the final submission process.



e. Select **Submit Application** – This submission process will take a few minutes. Do not click Submit Application more than once. When the process is complete, you will receive confirmation that your application has been submitted successfully with the college and term information. Click **Continue** on each page for the following information:

- Your Official Student Information SIS ID
- Your Username and Password
- Your Tuition Information – In-State or Out-of-State Classification
- Special Notices – Additional documentation or information that may be required to complete your admission process.
- Academic Information – Your assigned plan of study.

- Application Summary – Print the application summary page so you have a record of all information associated with your application process.



[Sort A-Z](#)

[Sort by Category](#)

[Sort by Area of Interest](#)

- Associate of Applied Science
- Associate of Arts and Sciences
- Career Studies
- Certificates

Programs of Study

- ASSOCIATE OF APPLIED SCIENCE
- ASSOCIATE OF ARTS AND SCIENCES
- CAREER STUDIES
- CERTIFICATES

[Allied Health \(Non-Clinical\)](#) | [Arts & Music](#) | [Business](#) | [Construction](#) | [Education](#) | [Engineering](#) | [Environmental](#) | [Health Sciences \(Clinical\)](#) | [Manufacturing](#) | [Public Safety](#) | [Technology](#) | [Transfer](#) |

Allied Health (Non-Clinical)

- Administrative Support
 - Technology – Medical Office Specialist
 - Clinical Research Coordinator
 - Funeral Services
 - Funeral Services Assistant
 - Medical Office Coding and Procedures
 - Medical Records Technician
 - Medical Transcriptionist
 - Pharmacy Aide
-

Arts & Music

Old Time Music



Business

Administrative Support



Technology

Business Administration



Clerical Assistant



Help Desk Support



Legal Office Assisting



Legal Office Assisting (Career
Studies)



Management



Paralegal Studies



Real Estate



Small Business Management



Construction

3-D Design



Air Conditioning and
Refrigeration



Air Conditioning and
Refrigeration (Certificate)



Building Construction –
Electrical



Construction/Weatherization



Electricity



Energy Technology



Energy Technology – HVAC
Emphasis



Education

Child Development



- Child Development – Infant & Toddler Option
- Child Development – Pre-School Option
- Pre-Teacher

Engineering

- 3-D Design
- Computer-Aided Drafting and Design Technology
- Geographical Information Systems

Environmental

- Environmental Science
- Forest Science
- Forestry
- Wastewater Plant Operator
- Water Plant Operator
- Water/Wastewater Specialization

Health Sciences (Clinical)

- Computed Tomography
- Emergency Medical Services Technology
- Emergency Medical Technician
- Emergency Medical Technician Intermediate
- Emergency Medical Technician Paramedic
- Medical Laboratory Technology
- Nursing – LPN

- Nursing Assistant
- Nursing Track 1: Two Year Plan
- Nursing Track 2: Part-Time Evening Weekend
- Nursing Track 3: LPN to RN Bridge Program
- Nursing Track 4: Part-Time LPN to RN Bridge Program
- Occupational Therapy Assistant
- Phlebotomy
- Physical Therapy Assistant
- Radiography
- Radiography Technology
- Respiratory Therapy

Manufacturing

- 3-D Design
- Air Conditioning and Refrigeration
- Air Conditioning and Refrigeration (Certificate)
- Chemical Process Operator
- Computerized Manufacturing Technology
- Computerized Manufacturing Technology —
- Electromechanical Technology Specialization
- Computerized Manufacturing Technology — Industrial Electronics Specialization
- Electricity
- Energy Technology

- Energy Technology – HVAC
 - Emphasis
 - Industrial Maintenance
 - Machinery Maintenance
 - Welding
 - Welding (Certificate)
 - Welding Operator
-

Public Safety

- Administration of Justice
 - Corrections Option
 - Administration of Justice Law
 - Enforcement Option
 - Correctional Services
 - Corrections Management and
 - Supervision
 - Law Enforcement Management
 - and Supervision
 - Police Science
-

Technology

- Computer Networking
 - Technology
 - Computer Software Specialist
 - Computer Software Specialist
 - General Studies – Software
 - Engineering Specialization
 - Information Technology
 - Readiness
 - Software Development I
 - Software Development II
-

Transfer

- Business Administration

- Cardiopulmonary Science** ●
- Dental Hygiene** ●
- General Education** ●
- General Studies** ●
- General Studies – Software** ●
- Engineering Specialization**
- Pre-Pharmacy** ●
- Pre-Teacher** ●
- Science** ●
- Science – Engineering** ●



**Mountain Empire
Community College**

STEP 4: REGISTER AND PAY FOR CLASSES

Register

Register for classes online through MECC Online [<https://me.my.vccs.edu/jsp/home.jsp>]. This system will ask you to enter your username and password which you received when you completed the online application to the College.

Pay for Classes

Pay for classes either online through MECC Online [<https://me.my.vccs.edu/jsp/home.jsp>], by using the TMS Payment Plan Option [<http://www.mecc.edu/students/paying-for-college/pay-for-tuition/>], or in person at the Business Office (Godwin Hall, 1st floor). To learn more about payment options, click here [<http://www.mecc.edu/students/paying-for-college/pay-for-tuition/>]. **Important: You will be dropped from classes if you do not pay tuition and fees by the payment deadline noted in the Academic Calendar** [<http://www.mecc.edu/students/academic-calendar/>].

Complete the New Student Checklist

After completing the 4th step, please review the New Student Checklist [<http://www.mecc.edu/new-student-checklist/>], which has information about activating your email, obtaining a parking permit and student ID, signing up for emergency alerts, and other important things to do. We wish you much success at MECC!

Mountain Empire Community College

ADVISORY BOARD EXECUTIVE COMMITTEE

Tuesday, July 14 at 4:00 p.m.

Room: Dalton Cantrell Hall/Office of the President – Room 246

Call to Order

The Executive Committee of the Mountain Empire Community College Advisory Board met on Tuesday, July 16 at 4:00 p.m. in the President's Office at Mountain Empire Community College. Mr. Robert Isaac called the meeting to order.

Roll Call

The following staff members were present:

Jane Carter, Bob Isaac, David Graham, Scott Hamilton, Peggy Gibson

The following staff members were absent: Rex McCarty, Dennis Sturgill

Approval of Minutes from May 15, 2015

A motion to accept the May 15, 2015 was made by Scott Hamilton and seconded by Bob Isaac and passed unanimously.

Absence of a Quorum

In the absence of a quorum, the following recommendations resulted from the MECC Executive Committee meeting on July 14, 2015.

Dr. Hamilton reviewed the items listed below with Committee members present. The Committee members present agreed to recommend to the full board that the following items be presented for approval:

- ✦ President's 2014-2015 Goals and Objective – Final Report
- ✦ MECC Foundation Campus Facility Naming Policy and Procedure System

Dr. Hamilton will review each item during the full board meeting, and Mr. Isaac will ask for motions to approve each item individually.

Adjournment

There being no further business the meeting adjourned at 4:15 p.m.

Respectfully Submitted,



Scott Hamilton, President & Secretary to the Board

APPROVED:



Chair of the Board

9/22/15

Date