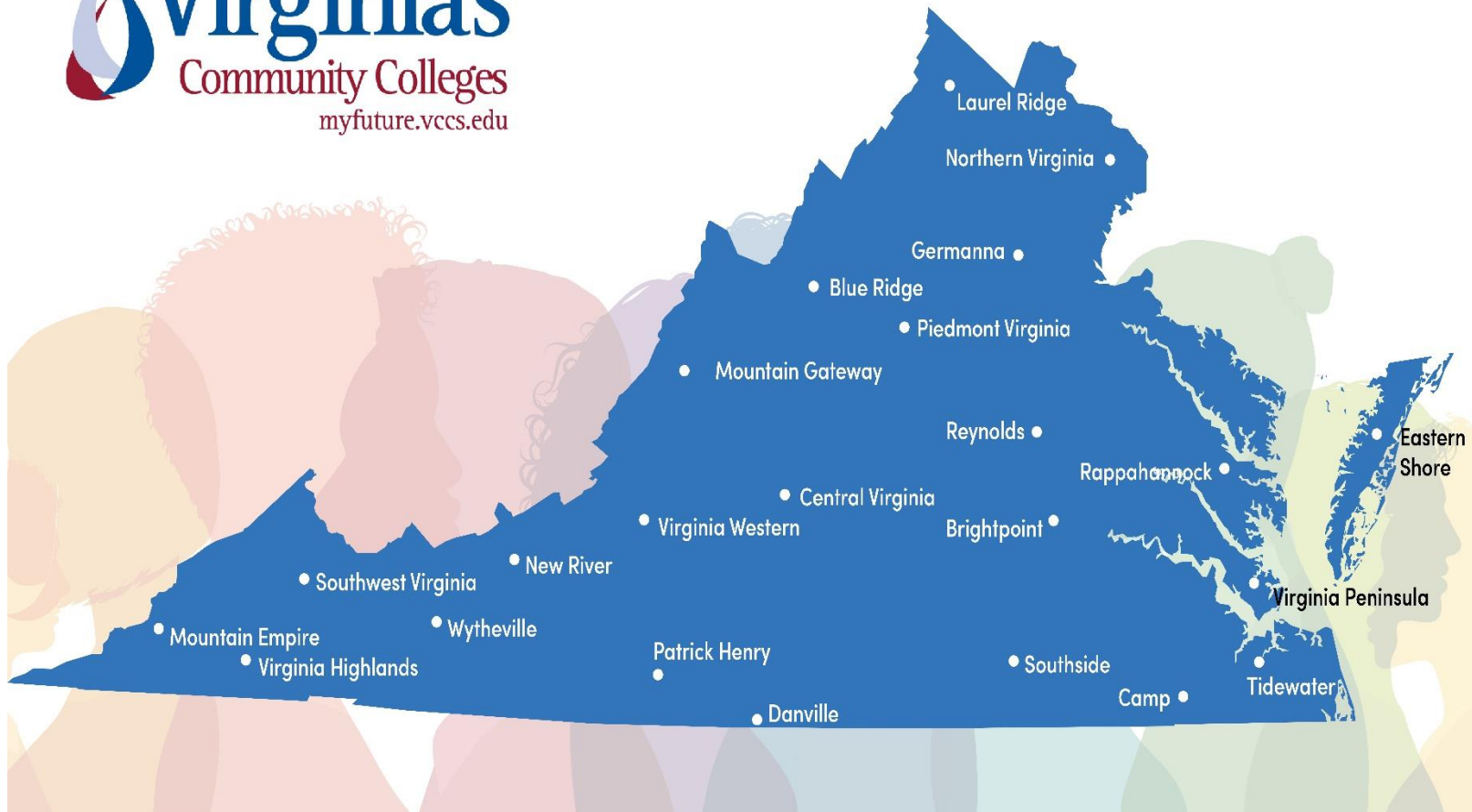


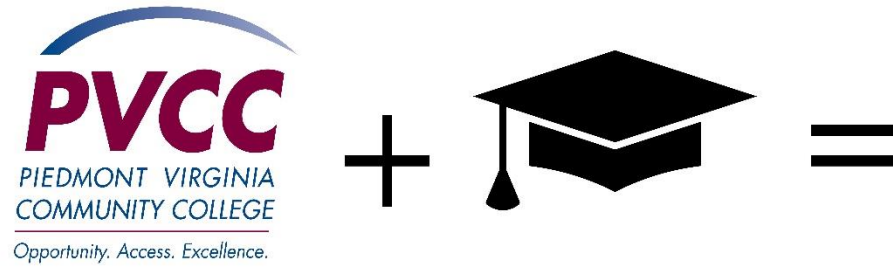
# Welcome to PVCC



# Our College Community



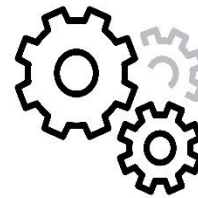
# Our College Community



Arts



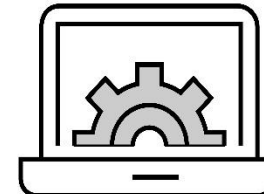
Culinary



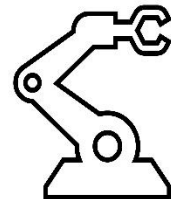
Engineering



Healthcare



IT Engineering



Manufacturing



Skilled Trades

# Our College Community



VIRGINIA INITIATIVE FOR  
**GROWTH &  
OPPORTUNITY**  
IN EACH REGION

## **Region 9**

Region 9 = City of Charlottesville and the counties of Albemarle, Culpeper, Fauquier, Fluvanna, Greene, Louisa, Madison, Nelson, Orange and Rappahannock.

The Central Virginia Partnership for Economic Development serves as Region 9's support organization.



# Our College Community



“The priorities we have set – **to increase regional collaboration, enhance funding for programs that are working, and supporting high school graduates for immediate postsecondary or workforce success** – take a giant leap toward filling these jobs through equitable and accessible education, and we can start today.”

~Chancellor David Doré

# Strategic Priorities

1. Increase capacity regionally
2. Provide every high school student with a meaningful postsecondary credential
3. Fund what works



# Our College Community



**Economic and Social Mobility**

# Our College Community





# Our College Community

*A student-ready college is one that strategically and holistically advances student success and works tirelessly to educate all.*



# Our College Community



At *student-ready* colleges, all services and activities are intentionally designed to facilitate students' advancement toward college completion and positive post-college outcomes.

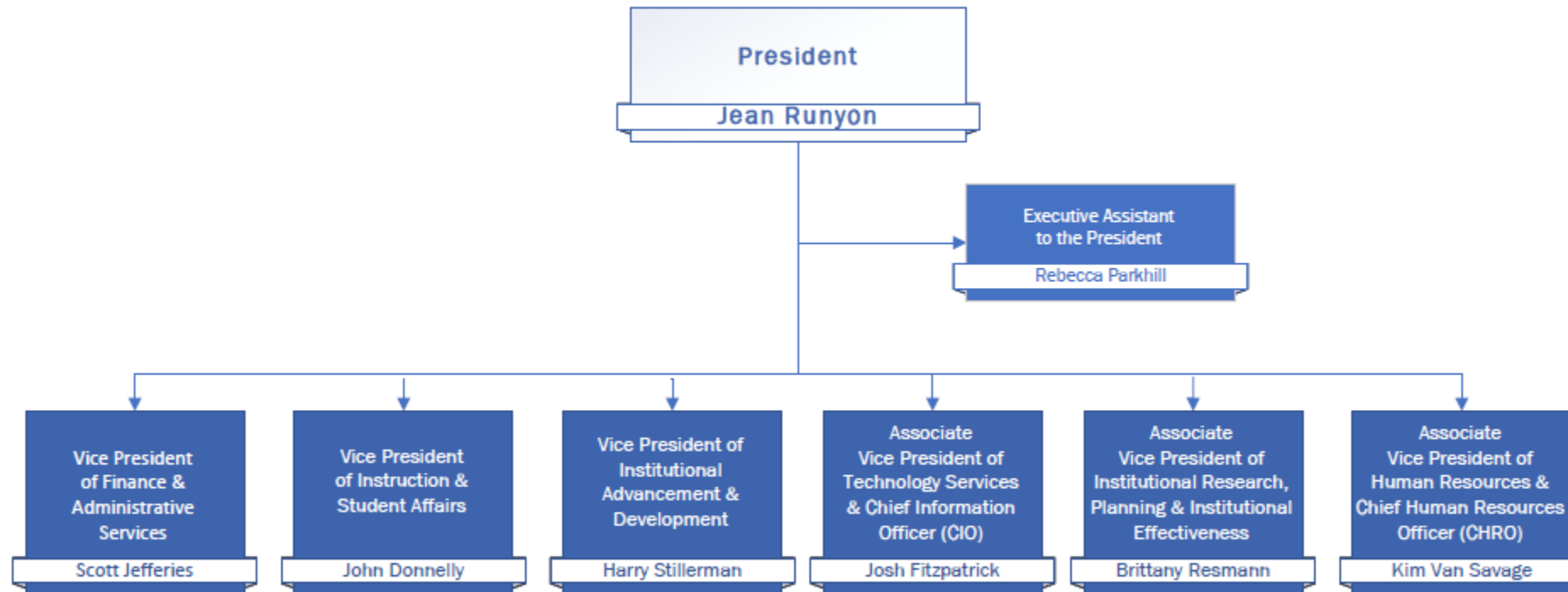
# Investing in Student Success



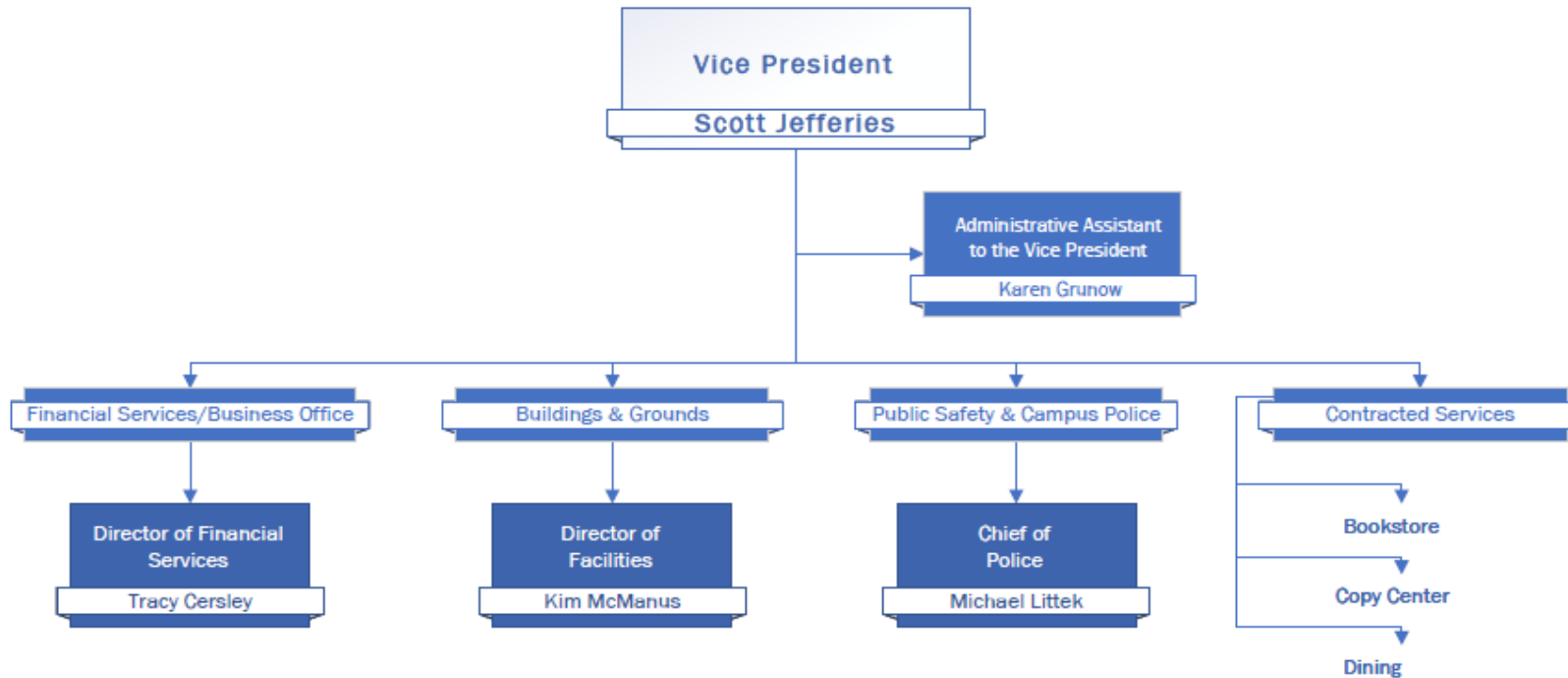
# Our College Community



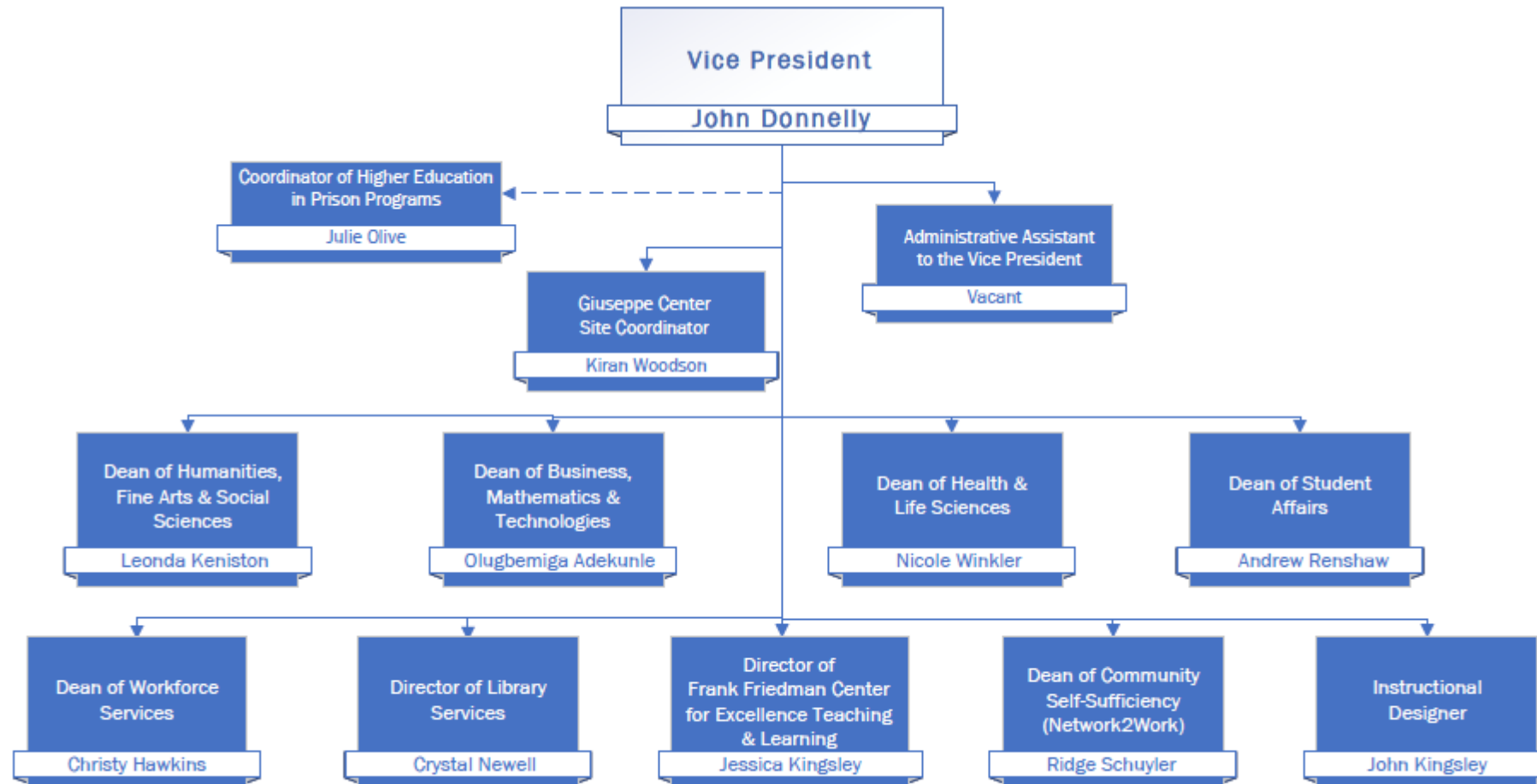
## President's Cabinet



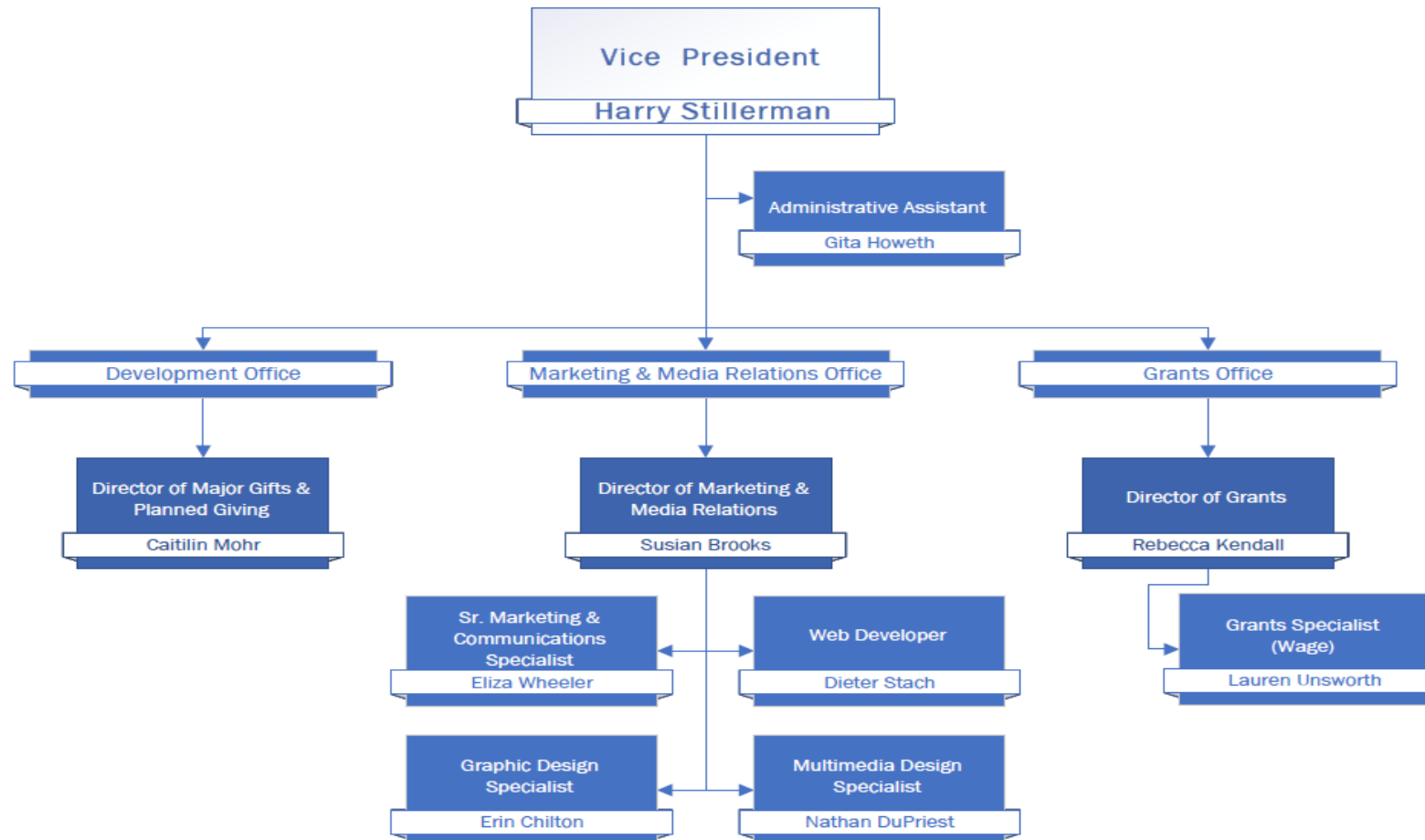
## Finance & Administrative Services



## Instruction & Student Services

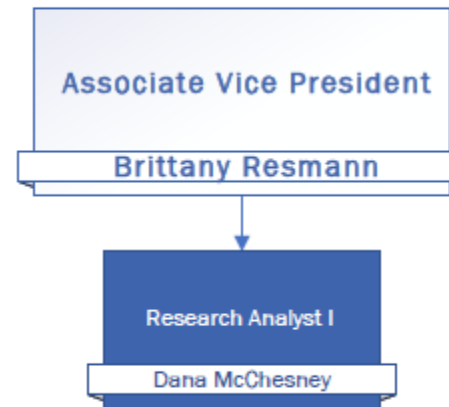


## Institutional Advancement & Development

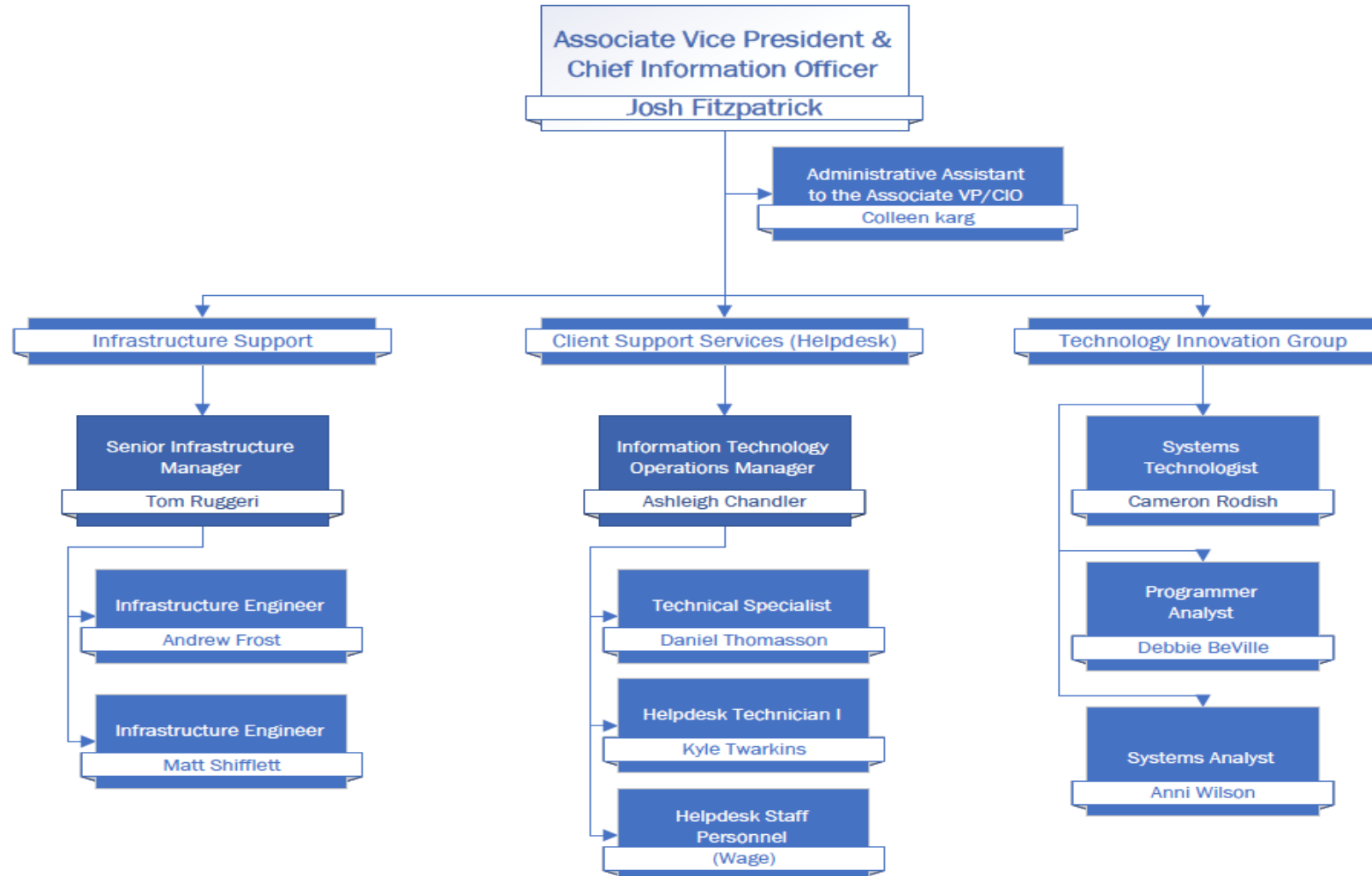




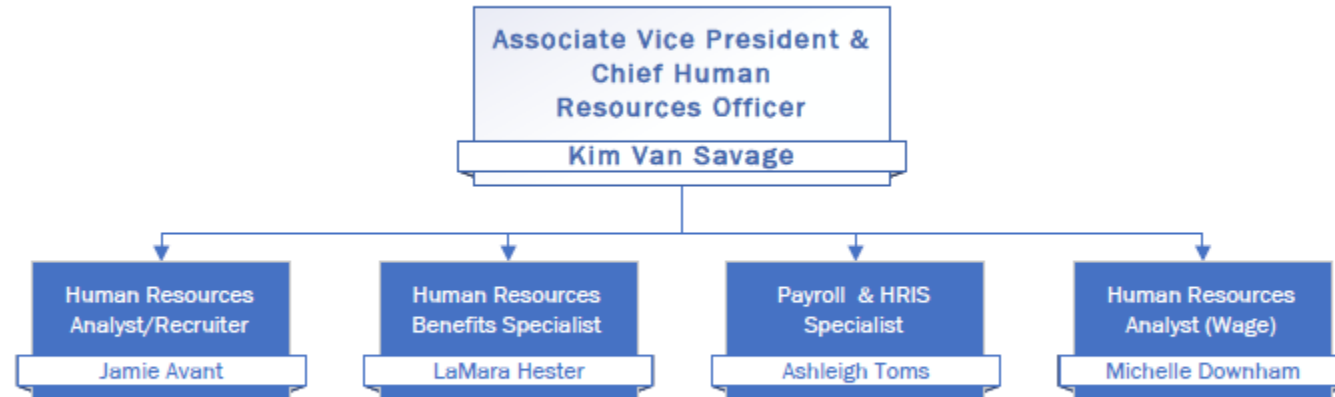
## Institutional Research, Planning, & Institutional Effectiveness



## Technology Services



## Human Resources



PVCC serves over 8,500 students annually.

- Approximately 6,700 students in 65 college credit academic programs and in high school dual enrollment.
- Approximately 2,100 students in over 30 Workforce Services Programs, Custom Training, and Community Education.

Students are served on the main campus, online, and at instructional sites throughout the service region:

- Instructional Sites include:
  - 3 prisons
  - 11 high schools
  - The Jefferson School in Downtown Charlottesville
  - The Giuseppe Center in Greene County

Demographics of the 6,700 credit students:

- **20%** of our enrollments are from Dual Enrollment Students
- **60%** of our enrollments are from students in transfer programs.

## Demographics of the 6,700 credit students:

- **60%** are female
- **30%** are minority
- **80%** are part-time
- **60%** are 21 or younger
  - **80%** are 30 or younger
- Average age of **24.1**

## Strategic Planning Update

Ms. Brittany Resmann

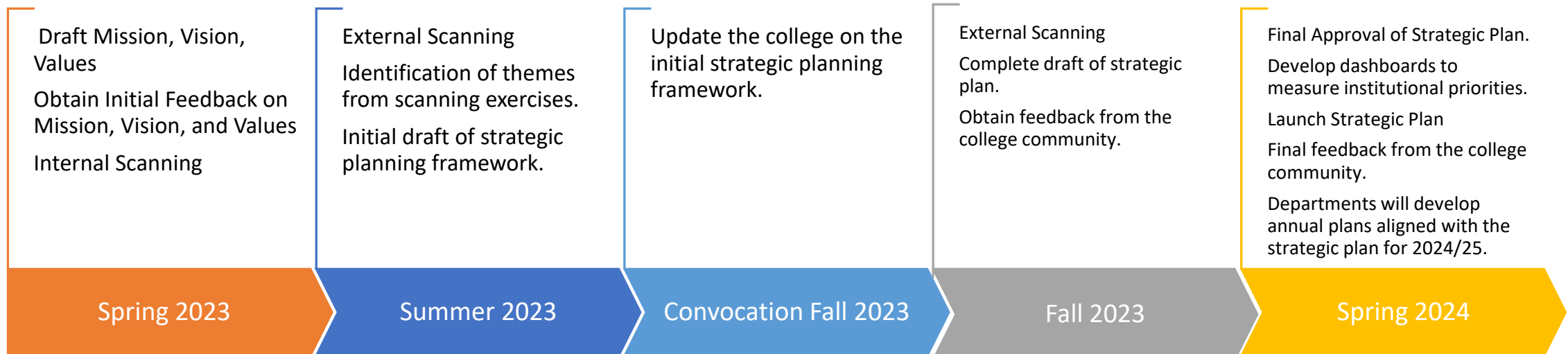


## Strategic Planning Process

- PVCC is at the end of a process of developing a new strategic plan to guide our work through 2027.
- The PVCC Strategic Plan will align with the Virginia Community College 6-year plan and Strategic Plan: *Opportunity2027*.
- Integrated with our Student Success work with Achieving the Dream.  
The new Strategic Plan will be approved March 5<sup>th</sup> with the launch taking place later in Spring 2024.

# Strategic Planning

## Timeline



## Mission, Vision, and Values

- Updated Mission, Vision, and Values approved by the College Board in January.
- The Mission, Vision, and Values were updated based on feedback from the faculty/staff, students, and boards.

## Mission, Vision, and Values

Piedmont Virginia Community College is a public community college that offers an affordable pathway to prepare learners for transfer and the workforce by awarding associate degrees, certificates, workforce credentials, and providing adult education. As part of the Virginia Community College System, the College serves the city of Charlottesville and the counties of Albemarle, Buckingham, Fluvanna, Greene, Louisa, and Nelson.

### **Mission:**

We strengthen our community by empowering students to realize their full potential and achieve economic and social mobility through the transformative power of education.

### **Vision:**

We will transform the lives of students and the communities we serve through accessible, equitable, and innovative education, training, and cultural enrichment.

## Mission, Vision, and Values

### Values:

We are committed to a welcoming, inclusive, and student-centered learning environment where we prioritize student success, lifelong learning, and community engagement.

- **Access:** We believe that a high-quality, affordable education should be accessible to everyone, providing students with the preparation for transfer to baccalaureate degree programs and/or to enter or advance in high-demand occupations aligned with the needs of our regional economy.
- **Community:** We take pride in developing innovative programs that meet the needs of our students and the community while contributing to the economic, civic, and cultural well-being of our region and beyond.
- **Compassion:** We approach education with a culture of care, recognizing the individual needs and potential of everyone in the college community.
- **Equity:** We embrace impartial and fair policies and practices that ensure the success of all students, faculty, and staff.
- **Excellence:** We strive for excellence in all aspects of education, including teaching, support services, and facilities.
- **Learning:** We encourage intellectual curiosity, creative problem-solving, lifelong learning, and the exchange of ideas among our students, staff, and faculty.

## Strategic Plan: Spring 2024 Activities

- Collecting and incorporating final feedback.
- Board approval in March
- Launch of the Strategic Plan
- Individual departments will work on developing annual plans for 2024/2025.
  - Individual departments will have an opportunity to develop strategies for implementing strategic goals and actions.
- Development of dashboards to measure success.

## Strategic Plan Leadership

- Planning and Budgeting Committee:
  - Standing committee that oversees the development of the Strategic Plan and implementation.
  - Comprised of faculty and staff across the college.
  - Co-chairs: Leonda Keniston and Sandra Bullins
  - Cabinet Champion: Brittany Resmann

## Get involved!

- Provide feedback today!
- Be engaged with your department on how to implement the strategic plan.
- Attend the launch
- Everyone impacts our overall goals!



Break 9:45am – 10:00am

# Break



## Shared Governance at PVCC

Scott Jefferies

VP Finance & Administrative Services

## What is “Shared Governance?”

- A formal partnership between the administration and the constituencies of faculty, support staff, and students
- President has ultimate responsibility for all operations
- The administration manages the college and makes policy
- Governance structures (committees) advise the administration on issues of importance to the faculty, support staff, and students
- Shared governance enhances communication between faculty, support staff and students

## Shared Governance Structures

- College Senate
- Faculty Senate
- Staff Senate
- Student Government Association
- Seven Standing Committees

## College Senate

- Legislative body of representatives
- Reviews all college policies and procedures generated from other governance bodies
- Makes recommendations to the President and administration
- Official voice of the College
- Seven Standing Committees

## Faculty Senate and Staff Senate

- Voice of their respective constituencies
- Focus on issues of importance to their respective constituencies.
- Present proposals to the administration or College Senate

## Seven Standing Committees

- Administrative Services
- Curriculum and Instruction
- Inclusion, Diversity, Equity & Accessibility (IDEA)
- Information Technology
- Planning and Budgeting
- Student Services
- Sustainability

## Seven Standing Committees

- **Administrative Services**
  - Matters such as physical facilities, business office, security, copying, bookstore, cafeteria
- **Curriculum and Instruction**
  - New and discontinued courses and curricula
  - Academic Program Review
  - Teaching and Learning
  - Faculty Professional Development



## Seven Standing Committees

- **IDEA**
  - Advocates for diversity and inclusion throughout the College
  - Develops annual diversity and inclusion goals
- **Information Technology**
  - Focus on policies and procedures around computer and other technological services
  - Assists in developing annual goals and strategic technology plan

## Seven Standing Committees

- **Planning and Budgeting**
  - Reviews College Strategic Plans
  - Makes recommendations on budgeting priorities
  - Makes recommendations for strategic funding priorities
- **Student Services**
  - Considers matters of student life, conduct, and organizations.
- **Sustainability**
  - Educates community on sustainability issues, carbon footprint

## Faculty Senate

### Officers

Justin Wert – Co-President

Krystal Green – Co-President

Zachary Beamer – Vice President

Karen Overman – Secretary

Tamara Whyte - Treasurer

## Faculty Senate

- The purpose of the PVCC Faculty Senate shall be to act as the official voice of the faculty in the implementation and review of institutional policy that affects teaching and learning at PVCC. Such policies will include, but not be limited to budget, hiring of faculty, promotions and multi-year contracts, and faculty evaluations.
- It shall be the special responsibility of the Faculty Senate to represent the faculty in making recommendations to the deans, vice president, president, and/or local board of the college concerning matters of educational policy, general faculty interest, student affairs, or administrative procedures.

## Staff Senate

### **Officers**

Silvia Dowell – President

Amanda Key – Vice President

Gita Howeth – Secretary

Tracy Cersley - Treasurer

## Staff Senate

- The purpose of the PVCC Staff Senate shall be to act as the official voice of the staff and administrative faculty in the implementation and review of institutional policies and procedures that affects PVCC. Like the Faculty Senate, staff members are part of the College's standing committees. It is composed of all full-time, part-time and hourly staff and administrative faculty.
- It shall be the responsibility of the Staff Senate to represent the staff when recommendations are made to the deans, vice president, president, and/or local board of the college concerning matters of educational policy, general faculty interest, student affairs, or administrative procedures that are impacted by the work and support of all staff members of PVCC.

## Staff Senate

- The staff senate sponsors certain events and activities for all members of the PVCC community, such as professional development and fundraising activities. Effectively, we have held bake sales, basket raffles, offered book scholarships and annually award the Maggie Nicholas Award to one outstanding staff member.
- Staff Senate collaborates with Black Student Alliance, the Student Veteran Association, and the Phi Theta Kappa (international honor society).
- Staff Senate works with external organizations such as the Ronald McDonald House, Mason's Toy Box, the Blue Ridge Area Food Bank, Morningside Senior Center

**Get Engaged!**



# The Student Financial Resource Center

Providing Support Services to PVCC  
students since January 2019



## SFRC Programs and Services

### Programs

- Food Pantry/Clothing Closet
- Kathy Hudson Emergency Grant
- Private Grants (Sentara, BRAFB and others)
- Single Stop
- SNAP 50/50 and SNAP E&T Program

### Services

- Application Assistance
- Childcare
- Education
- Financial Assistance
- Food
- Healthcare
- Housing (limited)
- Referral Services to Local Resources

# Get Engaged!

## Food Pantry/Clothing Closet

**2019-2020**

450 students/families  
provided 3200 pounds of  
food and hygiene items.



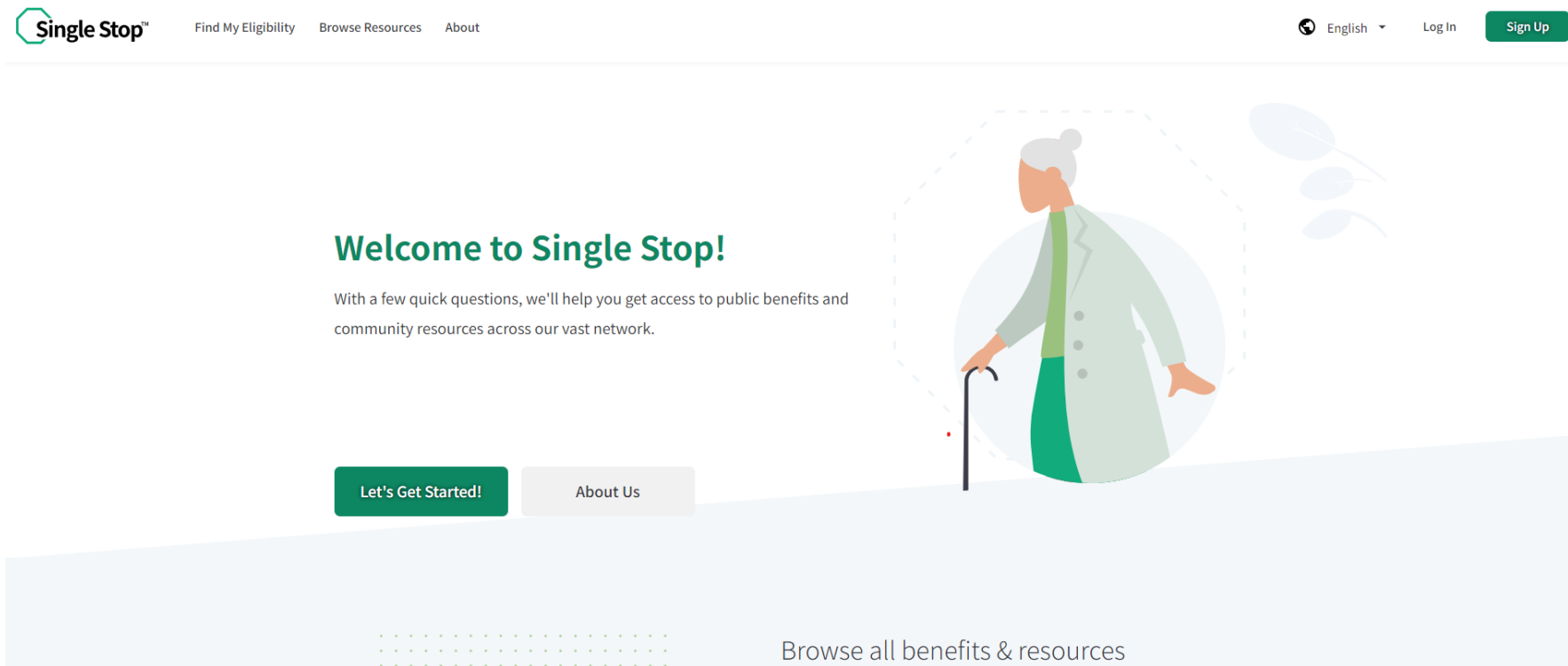
**2022-2023**

2373 students/families  
provided 17,893 pounds of  
food and hygiene items.



# Single Stop

One Stop shop for resources to help students stay on their path to success



The screenshot shows the Single Stop website interface. At the top left is the 'Single Stop' logo. To its right are navigation links: 'Find My Eligibility', 'Browse Resources', and 'About'. On the top right, there is a language selector set to 'English', a 'Log In' link, and a green 'Sign Up' button. The main content area features a large illustration of an elderly woman with a cane, wearing a green coat and skirt, set against a light blue background with a dashed hexagonal border and some leaves. To the left of the illustration, the text reads: 'Welcome to Single Stop!' followed by 'With a few quick questions, we'll help you get access to public benefits and community resources across our vast network.' Below this text are two buttons: a green 'Let's Get Started!' button and a grey 'About Us' button. At the bottom of the main content area, there is a light blue banner with a dotted pattern on the left and the text 'Browse all benefits & resources' on the right.

## How you can get involved

### Volunteer

- Food drive
- Unload food
- Stock Shelves
- Boxes for Break
- Plan an event to raise funds/items for Pantry

### Donate

- Items throughout the year to the pantry in room M103
- Make a Monetary Donation through our foundation.
- Donate using our Amazon Wishlist

# Get Engaged!

## Annual Food Drive



# Get Engaged!

## Outreach Events



# Get Engaged!

## Boxes for Break



## How you can get involved

### Monetary Donations



### Amazon Wishlist





# Get Engaged!



# Thank You!

Amanda Key

[akey@pvcc.edu](mailto:akey@pvcc.edu)

434-961-6538



## Our Team and the Employee Experience

The PVCC Human Resources Team is dedicated to serving our employees by effectively and proactively administering programs that promote and support the college and individual success.

We are committed to recruiting and retaining diverse, skilled and talented faculty, staff and leaders who are dedicated to quality teaching, learning and innovation.

*PVCC seeks to promote an understanding and appreciation of differences by creating an inclusive environment embracing individuals with diverse backgrounds, experiences, and aspirations.*

# Human Resources



**Ashleigh Toms**  
HR & Payroll  
Operations Specialist

**Jaime Avant**  
HR & Recruiting  
Specialist

**Kim Van Savage**  
Assoc. VP, HR, Title IX  
Coordinator

**LaMara Hester**  
HR & Benefits Specialist

**Michelle Downham**  
HR Analyst

■ PREMIUM AND PLAN BENEFITS **MAY CHANGE** SUBJECT TO FINAL STATE BUDGET APPROVAL. ■



# SPOTLIGHT

ON YOUR

# BENEFITS

PUBLISHED BY THE DEPARTMENT OF HUMAN RESOURCE MANAGEMENT • COMMONWEALTH OF VIRGINIA • **SPRING 2022**

Comprehensive benefits include:

- Health Care Program: Medical, Dental, Vision, Prescriptions
- Retirement Plan
- Life Insurance
- Paid Holidays

# PVCC Cares About You



**And much more!**



## Employee Discounts



Educational Benefit Opportunities:  
**Opportunity Knocks**

[www.dhrm.virginia.gov/employeediscounts](http://www.dhrm.virginia.gov/employeediscounts)

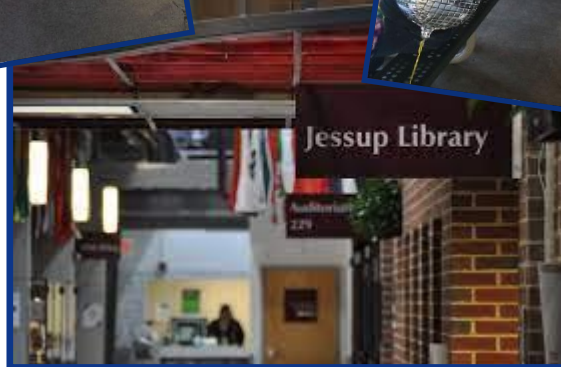
# PVCC Cares About You



ABCD Recognition Awards!



Annual Awards Celebration!



PVCC and State Service Awards!



# PVCC Cares About You



Required Training for a Safe and Respectful Workplace

# PVCC Cares About You



## Employee Information Systems

[About PVCC](#) [Faculty & Staff](#) [Donors & Friends](#) [Apply Now](#) [Pay Now](#) [My PVCC](#)




Site Search

- [50 Years](#)
- [Get Started](#)
- [Admissions](#)
- [Academics & Programs](#)
- [Paying For PVCC](#)
- [Student Affairs](#)
- [Campus Life](#)
- [Workforce & Community](#)

[TimelyCare - 24/7 Mental Health Care](#) • [Alerts & Advisories](#) X




**Recent**




**Avature**  
Employee Onboarding and Offboarding Portal

**Recent**



**HCM**  
PeopleSoft Human Capital Management



**Cardinal**  
(Formerly Payline)  
Username : myVCCS email address

## Payroll & Leave

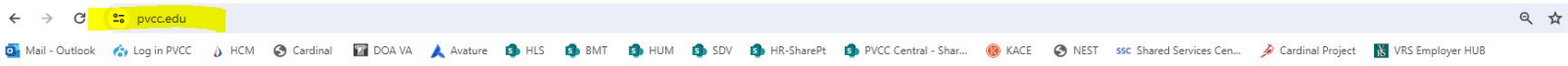
Compensation

Time and Leave Processing

FMLA, Disability, and other  
medical related leave



# PVCC Cares About You



About PVCC **Faculty & Staff** Give Apply Now Pay Now My PVCC

Site Search

50 Years Get Started Admissions Academics & Programs Paying For PVCC Student Affairs Campus Life Workforce & Community

[TimelyCare - 24/7 Mental Health Care](#) • [Alerts & Advisories](#)



**PVCC is for YOU!**

**Ignite Your Passion. Enroll and register for spring semester.**

[Spring into Action](#)

**Register now for 12-week classes!**

– pvcc.edu –



Site Search

50 Years Get Started Admissions Academics & Programs Paying For PVCC Student Affairs Campus Life Workforce & Community

Home » Human Resources

- Faculty & Staff Directory
- PVCC Central
- Employee Email
- Drupal Access
- Human Resources**
- PVCC Safe
- College Policies
- LVA Community Credit Union
- PVCC Public Events Calendar

### Contact Information

Human Resources Office  
501 College Dr., Main Building, Room 810-A  
Charlottesville, VA 22902  
434.961.6567

## Human Resources

### Welcome to Human Resources at Piedmont Virginia Community College

The Human Resources Office is dedicated to serving our employees and business partners by effectively and proactively administering human resources and payroll programs that promote and support the college and individual success.

Our mission is to offer accessible, affordable, high-quality educational programs that promote student success and community vitality. The HR team is committed to recruiting and retaining diverse, skilled, talented faculty, staff, and leaders dedicated to quality teaching, learning, and innovation, supporting our mission.

If you need assistance with an HR matter, please contact a member of our [team](#).

### Title IX Information

### Americans with Disabilities Act (ADA)

### 2024 Multifaith Calendar

### Careers at PVCC

We value and support the diversity of our students, faculty, and staff. We seek to promote an understanding and appreciation of differences by creating an inclusive environment embracing individuals with diverse backgrounds, experiences, and aspirations. Piedmont Virginia Community College is interested in candidates whose experience and qualifications support an ongoing commitment to this core value.

Piedmont Virginia Community College does not discriminate on the basis of race, color, religion, national origin, political affiliation, disability, veteran status, sex, age, or sexual orientation in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Human Resources Director, 501 College Dr., Main Building, Room 810A, Charlottesville, VA 22902; 434.961.6567.

### Search All Open Positions

If you are an individual with a disability and need assistance searching or applying for jobs, please contact us at 434-961-6567 or [email](#) Human Resources.

**Virginia Values Veterans (V3)**: We are a "Virginia Values Veterans" (V3) official certified company and state agency that provides hiring preference to Veterans and Members of the Virginia National Guard in support of Executive Order 29 (2018). If you are a Veteran or Virginia National Guard Member, we ask you to respond accordingly on your state application.

Employment Verifications: PVCC Human Resources does not perform employment verifications over the phone. The request and a signed release can be emailed to [Human Resources](#). You will receive a reply within two business days.

Contact [Human Resources](#) for questions regarding careers at PVCC.

### New Employees

Now hire orientation is held twice per year, in January and August. Be on the lookout for an invitation.

[Organizational Chart](#) (Updated, 1/02/2024)

[EHRM Classified Employee Handbook](#)

[Faculty and Adjunct Handbook](#)

[Faculty Development and Evaluation Plan](#)

Contact [Human Resources](#) for questions regarding new employment.

### Employee Benefits

[List of employee benefits](#)

[Common forms](#)

[Designation of Beneficiary - VRS](#)

[Designation of Beneficiary - Medicare/Severe](#)

[Designation of Beneficiary - TIAA](#)

Contact [Human Resources](#) for questions about employee benefits.

### Payroll Services

To access your paystubs or tax information, visit [Cardinal](#). Email [Human Resources](#) if you need assistance signing in.

[Paystubs](#)

[Holidays](#)

[Multifaith Calendar](#)

[Training Videos](#)

### Leave Programs

[Classified Staff Leave Policies](#)

## Title IX

- Title IX prohibits discrimination on the basis of sex in education programs or activities
- Responsibility to report any possible sexual misconduct, harassment, hostile environment that may constitute sexual discrimination prohibited by Title IX
- Sexual Violence, Domestic Violence, Dating Violence, and Stalking Policy
- Title IX Officer, Kim Van Savage, is responsible for taking immediate and appropriate steps to investigate reported concerns. Andrew Renshaw is the Deputy Title IX Officer and manages student concerns.

<https://www.pvcc.edu/pvcc-safe>

[Public Safety & Campus Police](#)

[Report an Incident \(Maxient\)](#)

[Faculty & Staff Resources](#)

[Student Resources](#)

[Public Safety Office](#)

## CONTACT INFORMATION

### Title IX Coordinator

Kim Van Savage  
Associate VP of Human Resources  
501 College Dr.  
Main Building, Room M143  
Charlottesville, VA 22902  
[humanresources@pvcc.edu](mailto:humanresources@pvcc.edu)  
434.961.6567

### DIAL 911 FOR EMERGENCY

**Public Safety Officer:**  
434.981.6362  
**Inclement weather/emergency message line:**  
434.971.6673

**Department of Public Safety and Campus Police**  
Main Building, Room M218 (at the West entrance)  
Office phone: 434.961.5319  
Public Safety Officer cell phone:  
434.981.6362  
[security@pvcc.edu](mailto:security@pvcc.edu)

## PVCC SAFE

PVCC is committed to providing a safe and secure campus community so that its students and staff are free to learn and pursue their academic goals. This page is designed to make you aware of all the resources that PVCC offers and to help you quickly connect to the services and staff that you may need at various points during your time at PVCC. If you need immediate help from the PVCC Public Safety and Campus Police Department, want to report an incident or concern, need emotional support during a time of crisis, or need a referral to outside community services, you can do that here.

### SAFETY ISSUES AND IMMEDIATE CONCERNS

- [Public Safety Office: 434.981.6362](#)
- [Campus Police: 434.961.5319](#)
- [Sign up for emergency text/email alerts](#)
- [View PVCC Safety Tips](#)

### SEE SOMETHING? SAY SOMETHING.

We are all a part of a community that protects each other. If you see something that you feel may affect the safety or security at PVCC, or may disrupt the educational process, please fill out an incident report form. After receiving your report, a group of trained professionals from across campus will review your report and determine what needs to be done. Never hesitate to report a concern.

- [Report an incident \(Maxient-Incident Reporting Form\)](#)

### ATTENTION NEW STUDENTS

New students are required to complete [Sexual Violence Awareness & Prevention: Training for Students](#). It is a part of SDV 100 College Success Skills, the college's extended-orientation course for first-year students, and will increase awareness of and provide critical information about sexual assault, dating violence, stalking and bystander intervention.

### SEXUAL MISCONDUCT, ASSAULT, HARASSMENT & STALKING

PVCC promotes a safe community free from all forms of sexual misconduct. Sexual misconduct includes: sexual violence; sexual harassment; stalking; verbal or physical sexuality-based threats or abuse; and intimate partner violence. All incidents of sexual misconduct will be investigated fully and will be referred to law enforcement and college disciplinary action as appropriate. The college provides various mechanisms for students to report sexual misconduct and offers counseling, support and referral for all victims.

- [Key Definitions](#)
- [Safety Tips and Prevention Information](#)
- [Warning Signs of Sexual Assault and/or Abusive Behavior](#)
- [Sexual Assault Victim Resources and Support](#)
- [Bystander Intervention Information](#)
- [Report an incident \(Maxient Incident Reporting Form\)](#)



Contact the team at:  
[HumanResources@pvcc.edu](mailto:HumanResources@pvcc.edu)

Josh Fitzpatrick

Associate Vice President & CIO

[jfitzpatrick@pvcc.edu](mailto:jfitzpatrick@pvcc.edu)

Ashleigh Chandler

IT Operations Manager

[achandler@pvcc.edu](mailto:achandler@pvcc.edu)



## PVCC and VCCS Accounts

### VCCS - @email.vccs.edu

#### •myPVCC Portal

- Canvas / EAB Navigate
- Google Suite
- SIS / AIS / HCM
- Zoom
- ChromeRiver / AdAstra
- Infobase (Hoonuit)

#### •Coming Soon

- Eduroam Wireless Access

### PVCC - @pvcc.edu

#### •Computer Login

#### •Office 365

- Outlook, Word, Excel, PowerPoint
- OneDrive, Teams, etc

#### •Adobe Creative Cloud

#### •PVCC Central - SharePoint

#### •Internal Ticketing Systems

- Technology (KACE)
- Facilities

Both VCCS and PVCC accounts utilize Multi-factor Authentication (MFA) Apps (RapidIdentity/Authenticator), Email, SMS, Token, etc.

## Best Practices

- Annual security training required (KnowBe4)
- Don't share passwords or logins with anyone
- Only store data in places PVCC/VCCS provides
  - OneDrive, SharePoint, Teams, Google Drive, etc.
    - Managed, backed-up and scanned for data breaches/threats
- Email phishing and ransomware are real
  - When in doubt, ask
  - Use PVCC/VCCS email accounts for professional needs only
- Leverage us for all technology purchases
  - Tech Services is responsible for and supports the full technology lifecycle – we can help!

## Useful Tools

- O365
  - Outlook.com/pvcc.edu
    - Email access and software
    - Office can be installed at home for your use
  - MS Teams – Collaboration & Chat tool
- Zoom
  - Uses SSO with VCCS Credential (Domain VCCS)
  - Recordings expire 1 year from recorded date
- Adobe Acrobat DC (CC)
  - Available upon request
- Voicemail to email

# How to Get Help



## Fall/Spring Semester\*

### Helpdesk Hours

Monday-Thursday: 8 AM – 8 PM

Friday: 8 AM – 5 PM

Saturday: 9 AM – 12 PM

*For urgent issues, we would encourage a phone call as the fastest method of reaching support.*

### By Phone:

434-961-5261 from off campus or 5261 from any on campus Cisco VoIP Phone.

### By Email or web:

[help@pvcc.edu](mailto:help@pvcc.edu)

<https://techservices.pvcc.edu>

### In Person:

Main Building, 800 Wing, M832

We are here to help you succeed!!

Questions?

# Photo Break and then...



# Lunch



## Learning Objectives

- Describe how you will be notified in the event of an emergency on campus.
- Detail the 5 tenets of the Standard Response Protocol.
- Explain what your role is in an emergency on campus.



## Public Safety & Campus Police

- Our goals for an incident:
- To provide the campus with the earliest notification of an event and keep you safe.
- To respond to the area of the reported threat, locate, engage and resolve the threat. While communicating with responding resources and directing to safe locations.

– pvcc.edu –

### IN AN EMERGENCY TAKE ACTION



#### **HOLD! In your room or area. Clear the halls.**

##### **STUDENTS**

Clear the hallways and remain in your area or room until the "All Clear" is announced.  
Do business as usual.

##### **INSTRUCTORS AND STAFF**

Close and lock the door.  
Account for students, visitors and others.  
Do business as usual.



#### **SECURE! Get inside. Lock outside doors.**

##### **STUDENTS**

Return to inside of building.  
Do business as usual.

##### **INSTRUCTORS AND STAFF**

Bring everyone indoors.  
Lock outside doors.  
Increase situational awareness.  
Account for students, visitors and others.  
Do business as usual.



#### **LOCKDOWN! Locks, lights, out of sight.**

##### **STUDENTS**

Move away from hallway.  
Maintain silence.  
Do not open the door.  
Prepare to evade or defend.

##### **INSTRUCTORS AND STAFF**

Recover people from hallway if possible.  
Close and lock the door.  
Turn out the lights.  
Move away from sight.  
Maintain silence.  
Do not open the door.  
Prepare to evade or defend.



#### **EVACUATE! (A location may be specified)**

##### **STUDENTS**

Leave stuff behind if required to.  
If possible, bring your phone.  
Follow instructions.

##### **INSTRUCTORS AND STAFF**

Lead evacuation to specified location.  
Account for students, visitors and others.  
Notify if missing, extra or injured people.



#### **SHELTER! Hazard and safety strategy.**

##### **STUDENTS**

Use appropriate safety strategy for the hazard.

<b>Hazard</b>	<b>Safety Strategy</b>
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

##### **INSTRUCTORS AND STAFF**

Lead safety strategy.  
Account for students, visitors and others.  
Notify if missing, extra or injured people.

## Types of Notification

### Informacast

- It is the voice over phone and auxiliary speakers (interior and exterior)
- Similar to a PA System

## Types of Notification

### Alertus

- PC based notification system that goes to all PVCC networked computers.
- Will also send notifications via text and email

## Notifications Sign Up

<https://pvcc.omnilert.net/subscriber.php>

- Go to the PVCC homepage, Search text alerts, then follow instructions

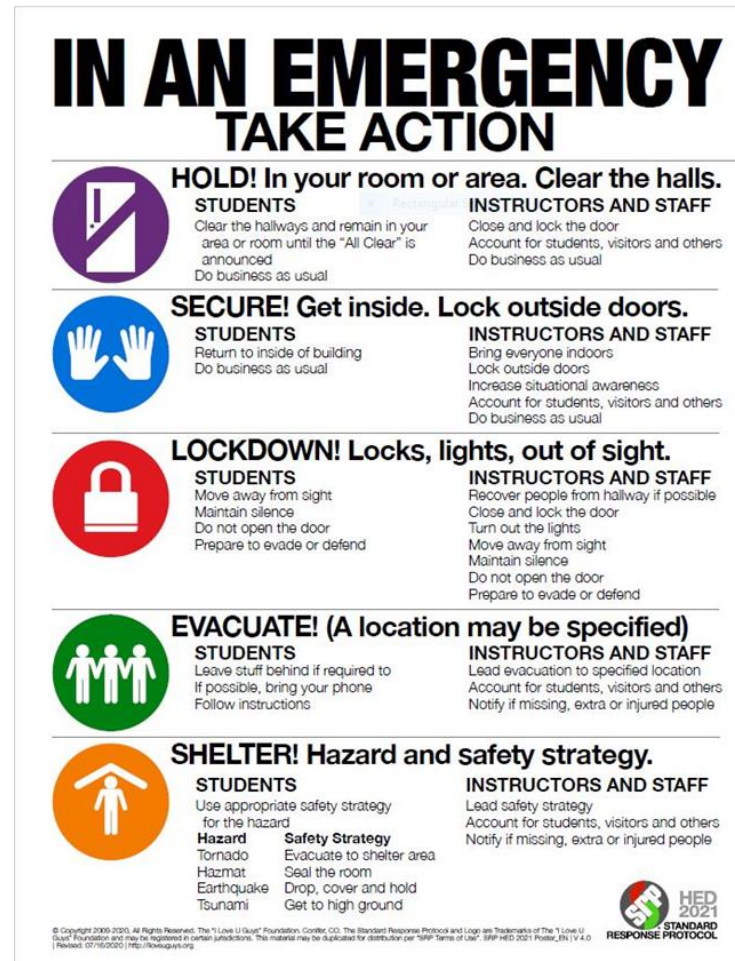


The screenshot shows the Omnilert sign-up page for PVCC. The page has a dark red header with the Omnilert logo on the left and "USER LOG IN" and "SIGN UP" links on the right. The main content area is white and features the PVCC logo at the top, followed by the text "Piedmont Virginia Community College" and the tagline "Opportunity. Access. Excellence." Below this, there are three input fields for "Username", "First name", and "Last name". At the bottom, there is a "Password policy" section with a list of requirements: password minimum length is 8, at least 1 upper case character is required, at least 1 lower case character is required, at least 1 number is required, and at least 1 non-alpha (special) character is required. A note states that subscribers are allowed to change their own password.

## Standard Response Protocol Tenants

### Five Tenets of SRP

- **HOLD**
- **SECURE**
- **LOCKDOWN**
- **EVACUATE**
- **SHELTER**



**IN AN EMERGENCY  
TAKE ACTION**

**HOLD! In your room or area. Clear the halls.**

<b>STUDENTS</b> Clear the hallways and remain in your area or room until the "All Clear" is announced Do business as usual	<b>INSTRUCTORS AND STAFF</b> Close and lock the door Account for students, visitors and others Do business as usual
--	--

**SECURE! Get inside. Lock outside doors.**

<b>STUDENTS</b> Return to inside of building Do business as usual	<b>INSTRUCTORS AND STAFF</b> Bring everyone indoors Lock outside doors Increase situational awareness Account for students, visitors and others Do business as usual
---	---

**LOCKDOWN! Locks, lights, out of sight.**

<b>STUDENTS</b> Move away from sight Maintain silence Do not open the door Prepare to evade or defend	<b>INSTRUCTORS AND STAFF</b> Recover people from hallway if possible Close and lock the door Turn out the lights Move away from sight Maintain silence Do not open the door Prepare to evade or defend
---	---

**EVACUATE! (A location may be specified)**

<b>STUDENTS</b> Leave stuff behind if required to If possible, bring your phone Follow instructions	<b>INSTRUCTORS AND STAFF</b> Lead evacuation to specified location Account for students, visitors and others Notify if missing, extra or injured people
--	--

**SHELTER! Hazard and safety strategy.**

<b>STUDENTS</b> Use appropriate safety strategy for the hazard	<b>INSTRUCTORS AND STAFF</b> Lead safety strategy Account for students, visitors and others Notify if missing, extra or injured people
---	---

<b>Hazard</b> Tornado Hazmat Earthquake Tsunami	<b>Safety Strategy</b> Evacuate to shelter area Seal the room Drop, cover and hold Get to high ground
---	---

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STANDARD RESPONSE PROTOCOL HED 2021

## HOLD!



**HOLD!  
IN YOUR ROOM OR  
AREA. CLEAR THE  
HALLS.**

**Students** are trained to:

- Clear the halls and remain in the room or area until the "All Clear" is announced
- Do business as usual

**Staff** is trained to:

- Close and lock door
- Account for students and adults
- Do business as usual

## SECURE!



### **SECURE! GET INSIDE. LOCK OUTSIDE DOORS.**

**Students** are trained to:

- Move away from sight
- Maintain silence

**Staff** are trained to:

- Recover students and staff from outside building

- Lock or monitor outside doors
- Increase situational awareness
- Account for staff and students
- Do business as usual

- Previously known as lock out
- Was changed to differentiate between it and lockdown

## LOCKDOWN!



### **LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT**

**Students** are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

**Staff** are trained to:

- Recover people from the hallway if possible
- Lock or barricade doors

- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



## EVACUATE!



### **EVACUATE! TO A LOCATION**

**Students** are trained to:

- Leave belongings behind if required to
- If possible, bring their phone
- Evacuate as a class or individually
- Follow instructions

**Staff** are trained to:

- Lead students to Evacuation location
- Account for students and staff
- Report injuries or problems at Evacuation Assembly using Red Card / Green Card method

## SHELTER!



### **SHELTER! FOR HAZARD USING A SAFETY STRATEGY**

**Hazards** might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

**Safety Strategies** might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

**Students** are trained in:

- Appropriate hazards and safety strategies


**Staff** are trained in:

- Appropriate hazards and safety strategies
- Accounting for students and staff
- Report injuries or problems using Red Card/Green Card method.

# How to Respond: Hostile Intruder/Active Threat

You can survive an **ACTIVE**  
**SHOOTER**  
If you find yourself in harm's way, take fast and decisive action.


**RUN**



If a safe path is available, **RUN**:

- Do not hesitate; get out
- Leave your belongings
- Prevent others from entering the area
- Call 911 when you are safe


**HIDE**



If you can't get out safely, **HIDE**:

- Stay out of shooter's view and be quiet
- Silence your phone
- Lock/barricade doors
- Call 911 if it is safe to do so

**FIGHT**



As a last resort, **FIGHT**:

- Fight with all-out commitment
- Be physically aggressive
- Use improvised weapons
- Fight to incapacitate the shooter

- The term “Hostile Intruder” or Active Threat is used rather than “Active Shooter” because the action taking place might be a gun, a knife, other blunt object, physical assault, vehicle, etc.

## Security Features

Door locks and access control

- Secure/Lockdown
- If you see or hear something report it/self initiate
- Use thumb locks if available
- Barricade
- Time barriers
- How to barricade?
- Alternate escape routes
- Other doors
- Windows
- Panic buttons on phones/911

## Call 911 Provide the Following

- Suspect information
- Specific location
- Number of suspects
- Race/Gender
- Clothing color and style
- Physical features
- Type of weapon(s)
- Backpack or other equipment carried by suspect
- Do you recognize the suspect? What's their name?

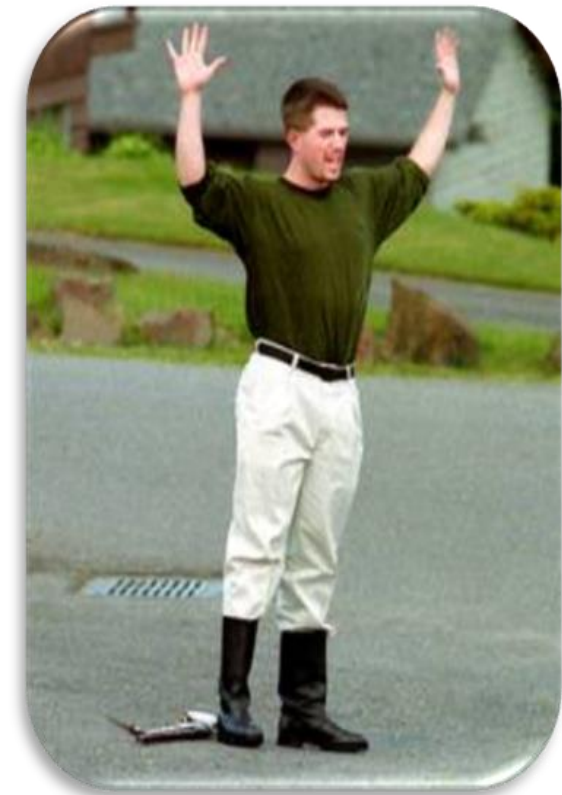
## When is it safe to come out?

- Emergency notifications systems will activate advising all clear (Informacast, Alertus)
- Campus Police and outside Law Enforcement will, have either a uniform, a badge, photo ID or other markings on clothing indicating Police and will unlock and enter classrooms
- Do not open doors just because someone says Police!



## Interacting with Law Enforcement

- Remain calm, and follow all commands
- Avoid making any sudden movements, pointing, or screaming
- Drop any items in your hands, raise your hands above your head, spread your fingers, and put your palms facing outward.
- Law Enforcement may not know who is involved and you may initially be treated as a suspect.





## Prepare

- Pay attention to your surroundings
- See something, say something
- Know your campus
- Evacuations routes
- Pre-plan: If you have to go outside and you are not in your normal area, where do you go?
- Follow SRP and await further instructions
- Physical drills and tabletop discussions
- What if game

## Contacts/Questions

If you have any questions or need assistance, please feel free to contact us.



Chief Michael Littek

434-961-5488

[mlittek@pvcc.edu](mailto:mlittek@pvcc.edu)

PVCC Public Safety/Police Dept.

434-961-5300

[police@pvcc.edu](mailto:police@pvcc.edu)

[security@pvcc.edu](mailto:security@pvcc.edu)

# Thank you!



**Welcome to PVCC! We're glad you're here.**