

St. Petersburg College



ALLSTATE CENTER

CAMPUS EMERGENCY MANAGEMENT PLAN

Emergency Telephone Numbers	
St. Petersburg City Police Department	911 893-7780
St. Petersburg Fire Department	911 893-7642
Emergency Medical Services	911
Provost Office	341-4603
Public Safety Program Director – Mike Dibuono	614-7026
Security	341-4436
Collegewide Security Services	341-3051
Collegewide Security Dispatch	791-2560
Facilities Services	
Maintenance Supervisor	497-5006
Custodial Supervisor	341-4404

Table of Contents

Introduction	3
SPC Alert	3
Allstate Center Incident Response Team (IRT)	5
Command Post and Designated Staging Areas	6
Emergency Evacuation	6
Fire Alarms	8
Disaster Preparedness Plan	9
Appendix	
A. Disaster Preparedness Checklist	11
B. Post-Disaster Tips	12
C. Prepare for a Disaster Before it Occurs	13
D. Site Maps	

INTRODUCTION

The Allstate Center Campus Emergency Management Plan (CEMP) guides the response of campus personnel and resources during an emergency situation. This plan incorporates the use of the Incident Command System (ICS) to facilitate the coordination of emergency response.

SPC ALERT

In the event that an emergency arises that poses a potential threat to life and safety, it may be necessary to broadcast an emergency notification to staff, faculty and students. **SPC Alert** will be used to alert individuals that an emergency condition exists, which threatens health and safety, and to provide protective action recommendations.



Current Notification Systems

Primary

- SPC Homepage
- SPC e-mail
- School Messenger is a commercial Emergency Notification which has the capability of quickly broadcasting notices, warnings, and alerts using email, home telephones, and cell phones. Faculty and staff should have their correct phone numbers in the SPC database by doing the following:
 1. Log in to MySPC
 2. Select My Personal Information and update numbers
 3. Select Emergency Cell/Text Options and update numbers.
 4. In order to participate in receiving text messages, simply text any one of the following words to the number **68453**: subscribe; opt-in; yes.
- InformaCast, a system which has the capability to quickly broadcast notices, warnings and alerts using desk-top computers and broadcast speakers. Faculty and staff who have college desktop computers are included in the InformaCast system.
- SPC ALERT on all networked computers (bulk e-mail)
- SPC television channel
- Social Media
- Fire alarms
- Enhanced 911 system

Second

- Hand-held radios
- Electronic signs
- NOAA Tropical Storm Forecast and Radar Station: Ruskin
- Panic Buttons

In addition, all staff and students should listen to local news releases and announcements regarding closing of the college for any reason will come from the president's office.

ALLSTATE CENTER INCIDENT RESPONSE TEAM (IRT)

The campus Incident Response Team (IRT) will include primary and alternate members to ensure coverage for both day and evening hours. The IRT is activated based on the level and nature of the incident to respond to any emergency situation. The campus Incident Commander heads the IRT.

Staff Responsibilities		
	Primary	Alternate
Incident Commander	Mike DiBuono	Joe Saponare
Media Liaison	Paul Althoff	Jamie Marie Ryan
Security Liaison	Paul Roach	Eric Wogoman
Public Liaison	Joe Saponare	Eric Wogoman
Counseling Liaison	Michele Leonard	Cara Sebastian
Medical Liaison	Paul Roach	
Scribe	Jamie Marie Ryan	Deanna Duncan
Local Law Enforcement Rep. (responsible for Staging Area)	Mike Dibuono	Don Keifhaber
Local Fire Department Rep. (responsible for Staging Area)	Don Keifhaber	
Operations	Matt Davies	Michael Pettay
Planning Action Plan	Leslie Hafer	Damon Kuhn
Logistics (Supplies)	Matt Davies	Michael Pettay
Finance	Cathy Skrym	Paul Althoff
Staff Expertise		
First Aid Training	Ralph Sibbio	Paul Roach
CPR Training		
AED Training		
Areas of Responsibilities		
Gas, Water, Electric Shut Off	Matt Davies	Michael Pettay
Fire Alarm		
Sprinklers		



COMMAND POST AND DESIGNATED STAGING AREAS

During an emergency, certain locations will be designated as the Incident Command Post.

Command Post Location			
Primary	Secondary	Off-Site	
Conference Room (110)	Fire Range	Production Support Facility	
Sites for Incident Command Work Areas			
	Primary	Secondary	Liaison
Media Area	Desoto Room (103)	Pinellas Room (129J)	Leslie Hafer Paul Althoff
Counseling Area	Student Services (100)	Pinellas Room (129J)	Michele Leonard Cara Sebastian
Medical Area	Florida Room (129F)	Common Grounds Café	Paul Roach
Staging Area	Driving Pad	East Parking Lot	Don Keifhaber

EMERGENCY EVACUATION

The following procedures apply to fires, explosions and all other emergencies that require building evacuation.

Emergency Alarm Evacuation

1. Leave room/building **immediately** by nearest exit
2. Last person out closes the door
3. Leave lights on
4. Stand **not less than 100 feet** away from building

SPC Campus Evacuation video may be viewed at <http://www.spcollege.edu/safety>



Allstate Center Building Fire Marshals

Day Shift – First Floor	
Facilities Services/PASS Office/Florida Room	Matt Davies/Michael Pettay
East Entrance	Eric Wogoman/William Avery
Student Services/East Corridor	Michele Leonard/Cara Althoff
Provost Area	Deanna Duncan
Academy Offices (AC-114)	Mike DiBuono
West Corridor	Bill Grey

Day Shift – Second Floor	
North Offices/Classrooms	Ralph Sibbio/ Bill Grey
West Offices/Classrooms	
South Offices/Library	
East Offices/CPSI	
South East Suite CPSI	

Night Shift – First Floor	
Florida Room/Student Lounge/Locker Room/Fitness Center/SEPSI Academy	William Avery/Samuel Williams
PASS Offices/Facilities Services	
Business Office/East Corridor/Studios/PROVOST Suite	

Night Shift – Second Floor	
All Classrooms/Offices located in North, East, South and West corridors, South East Suite CPSI	Latiki Pugh
Library/Internal CPSI Office	

Individual Building Checks

1. Designated building fire marshals, or backups, will rapidly check their individual areas to see that all occupants are out
2. Designated building fire marshals, or backups, will name an alternate staff member to be responsible in their absence
3. The PROVOST's office will maintain a current list of acting fire marshals

Campus Responsibility

1. Conference Room No. 110 will be the Incident Command Center in case of an emergency
2. The Incident Response Team will be immediately notified in case of an emergency by the Provost office



3. The Incident Commander and fire marshals will contact the Provost office immediately in an emergency

Teaching Faculty Responsibility

1. All full-time and adjunct faculty are responsible for reviewing campus emergency procedures, routes and alternate routes to be followed to evacuate the buildings.
2. Instructors are responsible for supervising orderly movement of their students out of campus buildings
3. Instructors must see that persons with limited mobility are directed to designated rescue waiting area or quickly evacuated utilizing student help when mobility or awareness is restricted
4. Students and faculty are to move not less than 100 feet from all buildings. Distance may vary when local first responders arrive and assume command.

Support (Non-Academic) Personnel

Facilities and security staff will

1. Immediately turn off motors, ventilating fans and other power-driven equipment
2. Immediately unlock north entrance to permit possible access by emergency personnel if an emergency occurs after 5:00 PM
3. Leave the building upon being notified or hearing the emergency alarm
4. Stand by to render assistance and liaison with first responders.

Administrative support staff will immediately leave the building upon being notified or hearing the emergency alarm.

FIRE ALARMS

Sound the building alarm upon fire discovery by activating nearest fire emergency box. This does not alert the fire department.

Notify the fire department immediately from the nearest safe phone by calling 911. Give the following information:

1. Name and location of the campus (3200 34th Street South)
2. Fire location
3. Caller's name and phone from which the fire is reported
4. Notify the Provost Office (4603 or 4454) to confirm/report that fire department has been called

Leave the building by the nearest exit. The last person to leave the room should close the door to the hallway. If exit is blocked, proceed to next more direct route.

Building fire marshals will quickly check and verify that all persons have been evacuated from their building after the emergency alarm has been sounded.



President's Office/District Office notification of an emergency will be handled by the Provost.

All-clear for building re-entry will be determined by the Incident Commander or fire marshals in conjunction with fire department officials. Building fire marshals will acknowledge all clear verbally to students and staff and assist with the re-entry process.

DISASTER PREPAREDNESS PLAN

Disaster Preparedness Checklist (see Appendix)

Allstate Planning Activities

1. Each department has a Continuity of Operations Plan to include:
 - a. Mission Essential functions.
 - b. Personnel required to continue mission essential functions.
 - c. Resources and equipment to continue mission essential functions.
 - d. Plan for delegation of authority within the department.
 - e. Identify alternate facilities.
 - f. Secure vital records and databases critical to performing mission essential functions.
 - g. Security of offices, files, and classrooms.
 - h. Communication plan to disseminate information to personnel.
2. The Facilities Services Supervisor will secure facility's records electronically.
3. Range Master will secure firearms range facility.
4. Security Officer will secure radios.
5. Technology Support Specialist will secure computer lab equipment.
6. Librarian will secure furniture, equipment, and other resources.
7. Staff having responsibility for the daily use of computer equipment should secure these items per the Disaster Preparedness Checklist.

Disaster Recovery Operations

1. The Associate Vice President for Facilities Planning and Institutional Services (FPIS) verifies through Pinellas County Emergency Management that access to site(s) is permitted.
2. The Associate Vice President for FPIS Communicates information to the President's office, the college Incident Commander, and the site Incident Commander/Provost.
3. The President's office will authorize information to be communicated to faculty, staff, and students by Marketing and Strategic Communications.
4. The Associate Vice President for FPIS or designee will designate an Incident Commander (Recovery Coordinator) and the First Response Team:
 - Director of Design and Construction
 - Director of Facilities Services
 - Director of College Wide Security Services and Risk Management



- Maintenance Services Supervisor
 - Safety Specialist
 - Manager, Custodial and Landscaping Services
 - Site Supervisor: Maintenance, Landscaping and Custodial
5. First Response Team to determine where the command post will be established. Incident Commander (Recovery Coordinator) will be in charge of all recovery activities at each site.

DISASTER PREPAREDNESS CHECKLIST

Follow this checklist for each of the following computers:

- Your office desktop computer
- Your mainframe terminal(s)
- Your coworker's office equipment if they are absent
- Printer in your department
- Scanner or other specialized/valuable equipment in your department
- Student stations in your department's area
- Student labs for which your department is responsible

For each of these items listed above, please do the following:

At severe weather watch/warning (tornado, tropical storm, hurricane)

- Back up critical data to CD, external drive or designated servers (*)
- Store CD/external drive in a cabinet or drawer that is up off the ground (*)
- Make a duplicate copy of critical data and store at another campus in a similarly safe place

(*) This step should be performed regularly with or without severe weather threats

Before leaving campus under a tropical storm/hurricane warning/watch:

- Shutdown all computers
- Turn off any equipment attached to your computer such as external hard drives, CD-ROM drives and printers
- Turn off monitor
- Unplug everything; check all of your wall outlets and power strips
- If practical, unplug power strips and store in a drawer or cabinet which is up off the ground. If not practical to unplug, turn it off.



POST-DISASTER TIPS

- ❑ Visually inspect equipment to confirm that there is no water or debris damage to the equipment or any related power cords or power strips. Damaged equipment should be reported to Telecommunications via your local TSS. **Do not** attempt to use any equipment unless you are sure there is not water or other damage.

- ❑ If your site has suffered a significant power outage in which air conditioning has been off, PLEASE wait for official word from Facilities before turning on any equipment. The reason for this is that if the computer is turned on within about two (2) hours of the air conditioning system being turned on, then condensation can accumulate inside the computer and cause severe damage.

- ❑ If the entire network or large portions of it are turned back on at the same time, some network degradation is likely. Be prepared for a low-functioning network for a period of hours until everything settles down.

- ❑ If you are waiting on help from Telecommunications or your local TSS, please be patient. Priority will be given to instructional equipment over administrative equipment and to voice telephone network over computer networks.



REPARE FOR A DISASTER BEFORE IT OCCURS

Follow the simple steps recommended by www.ready.gov

Get a Kit (to include:)

- One gallon of water per person, per day for at least 3 days
- Non-perishable food for at least 3 days
- Radio (battery-powered)
- NOAA Weather Radio with tone alert
- Flashlight
- Batteries
- First aid kit
- Special needs items
- Prescriptions (at least 3-day supply)
- Important paperwork
- Personal Protection Equipment

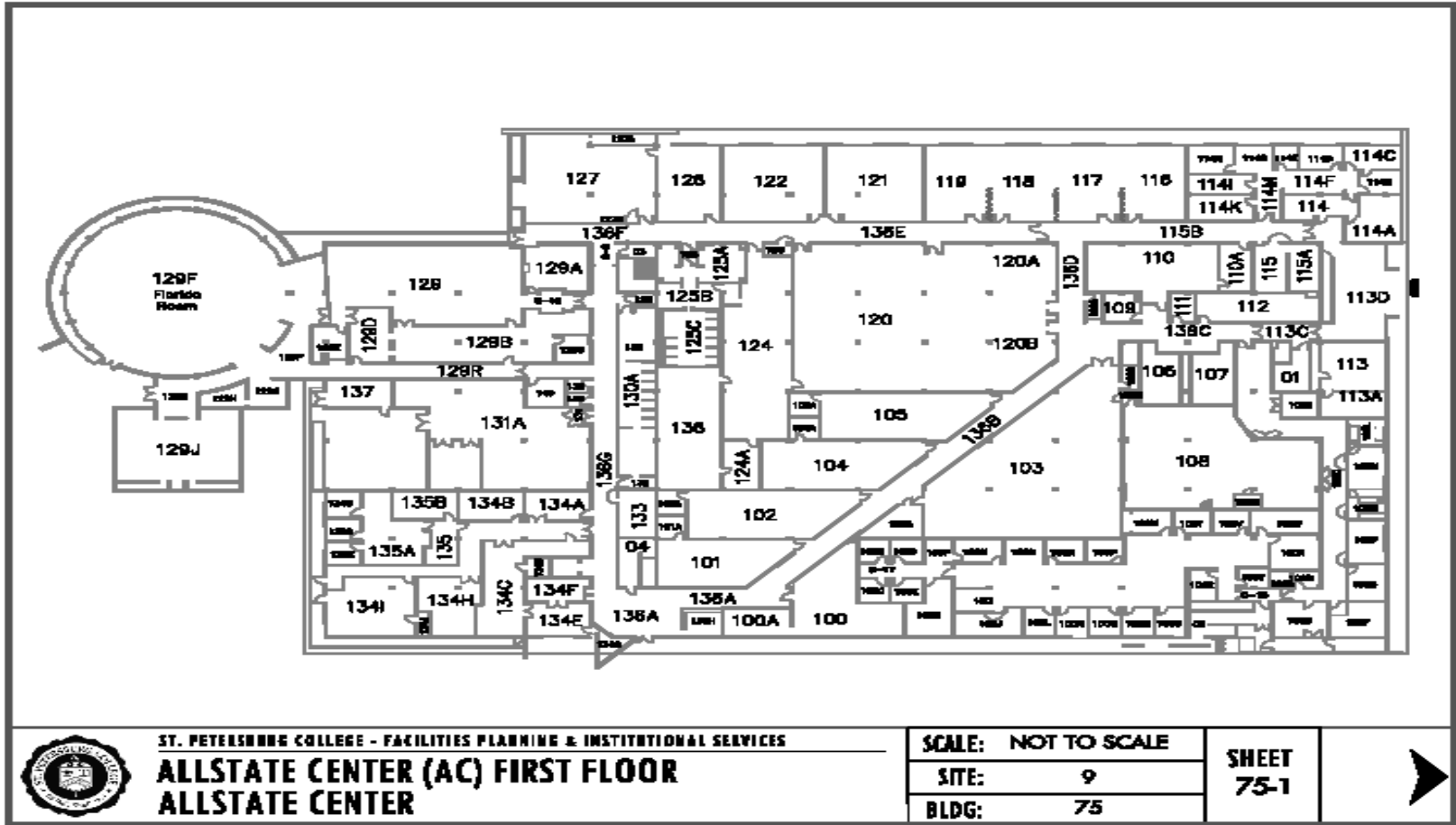
Make a Plan

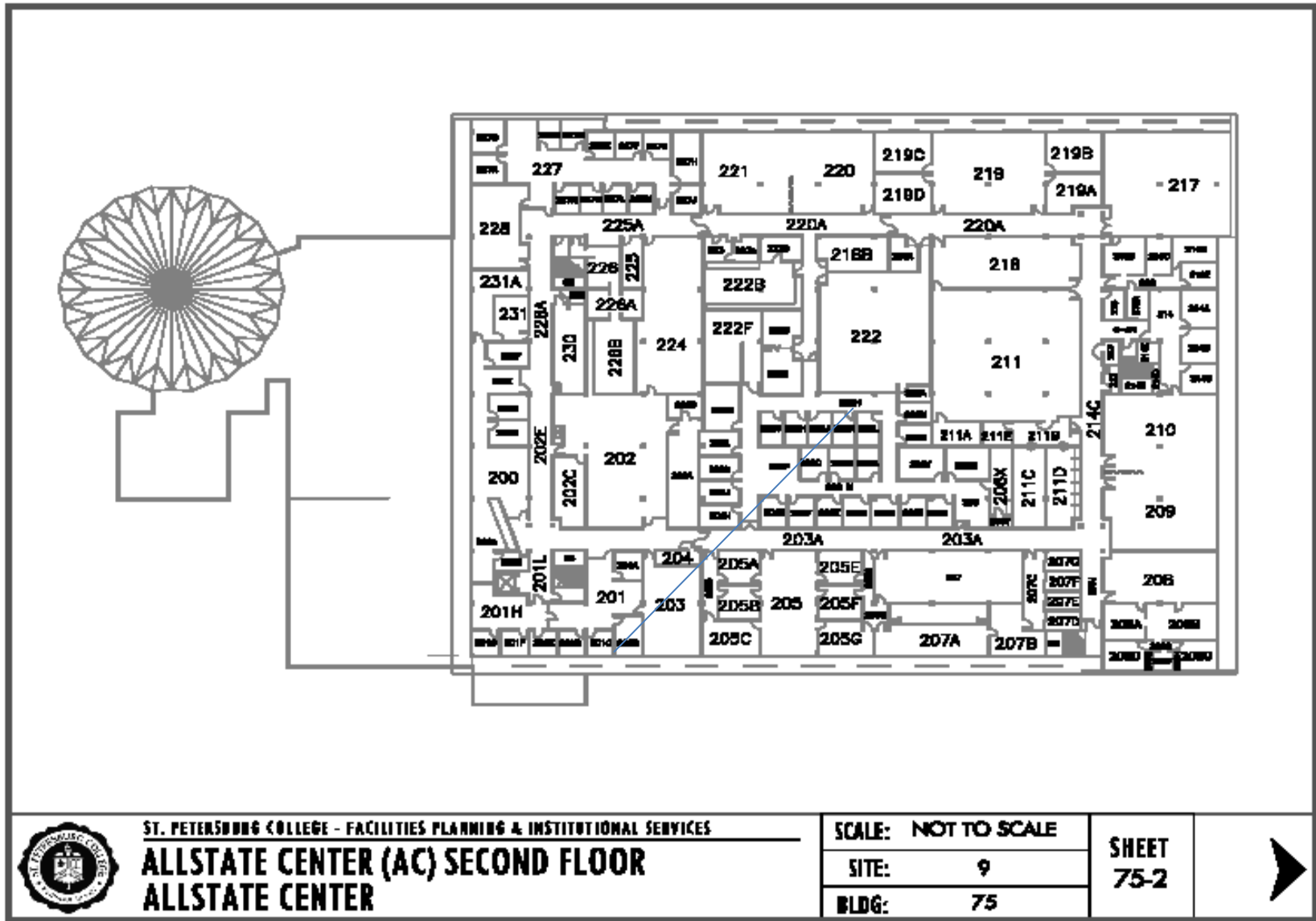
- View and download the Family Emergency Plan at <http://www.ready.gov/america/downloads/familyemergencyplna.pdf>
- Decide on local and out-of-town contacts for your family
- Decide on family meeting locations
- Create a personal support network
- Document personal information for each family member

Be Informed (familiarize yourself with risks in your area)

- Be aware of the types of disasters that could occur in your area (e.g., hurricanes, tornadoes, terror attacks)
- Learn about the emergency agencies that can support you in a disaster situation (e.g., police, fire, EMS)

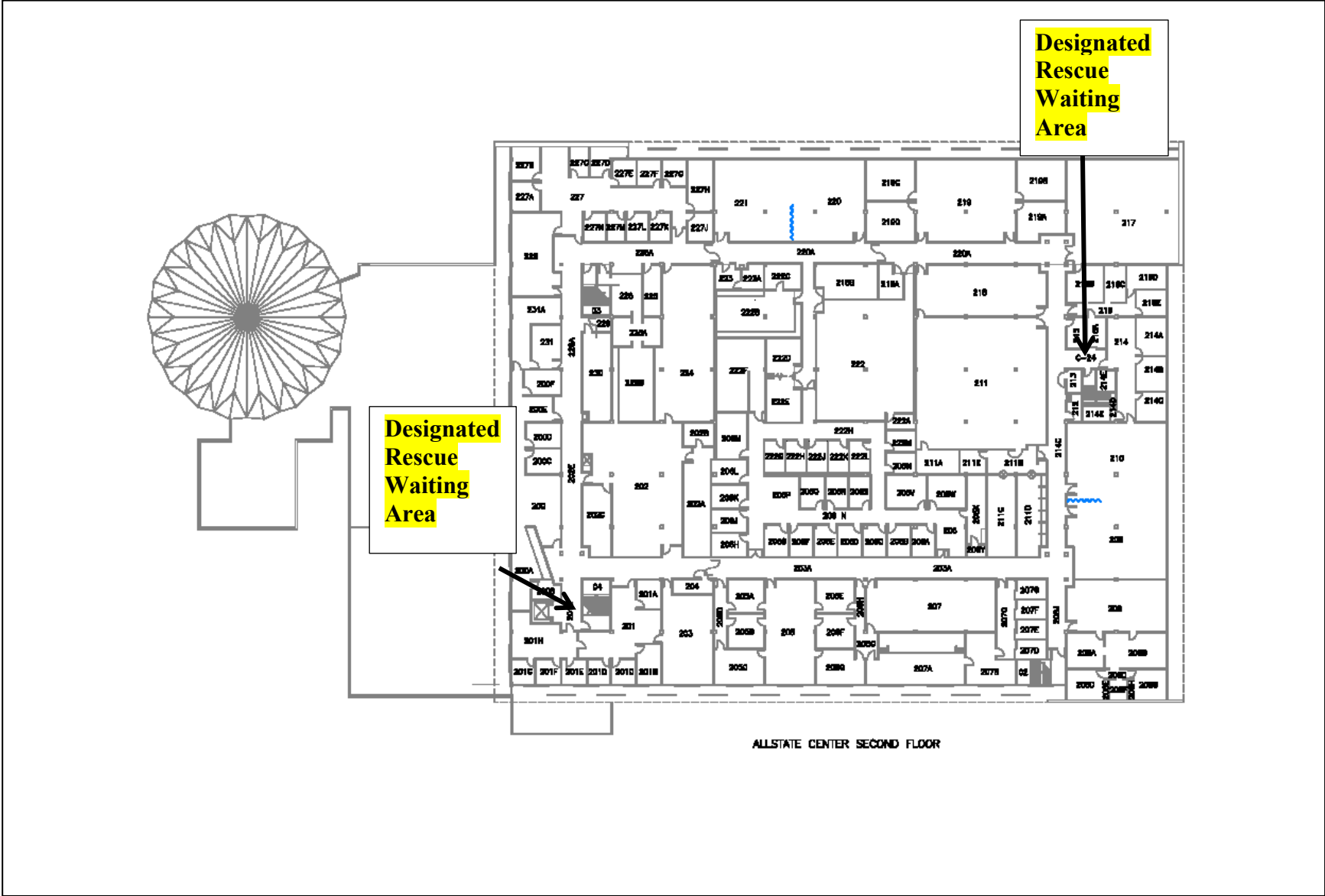






ST. PETERSBURG COLLEGE - FACILITIES PLANNING & INSTITUTIONAL SERVICES
ALLSTATE CENTER (AC) SECOND FLOOR
ALLSTATE CENTER





ALLSTATE CENTER SECOND FLOOR

