



MADEIRA



# EMERGENCY RESPONSE PLAN

2024-2025

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## **Acknowledgement from the Head of School**

The safety of all members of the Madeira community sits at the top of our minds. This document hopes to capture the important steps and protocols we need to follow to ensure the safety of our students and adults. This plan is a working document, one that captures the best practices now, and will be updated as needed.

Sincerely,

***Christina Kyong***

Head of School

### **Our Mission**

*Launching Women Who Change the World*

### **Our Vision**

*Leading Innovation in Girls' Education*

### **Our Community Values**

*Awareness of Self and Others*

*Compassion*

*Creativity*

*Intellectual Curiosity*

*Integrity*

*Resilience*

# Madeira School Emergency Procedures

## CALLING 911

- In an emergency, dial: 9-1-1.
- When dialing 9-1-1, security should be notified as quickly as possible to assist emergency personnel in responding to the scene.
- Provide First Aid/CPR as needed until help arrives.

## FIRE

- Evacuate students from classroom or immediate area.
- Turn off lights.
- Close doors and leave them unlocked.
- Egress to evacuation areas.
- If the primary evacuation location is inaccessible, use your best judgment to determine a safe alternative.

## SHELTER IN PLACE

*(Generally used for environmental emergencies such as gas leak, chemical spill, or wildfire)*

- Bring everyone indoors.
- Close and lock all doors and windows (if time permits and it is safe to do so, invite others into the space that you are in to shelter in place with you).
- Move away from windows.
- Turn off air conditioning unit(s) or ventilation system(s).
- Seal all doors, windows, and vents.
- Take attendance of those in the room with you. Be prepared to share if requested.
- Remain in your classroom, office, or building until “All Clear” is signaled.
- Allow no student out of your classroom, office, or building until the “All Clear” is signaled.

## **LOCKDOWN**

- Recognize a required need or announcement indicating lockdown.
- Close and lock doors.
- Turn off lights.
- Close and lock windows.
- Close drapes/shades/curtains/blinds.
- Silence all cell phones and devices in classroom or immediate area.
- Instruct students to lay down and remain silent.
- Wait for instructions from the Head of School, Safety Director, or Police Department.
- Upon authorized instruction:
  1. Evacuate students from classroom or immediate area.
  2. Keep the lights off.
  3. Close doors and leave them unlocked.
  4. Egress to evacuation areas.
- If the primary evacuation location is inaccessible, use your best judgment to determine a safe alternative.

## Response Overview

In a drill situation, the language will include the word "drill." In a real situation, the word "drill" will not be used.

Type	Description	Signal
Fire	Fire on campus	Verbal announcement or fire alarm system activation - strobes and/or horns
Shelter-in-Place <i>(Generally used for environmental emergencies such as gas leak, chemical spill, or wildfire)</i>	Circumstance requiring the school and community to remain indoors  Like a lockdown, but instead of keeping individuals out of the school, they would be invited into the school.	Verbal command and/or email/text announcement
Lockdown <i>(Generally used for on campus threats)</i>	Immediate threat on campus	Verbal announcement: <ul style="list-style-type: none"> <li>• Phone/hallway speaker announcement</li> <li>• May also be duplicated with text, phone call, or email</li> <li>• "Attention on campus, we are going to begin a lockdown. Staff and faculty, please check your phone for further details."</li> </ul>
All Clear	Signals that the crisis/emergency has ended	Verbal announcement (may also be duplicated with text, phone call or email)

## EMERGENCY CONTACTS

***Emergency Only: Call 911***

### FAIRFAX COUNTY AGENCIES

<b>Fairfax County Police Department</b>	911
Kevin Davis, Chief of Police	
Non--emergency	703-691-2131
McLean District Station	703-556-7750
<b>Fairfax County Fire Department</b>	911
John Butler, Fire Chief	
Fire Station 29	703-893-0140
Fire Prevention	703-246-2549
Hazardous Waste	703-246-4386
<b>American Red Cross</b>	801-373-8580
<b>Chemical Spills</b>	911
<b>Child Protective Services</b>	703-324-7400
<b>Electricity</b>	
Dominion Power (24-hour)	1-866-366-4357
<b>Gas</b>	
Washington Gas – Customer Service	703-750-1000
<b>Virginia State Police – Division 7 HQ</b>	
Emergency	911
Non--emergency	703-803-0026
<b>Hospitals</b>	
INOVA Fairfax	703-776-4001
INOVA Reston	703-689-9000
INOVA Fair Oaks	703-391-3600
INOVA Alexandria	703-645-2899
INOVA Access	703-877-8200
<b>Poison Control</b>	800-222-1222
<b>Rape Crisis Hotline</b>	703-360-7273

**Water & Sewer (24 hour)**

703-698-5613

**Weather**

Fairfax County

703-652-1210

**LOCAL GOVERNMENT**

**Fairfax County**

Jeff McKay, Chairman, Board of Supervisors

703-324-2321

James Bierman, Dranesville Supervisor

703-356-0551

**County**

Stacie Kincaid, Sheriff

703-246-4495

**State**

Virginia-Department of Education

804-225-2924

VAIS

804-282-3592

**School Districts**

Fairfax County School District

571-423-1200

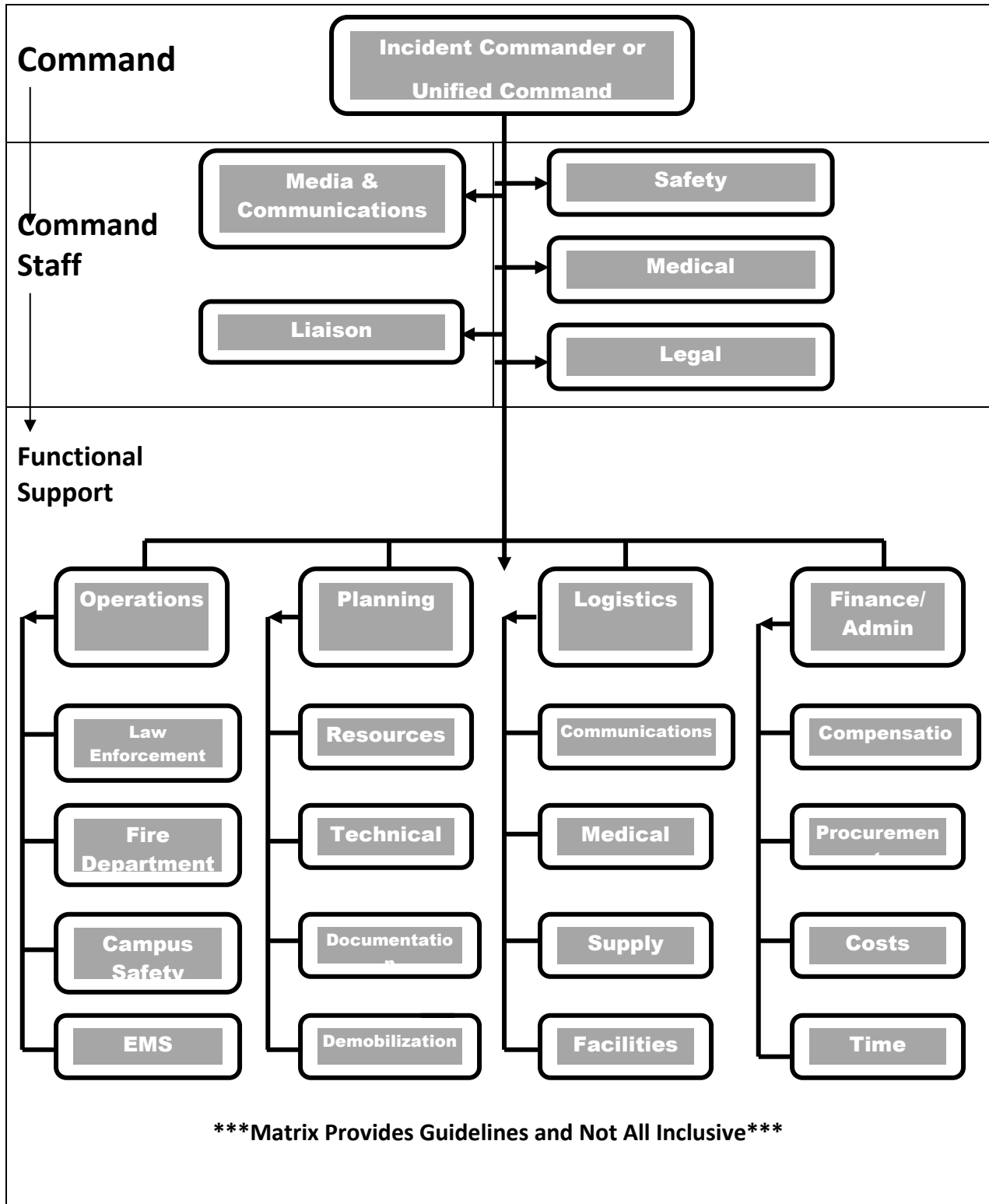


## THE MADEIRA SCHOOL TELEPHONE NUMBERS

<b>Academic Office</b>	703-556-8254
<b>Adult on Duty (AOD)/Dean of Students Office</b>	703-556-8211
<b>Admissions Office</b>	703-556-8273
<b>Alumnae Office</b>	703-556-8221
<b>Art Department</b>	703-556-8274
<b>Assistant Head of School</b>	703-556-8212
<b>Athletic Department</b>	703-556-8251
<b>Business Office</b>	703-556-8260
<b>Calleva</b>	703-893-8933
<b>Campus Safety and Security</b>	703-556-8237
<b>Co-Curriculum Office</b>	703-556-8277
<b>College Counseling</b>	703-556-8209
<b>Communications &amp; Marketing</b>	703-556-8371
<b>Department of Technology</b>	703-556-8342
<b>Developmental Office</b>	703-556-8221
<b>Dining Hall</b>	703-556-8246
<b>English Department</b>	703-556-8218
<b>Facility Services</b>	703-556-8245
<b>Gatehouse</b>	703-556-8269
<b>Head of School</b>	703-556-8210
<b>Health and Wellness Center</b>	703-556-8243
<b>History Department</b>	703-556-8225
<b>Library</b>	703-556-8262

<b>Math Department</b>	703-556-8217
<b>Performing Arts Department</b>	703-556-8284
<b>Registrar's Office</b>	703-556-8319
<b>Summer Programs</b>	703-556-8213

# Incident Command System Template



## Incident Commander Briefing

During the briefing, the Incident Commander (Head of School or designee) should ensure:

1. An Incident Action Plan is created containing general objectives reflecting the overall strategy for managing the incident. It may include the identification of operational resources and assignments. It may also include attachments that provide directions and important information for management of the incident during one or more operational periods. It should outline the School's response to the event, which can be used as an official school statement if necessary.
2. A plan for managing and caring for the people involved, including parents, extended family and friends of victims as needed.
3. Plan for the day (or evening or week as the case may be), assigning school personnel to supervisory responsibilities.
4. Notification procedure to establish a schedule for ongoing communication with families, students, school personnel, board members, local authorities, and the media, including the School website.
5. Assign specific people to specific teams to manage/disseminate information.
6. Establish an on-campus network for gathering information.
7. Establish a specific time and location for follow-up meetings of the Incident Command Team.
8. Assign recorders to the command staff to document the incident.

### **Additional tasks which should be considered during the briefing. Prepare as needed:**

1. Emergency alert statement
2. Telephone script for those answering phones
3. Email response and website information
4. Scripted statement for faculty/staff which specifies what and what not to say to constituents
5. Scripted statement for ASM if one is to be scheduled
6. General memo restating the above scripts
7. Area designated as the official "Information Center"
8. Reception room for arriving parents with refreshments and informed school staff to speak with the parents
9. Separate area in which to receive media and community members; possibly with refreshments, close to school entrance.
10. Establish a reunification area and process. Inform parents of documentation that will be required of them prior to taking their child. Release students only to properly vetted parents/guardians
11. Plan for involving and communicating with Board members
12. Statement regarding family wishes for contact/privacy
13. List of times and locations for support services
14. List of talking points for faculty to guide discussion with students
15. Plan for debriefing the Crisis Response Team when the crisis has passed

### **Implementation of Incident Command System**

The first person on scene will announce the emergency and state he/she is in command of the incident. Regardless of campus status, the employee will maintain the incident command position until relieved by a higher-ranking or better trained employee. The Head of School will assess the emergency and assemble the Administrative Team. Once assembled, the Crisis Response Team will fill their pre-defined positions in the Incident Command System.

### **Once Incident Command is established the following should be completed:**

#### **Upon receipt of the first reliable information:**

1. Determine if the emergency notification system should be deployed and prepare a message.
2. Prepare a phone script.
3. Prepare a situation description.
4. Prepare a position statement.
5. Prepare a family information statement.
6. Prepare an email and website statement.

#### **If the event is school-wide and requires a general announcement:**

1. An All-School Meeting (ASM) will be scheduled.
2. Individuals directly impacted will be directed to report to an isolated area in the Auditorium for support efforts.
3. Prepare a list of those affected persons and arrange for family contact and follow-up support services.

#### **If the event draws media attention:**

1. Secure the campus, restricting media to off-campus or remote locations only and set up radios and other communication networks.
2. Contact families of affected students/personnel.
3. Schedule ASM. If time allows, the Dean of Faculty will schedule a faculty meeting prior to ASM to: read situation description and position statement; answer questions; announce schedule for the day; announce faculty assignments and responsibilities; direct those individuals directly impacted to the School Counselor for support efforts.
4. Establish a reception area for arriving parents, a separate reception area for media and, with the Head/Incident Commander, schedule press conference, if appropriate.

#### **Once the incident is resolved:**

1. Demobilization Unit will assure an orderly, safe, and efficient demobilization of incident resources.
2. Incident debriefing including all resources and personnel. Anyone who was involved in the incident should attend the debriefing regardless of rank or status to ensure honest and timely information is received to improve future response procedures.

3. Allow students, parents, relatives, staff, chaperones, and their families to remain in the counseling and reunification areas as long as they desire to talk, process the event, and receive and give support.

### **Media Relations Plan**

The School administration believes that it is important to inform members of the School community and the media, as appropriate, of the facts surrounding a crisis situation to promote fact-based secondary communications and reporting, and to prevent misinformation and rumors from creating a detrimental climate during and after the crisis.

The Director of Communications and Marketing or designee will gather pertinent facts from members of the Crisis Response Team (CRT) and officials on the scene of the crisis to develop strategies for properly communicating this information and make recommendations to the CRT and the School Head of School, as appropriate.

The Director of Communications and Marketing will meet with the CRT upon notification of an emergency. After assessing the nature of the emergency, the Director of Communications and Marketing or designee will implement the following public relations plan:

#### **Initial Stages of the Emergency:**

1. Decide who will be the official spokesperson.
2. Draft a brief initial statement for the media.
3. Ensure that all non-School personnel (local law enforcement, first responders) understand the School's process for releasing information to the media.
4. Plan news conferences if appropriate, throughout the duration of the emergency, and locate and secure a room to serve as a media briefing center. This location should be removed from the Incident Command Center. These campus locations may serve as appropriate media briefing centers:
  - Auditorium
  - Athletic field
5. Assign photographer(s) as needed to document the emergency for the School.
6. Assign personnel to accompany media through the campus, as appropriate.
7. Arrange appropriate internal communication with the School community.
8. Brief employees on how to respond to telephone calls from outside the School.
9. Call in members of the public relations staff for support, as needed.
10. Monitor radio and TV coverage of the emergency.
11. Establish a location for media vehicles.

#### **Follow-up Steps:**

1. Set up a file on the emergency; save all newspaper clippings, taped television reports, and internet information.
2. Maintain a chronology of the incidents surrounding the emergency.
3. When the emergency is over, conduct follow-up assessment of all activities undertaken by the communications office.

# Shelter In Place

## Guidelines:

Shelter-in-place procedures are used to protect building occupants from external threats outside the building. (e.g. medical emergency, natural disaster, or disturbance).

## When implementing Shelter-in-place procedures:

### Administration:

- Announce "shelter-in-place."
- Repeat announcement several times.
- Be direct. (**DO NOT USE CODES.**)
- Bring people inside.
- Lock exterior doors.
- Control all movement.
- Disable all bells.
- Direct any movement by announcement only.
- Announce "all clear" signal when the threat has ceased.

### Staff:

- Lock all exterior doors.
- Cover exterior windows.\*
- Keep students away from the windows.
- Continue classes. Move on announcement only.
- Wait for further instructions.

*\* Check with local law enforcement agencies regarding the covering of windows and doors.*

## Lockdown

**Guidelines:** A lockdown drill occurs when external circumstances are dangerous for persons to be outside (i.e. intruder, animal, etc.).

### **When implementing lockdown procedures:**

(These actions happen rapidly)

#### Administration:

- Call 911 and notify law enforcement.
- Announce “lockdown” via voice and Emergency Alert System.
- Repeat announcement several times.
- Be direct. (**DO NOT USE CODES.**)
- Direct all students, staff and visitors to stay in their classrooms or report to the nearest classroom or secured space.
- Classes outside the building **SHOULD NOT** enter the building.
- Move outside classes to primary evacuation site.
- Announce “all clear” signal when threat has ceased as authorized by law enforcement.

#### Staff:

- Clear all students, staff, and visitors from hallways immediately.
- Remain in office or report to nearest classroom.
- Assist those with special needs accommodations.
- Close and lock all windows and doors and close shades.
- **DO NOT LEAVE for any reason.**
- **DO NOT OPEN THE DOOR for any reason.**
- If a fire alarm has been activated, do not evacuate unless fire or smoke is visible.
- Shut off lights.
- Stay away from all doors and windows.
- Be quiet.
- Direct all students, staff, and visitors to FLEE location if it mitigates risks.



- Wait for further instructions.

## **Considerations**

- It is essential to practice and plan for all emergencies during these required drills
- Develop an action plan for notifying and directing people in common areas (e.g. cafeteria, gymnasium, auditorium, bathrooms).
- During the “all clear” notification, consider having law enforcement accompany building staff to each classroom or safe area.

## **Fire Incident**

**Guidelines:** This occurs when there is a fire or hazardous event on campus.

- 1.** The Department of Campus Safety and Security officer on duty will respond to the location.
- 2.** Contact 911 and/or the Department of Campus Safety and Security at 703-556-8269.
- 3.** Upon the sound of the fire alarm or a voice command of a faculty or staff member, all students, faculty, and staff should leave the building in accordance with the plan already in place for fire drills.

Once outside and at the designated meeting place, students, faculty, and staff will be advised where they need to relocate, if necessary.

- 4.** Prior to the arrival of the fire department, Faculty and Residence Life staff and/or Department of Campus Safety and Security personnel will evacuate and/or assist in the evacuation of the building. They will also attempt to determine that all rooms are vacant, and that no person is remaining in the building.
- 5.** Once on the scene, the fire chief is in charge until the fire is extinguished.
- 6.** Department of Campus Safety and Security personnel will advise the assistant Head of School, who will determine whether to advise or convene the Crisis Response Team, depending on the severity of the fire.
- 7.** Department of Campus Safety and Security and Facilities Maintenance personnel will secure the perimeter of the affected building until the Fire Department gives the OK to re-enter. They shall keep unauthorized persons from entering.
- 8.** The Director of Communications and Marketing will communicate information and updates to the campus community, and will be the contact for any information released to the media.
- 9.** The Director of Facilities Maintenance shall be responsible for ensuring that the damages are documented and photographed. The Chief Financial Officer shall be provided with all documents and photographs of losses resulting from the fire.
- 10.** If a residence hall is involved, the Director of Student Services will relocate students to a safe and secure area, shelter the students from severe weather or at night until it is safe to re-enter the building. The Director of Residential Life will arrange to provide affected students with all available services, transportation, alternate housing, clothing, toiletries, books, and school supplies.

- 11.** If the fire is in an academic or administrative building, Facilities Maintenance personnel will work with the Crisis Response Team to temporarily relocate faculty and staff.
- 12.** Department of Campus Safety and Security personnel will ensure that the facility and any possessions belonging to the victims are secured. The Director of Facilities Maintenance will initiate necessary facility clean-up and repair.
- 13.** Grief counseling will be initiated, as needed.
- 14.** Following conclusion of the emergency, the Crisis Response Team will conduct a debriefing.

## **Chemical Spill/Hazardous Materials Incident**

### **Guidelines:**

Hazardous materials are managed regularly by knowledgeable individuals. Minor spills may occur that can be safely and effectively cleaned up with appropriate resources.

This section provides emergency response guidance for greater than minor spills.

### **If a hazardous material spill occurs:**

1. Call 911 and/or Campus Safety & Security at 703-556-8269.
2. If there is any possible danger, evacuate your area and provide information to emergency response personnel.
3. If a toxic hazardous material comes in contact with your skin, immediately flush the affected area with clear water.

### **If a hazardous material fire occurs:**

1. Remain calm.
2. Call 911.
3. If the fire is small and you have received training, attempt to put it out with a fire extinguisher or other available means. Do not jeopardize your personal safety.
4. Never allow the fire to come between you and an exit.
5. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire.
6. Proceed to an exit.
7. Do not break windows. Oxygen feeds a fire.
8. Do not attempt to save possessions at the risk of personal injury.
9. Do not return to the emergency area until instructed to do so by emergency response personnel. If you know what hazardous materials are involved in the fire, communicate that information to fire department officials.

## Missing Person Incident

### Guidelines:

1. Inform the Department of Campus Safety and Security (703-556-8269) and the Dean of Students that a student may be missing.
2. The Department of Campus Safety and Security personnel shall notify the Head of School or designee, who shall advise the Crisis Response Team and provide updates as needed.
3. Department of Campus Safety and Security shall gather all permanent information, including:
  - a description of the student
  - clothes last worn by the student
  - where the student might be
  - who the student may be with
  - vehicle description and registration information
  - information about the physical and mental wellbeing of the student
  - up-to-date photograph of the student
  - student's class schedule
  - evidence related to the disappearance from student's room
  - interview roommate, if applicable
4. The Director of Campus Safety and Security, dorm faculty, or the Dean of Students will check with local hospital admissions for possible information.
5. The Head of School or designee will be kept informed of developments.
6. As soon as possible, the Dean of Students will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.
7. The Department of Campus Safety and Security will contact local law enforcement regarding the missing student as soon as possible. There is no longer a 24-hour minimum to report. If there are strange and/or suspicious circumstances involved in the disappearance, then contact will be made upon receiving information regarding the strange/suspicious nature of the disappearance.
8. The Dean of Students will complete notification of those involved once the student is located.
9. The Director of Campus Safety and Security will provide the Head of School or designee with any applicable accident or injury reports resulting from the situation.

**If disappearance is believed to be the result of criminal activity:**

1. Department of Campus Safety and Security personnel will advise the Director of Campus Safety and Security, who will then notify the Head of School or designee, who will convene the Crisis Response Team and the Administrative Team. Individual responsibilities will be discussed and assigned.
2. The Director of Campus Safety and Security will immediately notify local law enforcement and the Dean of Students will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.
3. The Director of Communications and Marketing will assess and initiate any emergency alerts to community and may contact media with message that has been coordinated with law enforcement.
4. The School counselors will be notified.
5. Following conclusion of the emergency, the Crisis Response Team will conduct a debriefing.

## Natural Disaster Incident

### Guidelines:

1. As information of an impending natural disaster becomes available, the Head of School or designee will convene the Crisis Response Team, which will gather available information and discuss options. One initial consideration will be whether it will be safer for faculty, staff, and students to remain on campus or to travel off-campus.
2. The Crisis Response Team will communicate with the campus community about the emergency, describing the condition, providing instructions, and giving frequent updates.
3. Department of Campus Safety and Security will contact 911 if emergency services are needed.
4. As needed, the Department of Campus Safety and Security will work with local law enforcement agencies to keep incoming and outgoing travel lanes clear for emergency vehicles and prevent unauthorized people from entering campus.
5. The Director of Communications & Marketing may contact the media with a message that has been coordinated with law enforcement.
6. Following conclusion of the emergency, the Crisis Response Team will conduct a debriefing.

### In case of tornado and/or hurricane:

- Take cover indoors. Proceed to the nearest safe area or shelter. Avoid auditoriums and gymnasiums with large, open areas.
- Because of possible electrical failures use stairs, not elevators.
- Stay away from windows and other glass.
- In multi-story buildings, move to the basement or ground level.
  - Inner hallways are usually safe areas.
- If you are in a frame or sheet metal building and weather conditions permit, move to a brick or stone building for more protection.
- Do not call Public Safety or the campus operator for information.
  - Keep the telephone circuits clear for emergency messages.
- Do not leave your room until you are instructed to do so by Public Safety personnel, Residence Life staff, or other School personnel.
- Report all accidents, injuries, broken windows, or excessive water to Public Safety or call 911.

### In case of flood:

- Evacuate to higher ground.
- If you see any possibility of a flash flood occurring, immediately move to higher ground and do not wait for instructions to move.

- Do not walk or drive through flood waters.
- Stay away from dangerous areas, e.g., contaminated flood waters, unstable structures, or electrical hazards.
- Remain in a safe location until told to move by campus authorities.

**In case of earthquake:** Drop. Cover. Hold On.

If indoors:

- Drop to the ground, take cover by getting under something sturdy, hold on until the shaking stops.
- If nothing sturdy is available, 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.
- If you are in bed, stay there.
  - Hold on and protect your head with a pillow.
  - If you are under a heavy light fixture, move to the nearest safe place.
- Do not use a doorway unless it is a load-bearing doorway and close to you.
- Stay inside until the shaking stops and it is safe to go outside.
- Do not use elevators.
- Be aware that electricity may go out or the sprinkler systems or fire alarms may turn on.

If outdoors:

- Stay there, but move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects, not the earth's movement.

If in a moving vehicle:

- Stop as quickly as safety permits and stay in the vehicle.
- Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped.
- Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris:

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you.
- Shout only as a last resort as it can cause you to inhale dangerous amounts of dust.



## **Building Evacuation Procedures**

### **Guidelines:**

For your own safety, you **MUST** evacuate when ordered to do so. This includes both activation of an audible and/or visible fire alarm and/or verbal orders from emergency response personnel.

### **In advance, each occupant should:**

1. Understand the evacuation plan for each building occupied (see evacuation maps for each building).
2. Recognize the sound of the fire alarm.
3. Know at least two ways out of the building from your regular workspace or classroom.

### **When you hear the fire alarm or are verbally told to evacuate the building:**

1. Remain calm.
2. Evacuate the building.
3. As you exit, quickly check nearby restrooms and storage rooms for occupants who may not have heard the evacuation signal.
4. If requested, assist persons with disabilities who appear to need direction or assistance.
5. Take along essential personal items **ONLY**. Do not attempt to take large or heavy objects.
6. Shut all doors behind you. Closed doors can slow the spread of fire, smoke, and water.
7. Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails when you are walking on stairs.
8. Once out of the building, move away at least 300 feet from the structure or as instructed by emergency response personnel.
9. Do not leave the evacuation area unless directed to do so by emergency response personnel.
10. Provide emergency response personnel information about anyone who may need assistance.

### **Disabled person's evacuation procedure:**

1. Evacuate out the **NEAREST SAFE** exit.
2. Prepare in advance by communicating assistance or direction needed to faculty and staff. Know the location of safe zone areas which are designated as temporary shelters.

# Pandemic Outbreak Procedures

## Guidelines:

Viruses and biological agents periodically cause worldwide epidemics, or pandemics, with high rates of morbidity and mortality. Unlike other public health emergencies, a pandemic will affect multiple communities across Virginia and the nation simultaneously. Federal and state authorities are not capable of providing for all preparedness, response, and recovery needs. All levels of government, governmental agencies, businesses, and individual citizens are urged to plan in advance. In the incident of a pandemic, the School will take action to reduce the impact on students, faculty, and staff.

## Goals of the Pandemic Preparedness Plan

1. Protect the health and lives of our students, faculty, and staff by stopping, slowing, or otherwise limiting the spread of the pandemic on campus and educate the campus community on steps to avoid the pandemic (e.g., washing hands, covering cough/sneeze).
2. Participate in general pandemic containment to reduce the spread of viruses or biological agents to the surrounding community.
3. Sustain the School's infrastructure and mitigate the impact of the pandemic on the School, as well as on the local economy and integrity of the community.
4. Sustain, as far as practical, the educational mission of the School. The School's decisions will depend on the severity of the crisis and instructions from federal, state, and regional public health authorities, as follows:
  - A. When the World Health Organization (WHO) declares that it has increased the WHO warning level from Level 3 to Level 4, the Crisis Response Team including the Director of Health & Wellness will begin meeting on a periodic basis to review updates about the public health crisis, and to discuss contingency plans based on possible impacts of the crisis to the School.
  - B. The School will monitor statewide activity by participating in the CICV Pandemic Advisory Task Force. The Head of School may choose to follow the CICV Pandemic policy.
  - C. When a pandemic reaches the continental U.S., the Crisis Response Team will monitor the situation and advise the Head of School about whether to close the School, continue school virtually, or cancel any of its scheduled activities. This decision will depend on the likelihood and severity of the spreading pandemic. The School will be guided in large part by the recommendations of the Centers for Disease Control and Prevention, and the Virginia Department of Health.

### **Pandemic Monitoring and Reports**

The School will file all reportable cases to the Virginia Department of Health, if requested. In order to comply with public health reporting obligations, Madeira's Health and Wellness Center personnel will gather accurate and timely health information from students, staff, and faculty and report required information to the proper authorities.

### **Infection Control**

Madeira Health and Wellness Center personnel will work with the Crisis Response Team to educate the campus community about the pandemic, monitor updates from CDC, WHO, ACHA, and the Virginia Department of Health, and disseminate this information to campus groups. The Wellness Center will arrange for CDC recommended treatments for the campus community. Further, the Wellness Center will provide triage/treatment services. It will use telephone triage and e-mail communication to support social distancing.

Wellness Center personnel will be responsible for the dissemination of protective equipment for each pandemic incident. The list of equipment will be based on information from the ACHA and other health organizations.

The School will urge all students and their parents to have emergency plans for returning home in the event of a pandemic crisis. Students should self-identify another student with whom they can go home if they cannot return to their own homes.

The Madeira Health and Wellness Center will develop a protocol for monitoring student and employee illness in the incident of a pandemic. This could be accomplished via emergency alert system, voicemail, text, or online communication. Staff and faculty who are ill will report to a central telephone number or website that Human Resources will manage. The Madeira Health and Wellness Center will provide updates from these groups to the Health Department and to the Head of School.

### **Communications Plan**

#### **Internal Communications:**

Communication during a pandemic will be critical. The communication plan makes the assumption that, during a pandemic, the School will retain most of its essential utilities.

As a part of the registration process, international students will be asked to identify a location (home of parent, relative, or friend) where the student would go in the incident of a closure of campus on short notice.

To communicate internally, students, faculty, and staff will communicate with the existing landline phone system, email, and text message. In the unlikely incident the campus loses electricity and phone service, the School will use cell phones, two-way radios, and messengers as backup communication modes.

The Madeira Health and Wellness Center page on the School's website will be maintained by Wellness Center personnel and be approved by the Communications Department. It will provide general information about preventive measures, symptoms, and proper procedures if a student, faculty, or staff member suspects he/she may be sick. This webpage may also be used to provide general information about pandemic planning. The tone of the webpage should be serious, but calm and helpful.

Announcements should be written by the person or persons most familiar with the need. However, the text of communications should be agreed upon by the Director of Communications and Marketing and distributed to those who will forward them.

### **External Communications**

As long as the School retains utility service during a pandemic crisis, it will utilize the normal means of communication for most School activities (landline phone, cell phone, email, and U.S. Postal Service). However, the primary means by which the School will broadcast information to its outside constituents during a pandemic episode is through its website. When a new item is posted, it will be prominently displayed on the homepage. In extreme cases, the School emergency alert system may be activated to provide instructions on safety procedures.

The Director of Communications and Marketing will coordinate all contacts with the media. All media inquiries are to be referred immediately to the Director of Communications and Marketing.

In the incident of serious communication degradation during a pandemic crisis, the School may have to rely on the limited special communication assets possessed by the Department of Campus Safety and Security.

### **Security of Campus**

During a pandemic outbreak, the School will attempt to provide around-the-clock security for the institution and protect those sites where pandemic medical supplies are stored. Further, the Department of Campus Safety and Security will provide one of the final links in communication, if normal communication modes collapse. Officers will immediately notify the Madeira Health and Wellness Center upon learning of any new infections related to the pandemic. Each officer will receive training regarding the pandemic.

### **Continuity of Education**

The School is committed to maintaining continuous delivery of an education to its students, even in the face of a major crisis such as a pandemic. It recognizes, however, that flexibility is needed in response to catastrophic circumstances and that conventional and traditional means of conducting our program of education may not be practical or possible. The Dean of Academics must be prepared to implement different methods of instruction to fit the circumstances in which it finds itself.

Health organizations have suggested that a pandemic may produce “rolling waves of absenteeism,” unlike other natural disasters that suddenly occur and are quickly over, though the damaging effects linger for some time. The onset of pandemic may be sudden but likely will continue to affect new people over a long time. It also has been suggested that, if educational institutions should close, they should plan on being closed for eight to 12 weeks. Beyond that, however, knowledge of the extent to which a school would be affected by a pandemic is characterized by uncertainty. Depending on the infection rate and mortality rate, the School may be in a position where it can continue classes as usual, with a reduced faculty and staff, or may need to be closed entirely. Therefore, a set of options that can be implemented, rather than a single set response, must be available.

One possible scenario is that the rate of illness or infection, the rate of spread, and the mortality rate trigger the relevant health agencies (WHO, CDC, Virginia Department of Health) to recommend that all schools shut down operations, or the School’s own assessment of the circumstances may lead to that decision before such recommendations are made by the health agencies. Under such circumstances, the School would expect to cease normal operations, including instruction, and students would be sent home (if possible).

In the case that classes cannot be held in person, the decision to move to online learning will be made by the Crisis Response Team in coordination with the Academic Office.

It is possible that the spread of a pandemic will not be as extensive, or (more importantly) the rate of severity will be sufficiently low that completely closing the School will not be necessary. Under these circumstances, the School may be able to remain open and maintain the educational program but may need to take additional steps to accommodate students or faculty who become ill or may need to take steps to prevent the spread of the infection (e.g., “social distancing”).

On the recommendation of health organizations and the CICV Pandemic Committee, the School may need to cancel large public gatherings such as lectures, concerts, theatre productions, and athletic incidents. In cases when such incidents are integrally tied to the content of a course or are an essential element of the course (such as a theatre performance or an art display), faculty members should be prepared for optional means of delivery or performance (e.g., videotaping lectures and performances, online art displays, etc.).

If there are indications that a pandemic is developing, faculty should prepare lessons or instructional modules ahead of time that could be delivered to individual students or entire classes online. Some of the instructional materials, lessons, and modules could be organized and developed by departments or programs.

### **School Business Operations**

Decisions about furloughs, staggered or reduced work schedules, salary continuation, tuition Refunds, and other operational and financial issues will be determined on the basis of

circumstances surrounding the pandemic and the School's financial capability.

### **International Travel**

The School will develop travel recommendations based on risk assessment of students exposed during a pandemic. The Chief Financial Officer will coordinate with the Director of the Health and Wellness Center and the Dean of Students to prepare travel recommendations.

The School will monitor arriving international students and students who have traveled internationally, especially ones coming from countries currently under the World Health Organization's observance for a pandemic.

- The School's policy regarding travel restrictions and re-entry will be provided to both students and parents as part of the pre-departure meetings and mailings.
- If the School closes, international students would have the choice of going somewhere else in the country or going home. Some are in the U.S. alone, but many have relatives and friends in other parts of the country.

There are visa implications for international students during a pandemic crisis.

### **PANDEMIC OUTBREAK GLOSSARY**

ACHA – American College Health Association

Biological agents – a cultivated micro-organism that causes damage to biological materials, which create mass destruction to population groups

CDC – Center for Disease Control

CIVC – Council of Independent Colleges of Virginia

Epidemic – affecting or tending to affect a disproportionately large number of individuals within a population, community, or region at the same time

Pandemic – occurring over a wide geographic area and affecting an exceptionally high proportion of the population

## Contact After Hours

### Monday through Friday from 4:00 p.m. to 8:00 a.m.:

The AOD Desk	703-556-8211
The Administrator on Duty	703-556-8299
Security	703-556-8269

### Weekends:

The AOD Desk (10:00 a.m. to 6:00 p.m.)	703-556-8211
The Administrator on Duty (4:00 p.m. to 8:00 a.m.)	703-556-8299
Security	703-556-8269

## Other Activities

Activities occur on campus regularly outside school hours and warrant a different approach to medical and emergency response. During any school sponsored activities, an administrator or faculty member will be on campus and should be tasked with overseeing the response.

Examples of these activities include:

- School Dances
- Open House
- Applicant Tours
- Holiday Parties
- Sports Games/Practices
- Musicals/Theatre Events

During each of these, it's expected that normal school protocols are adhered to by both students and any other guests that may be on campus.

In the event that the normal chain of command cannot be adhered to because neither senior admin nor a direct supervisor is not on campus or present for an event, the employee in charge of the event should assume the incident command role and assign any other capable adults on campus to each of the respective teams.