

**St. Petersburg College  
Clearwater Campus  
Campus Emergency Plan  
2022**



## **Emergency Contact Information**

City of Clearwater Emergency Medical Services	911
City of Clearwater Police Department	911
City of Clearwater Fire Department	911
SPC Security, Joe Berry	791-2506
SPC Security Dispatch	791-2560
Campus Provost, Tashika Griffith	341-4738
Provost Office Land Line	669-1111
Associate Provost, Matt Bowen	791-2488
Facilities Supervisor, John Shoffner	791-2650

## **Emergency Notifications**

College Employees can receive emergency notifications on their phones by logging in to MySPC. Select “Employee Services,” then “Emergency Cell/Text Options,” and then enter your phone number. Then text 68453 to opt in.

## Introduction

The Clearwater campus Emergency Plan is based upon and is consistent with the national Incident Command System (ICS). The ICS provides for a common organizational structure and the coordination of decision-making, duties, and resource distribution in the event of an emergency.

## Organizational Structure of the Clearwater campus ICS

Title	Description	Responsible
<b>Incident Commander</b>	The Incident Commander has overall responsibility for managing the incident by establishing objectives, planning strategies, and implementing tactics.	<b>Primary:</b> Tashika Griffith <b>First Successor:</b> Matt Bowen <b>Second Successor:</b> Cheri DeBlaere <b>Third Successor:</b> Jeff Zeigler
<b>Media Liaison</b>	The Media Liaison serves as the conduit for information to internal and external stakeholders, including the media or parents.	<b>Primary:</b> Joy Cruse-Moore <b>First Successor:</b> Elian Ramos
<b>Security Liaison</b>	The Security Liaison maintains contact with local law enforcement and emergency personnel and coordinates the efforts of the campus security team.	<b>Primary:</b> Joe Berry <b>First Successor:</b> Al Arroyo <b>Second Successor:</b> Dan Barto
<b>Facilities Operations</b>	The Operations Officer will provide support and information on the campus infrastructure including utilities shut-offs, emergency power, fire alarms, and sprinklers.	<b>Primary:</b> John Shoffner <b>Secondary:</b> Dwayne Sharpe
<b>Scribe</b>	The ICS Scribe prepares and maintains an accurate and complete record of the actions and activities of the incident and functions as an aide to the Incident Commander.	<b>Primary:</b> Jonathon Barnes <b>Secondary:</b> Wanda Kimsey
<b>Finance</b>	Support the Incident Response Team's financial needs and document expenditures.	<b>Primary:</b> Kevin Gaffrey <b>Secondary:</b> Dean Patricia Watts
<b>Medical</b>	Ensures that the Incident Response Team is supported with necessary medical	<b>Primary:</b> Anja Norman <b>Secondary:</b> Frederic Berthiaume

	training and supplies including mental health resources.	
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## Command Post and Designated Staging Areas

<b>Command Post</b>	<b>Primary:</b> LA 192	<b>Secondary:</b> LI 232
<b>Staging Area</b>	<b>Primary:</b> South Parking Lot	<b>Secondary:</b> East Lot
<b>Medical Area</b>	<b>Primary:</b> ES 104	<b>Secondary:</b> LA 100
<b>Media Area</b>	<b>Primary:</b> LI 109	<b>Secondary:</b> ES 100
<b>Counseling Area</b>	<b>Primary:</b> LI 213	<b>Secondary:</b> LA 101

## Continuity of Operations Plan (COOP)

In the event that normal college operations are affected by a major emergency such as a hurricane or a pandemic, the Continuity of Operations Plan ensures that the personnel and resources are available to enable the critical functions of the campus to continue. This may require location of the campus operations to another site.

## Continuity of Operations Personnel and Responsibilities

DEPARTMENT	Clearwater Campus
<b>Primary Contact Person</b>	Provost—Tashika Griffith
<b>1<sup>st</sup> Successor</b>	Associate Provost—Matt Bowen
<b>2<sup>nd</sup> Successor</b>	Student Support Manager—Cheri DeBlaere
<b>3<sup>rd</sup> Successor</b>	Accessibility Services Coordinator —Jeff Zeigler
<b>Mission Essential Functions (enables an organization to provide vital services)</b>	<b>Personnel Required to Continue Each Essential Function (personnel required to maintain a minimally acceptable performance of that function. List by position)</b>
Provide safety and security to Clearwater Campus faculty, staff, and students	Campus wide Security—Joe Berry

Provide necessary utilities (electrical, HVAC, security systems)	Facilities Supervisor and Staff—John Shoffner
Ensure that full range of support programs and services are optimal in helping all students succeed in their academic goals.	Provost—Tashika Griffith
Maintain communication with faculty, staff, and students	Provost/Associate Provost /Program Directors/Chairs
<b>Requisite Resources and Equipment (list all furniture, equipment and other resources required to continue each essential function)</b>	
<ul style="list-style-type: none"> <li>• Computers with MS Office, Internet browser, Adobe Reader, web conferencing software.</li> <li>• Wifi, printer, scanner, copier, back-up storage system for remote work.</li> <li>• Emergency broadcasting access.</li> <li>• Desks, chairs, conference tables, filing cabinets, telephones, weather radio, projectors, TV monitors.</li> </ul>	
<b>Delegation of Authority</b>	<b>Orders of Succession (each department should pre-delegate authorities for making determinations and decisions and identify the circumstances under which they would be exercised)</b>
Responsibility for implementation of plan: decision concerning evacuation of building	Provost/Associate Provost in collaboration with Vice President Facilities and Institutional Services.
Conditions for succession: absence of director passes to associate director	Associate Provost
Method of notification: redundant notification by email, pager, or phone using call down lists	InformaCast for campus, phone to key college personnel, and departmental phone trees.
<b>Alternate facilities (identify from existing agency facilities, if applicable)</b>	
Functions will be relocated to other facilities on campus if available or to other SPC sites.	
<b>Interoperable Communications (identify the data and communications systems to support mission-essential functions; e.g. voice, fax, internet, emergency systems)</b>	
<ul style="list-style-type: none"> <li>• Telephones</li> <li>• Computer Network/Internet</li> <li>• E-Mail</li> <li>• Two-way radio</li> </ul>	

<b>Vital Records and Databases</b>	<b>Identify vital records, systems and data, hard copy and electronic, critical to performing mission essential functions</b>
Emergency Operating Records	PeopleSoft Student Administration, Financials, and HR
Legal and Financial Records	PeopleSoft Administration, Financial and HR
Other:	
Other:	
<b>Logistics and Administration (materials and equipment, which will be needed immediately upon COOP activation, should be identified to assure their availability) Ex: office furniture, telephones, computer, etc.</b>	
Office furniture, telephones, computers, cable TV	
<b>Personnel Issues and Coordination (communication plan to disseminate information to essential and non-essential personnel).</b>	
Same as method of notification.	
<b>Security</b>	<b>Personnel Required to Continue Each Essential Function</b>
COOP Operational Security (locks, alarms, surveillance cameras, file cabinets.)	Administration, security, instructional staff
Cyber-Security	Information Technology
Physical Access Restrictions	Campus wide Security

<b>Test and Training Plan</b>	<b>Method to ensure responsible parties are prepared to perform assigned duties</b>
	COOP will be available to staff as addendum to Campus Emergency Management Plan (CEMP)
<b>Summary</b>	
<p>The COOP is part of the campus' emergency plan. Key elements of the plan (communications systems, training for staff) will be conducted annually.</p>	