



CAMPUS EMERGENCY MANAGEMENT PLAN EpiCenter

Emergency Telephone Numbers

Largo Police Department	911	(727) 586-7427
Largo Fire Department	911	(727) 587-6714
Emergency Medical Services	911	

	Office #	Cell #
Campus Provost – Dr. Tashika Griffith	(727) 341-4738	
Campus VP of Finance & Business Ops – Janette Hunt	(727) 341-3229	(727) 256-5828
Facilities Director – Gary Falasca	(727) 341-4590	(484) 357-3244
Emergency in event of power failure – Richard Warnell	(727) 434-4960	(727) 434-4960
Security Director – Daniel Barto	(727) 341-3051	(727) 421-2359
College-wide Security – Diane White	(727) 341-3192	
College-wide Dispatch	(727) 791-2560	
Facilities Manager – Olin Conrad	(727) 614-7040	
Facilities Supervisor – Richard Warnell	(727) 344-8022	(727) 434-4960
Custodial Supervisor – Jack Grochala	(727) 341-3099	(727) 417-0767

EpiCenter Business & Technology Building

13805 58th Street North, Clearwater, FL 33760

EpiCenter Services Building

14025 58th Street North, Clearwater, FL 33760

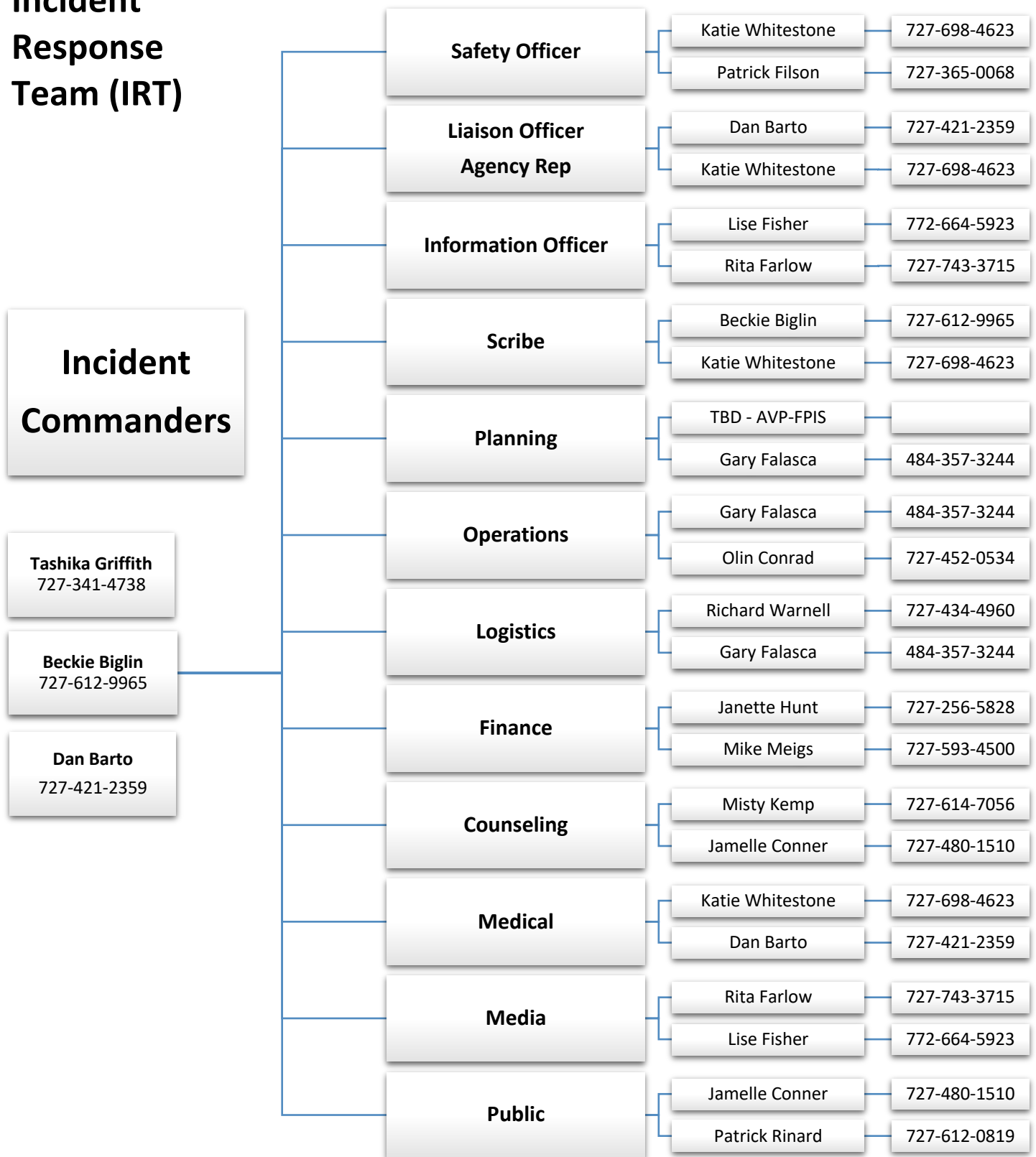
Juvenile Welfare Board (Annex 2)

14155 58th Street North, Clearwater, FL 33760

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EpiCenter Incident Response Team (IRT)



INTRODUCTION

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

EPICENTER INCIDENT RESPONSE TEAM (IRT)

The center 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. The campus Incident Commander heads the IRT.

RESPONSIBILITIES OF INCIDENT COMMAND STRUCTURE

Incident Commander

- Coordinates the crisis intervention and appoints additional staff as needed.
- IRT team members report directly to the IC.
- Establishes immediate priorities especially safety of responders.
- Determines incident objectives and strategy to achieve the objectives.
- Communicates to president and emergency management council.

Counseling Liaison

- Coordinates the counseling area and efforts to calm staff, students, and the public during and following an event.

Finance

- Responsible for all financial, administrative and cost analysis of the incident.

Liaison Officer Agency Representative

- This person serves as the point of contact for assisting and cooperating agencies. Is responsible for establishing and maintaining a location where personnel and equipment can be staged to provide support and resources to the Incident Commander. (Could be dual role with Security Liaison)

Logistics

- Responsible for providing facilities, services, and materials for the incident response.

Media Liaison (PIO – Public Information Officer)

- Coordinates the containment of the media in a designated area. Institutional Advancement will handle all media releases.

Medical Liaison

- Coordinates the provision of medical services by local responders or emergency personnel.

Operations

- The Operations Chief is responsible for the management of operations applicable to the primary mission of the response. This person directs activities and recommends an operational plan to the IC.

Partnership Liaison Member

- Responsible for dissemination of communication to the various partners at this site regarding emergency information & training.

Planning Action Plan

- The Planning Chief is responsible for the collection, evaluation, and dissemination of information to measure the size, scope, and seriousness of the incident. Asks the “what if” questions regarding the current action plan. Prepares the plan for returning to normal operations.

Public Liaison

- Coordinate a pick-up area for students/staff. (re-unification)

Safety Officer

- Campus security is the most appropriate to fill this role. This person will secure the scene and maintain evidence until law enforcement arrives. The liaison will limit access to the scene by the media or other persons who do not have a purpose for being on the site. Assistance from law enforcement will be requested if needed to secure the site.

Scribe

- Responsible for maintaining a written log of all incident events and keeping command post personnel updated on significant events. Ensures the documentation of all actions showing dates, times, and other pertinent information

COMMAND POST AND DESIGNATED STAGING AREAS BY EPICENTER BUILDING

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

Business & Technology (EpiTech) Building Command Post Location 13805 58th Street North, Clearwater, FL 33760			
	Primary	Secondary	Off-Site
Command Post	EpiTech 2-104	EpiServices SV-217	JWB
Sites for Incident Command Work Areas			
	Primary	Secondary	Liaison
Media Area	1-324	2-304	Rita Farlow
Counseling Area	1-452	2-307	Misty Kemp
Medical Area	1-455	Forest Lab	Katie Whitestone
Staging Area	Parking Lot	Parking Lot	Richard Warnell

Services Building Command Post Location 14025 58th Street North, Clearwater, FL 33760			
	Primary	Secondary	Off-Site
Command Post	SV-110	EpiTech 1-450	JWB
Sites for Incident Command Work Areas			
	Primary	Secondary	Liaison
Media Area	SV-217	SV-217	Rita Farlow
Counseling Area	1 st Floor Breakroom	2 nd Floor 273	Misty Kemp
Medical Area	1 st Floor Breakroom	In-House Construction	Katie Whitestone
Staging Area	Parking Lot	Parking Lot	Ricard Warnell

PARTNER GROUPS

Notification of partner groups will be via alarm system, hand-held radios, InformaCast Speakers and **Partnership Liaison Campus Emergency Members**.

PARTNER GROUPS AT EpiCenter Site		
	Primary	Secondary
Economic Development	Cynthia Johnson, Director 727-410-4778	Cindy Margiotta 727-560-6728
CareerSource	Steven Meier, Interim CEO 727-365-8642	Jay Burkey 727-421-8118
Guardian ad Litem	Mariela Ollsen 727-710-5262	Jane Abela 727-773-7109
Juvenile Welfare Board	Laura Peele 727-743-1735	Shannon Cohen-Phillips 727-687-0109
Nature's Table	Robert Carpenter 727-307-4038	Jacqueline Carpenter 727-560-4626
Collaborative Labs	Andrea Henning 727-409-2829	Tina Fischer 727-637-8219

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

- InformaCast
- School Messenger – a commercial Emergency Notification System, which has the capability of quickly broadcasting notices, warnings and alerts using e-mail, home telephones and cell phones
- SPC e-mail
- SPC Homepage
- SPC ALERT on all networked computers (bulk e-mail)
- SPC television channel
- Fire alarms
- Enhanced 911 system

Second

- Hand-held radios
- Local News Agencies
- NOAA Tropical Storm Forecast and Radar Station: Ruskin

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.

EMERGENCY NOTIFICATION SYSTEM PROTOCOLS

Introduction: 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.

Definition: SPC Alert will be used to alert an individual if an emergency condition exists, which threatens health and safety; and to provide protective action recommendations.

Scope: In conjunction with the SPC Emergency Management Plan, this guide provides instructions and suggestions for Emergency Notification and Warning, as well as notification of non-emergency activity, which may disrupt operations of a campus, site or multiple locations.

Current Notification Systems: SPC has several emergency notification systems available. In the event of an emergency, one or all of these systems may be employed. The systems may include:

Primary

- SPC Homepage
- SPC email
- InformaCast, a system which has the capability to quickly broadcast notices, warnings and alerts using IP telephones desk-top computers and broadcast speakers.
- School Messenger, a commercial Emergency Notification System which has the capability of quickly broadcasting notices, warnings, and alerts using email, home telephones, and cell phones.
- SPC Alert on all networked computers (Bulk email)
- SPC Television Channel
- Fire alarms
- Enhanced 911 system

Secondary

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

EVACUATION PROCEDURES

The following procedures apply to fire, explosion or other emergency that would require evacuation of building occupants.

Evacuation Alarm

All campuses and centers will use building fire alarm systems for emergency evacuation of building occupants. If a building is not equipped with a fire alarm system, College personnel in charge will use verbal notification to alert building occupants to evacuate.

EXCEPTION: DO NOT USE FIRE ALARM SYSTEM TO EVACUATE DURING A BOMB THREAT. USE VERBAL NOTIFICATION FOR ALERTING BUILDING OCCUPANTS.

Evacuation

- When the evacuation alarm sounds except during a notification for bomb threat, all building occupants are to leave the building by the nearest exit and move away from the building to a safe location. (Stand not less than 100 feet away from building.)
- Security shall call 911, contact the Incident Commander, and inform him/her of the situation.
- Faculty is responsible for the prompt, safe and orderly evacuation of the students in their class, which includes students with disabilities.
- Evacuation Deputies shall conduct a sweep of their building to verify that occupants have evacuated.
- The Evacuation Deputies shall notify emergency services about any occupants that were unable to evacuate the building due to a disability, injury, etc.
- Faculty will conduct a head count to ensure all students have safely evacuated and report any missing students to Security or emergency services personnel.
- Supervisors or their designees will conduct a head count to ensure all employees have been safely evacuated and report any missing employees to Security or emergency services personnel.
- The Incident Commander will ensure that emergency agencies have been notified and assume responsibility for the orderly evacuation of buildings and assist emergency services personnel as needed.
- The Facilities Services Plant Supervisor or designee will stand by to provide information and assistance to emergency services personnel.
- All reasonable precautions should be taken to avoid blocking paths of escape, i.e., stairs, exits, and doorways, with empty wheelchairs, walkers, crutches or similar physical help aids.

Evacuation Deputies

Evacuation Deputies are responsible for the following:

- Initiate evacuation procedures as necessary.
- Maintain an orderly evacuation.
- Close doors as areas are evacuated.
- Conduct a sweep of his/her assigned area.
- Assist with the removal of any disabled persons. Record the location of any individuals that will require emergency personnel to remove them from the building.
- Note inappropriate actions (refusal to evacuate, attempts to use elevators, etc.)
- Evacuation Deputies are not responsible for going into a burning or smoke-filled building to make sure the building is empty. That is the fire department's job.

Re-entry to Buildings

No re-entry to buildings will be permitted until emergency services personnel notify the Incident Commander that conditions are safe for re-entry.

Campus Responsibility

The EpiCenter buildings are not adjacent and therefore each building will require separate Incident Command Center rooms, please refer to the tables on the previous pages for the rooms. The Incident Response Team will be immediately notified in case of an emergency by the alarm system, campus radios and phone tree.

Faculty Responsibility

1. **All full-time and adjunct faculty are responsible for reviewing campus emergency procedures, SPC Emergency Response Guide at first class meeting, 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 handicapped students are properly and 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 due to adjacent buildings, surrounding streets and may depend on nature of evacuation (i.e., in the event of a bomb threat, the distance would be farther away).

EpiCenter Facilities and security staff will

1. Immediately turn off motors, ventilating fans and other power-driven equipment EXCEPT in the case of bomb threat
2. Leave the building upon being notified or hearing the emergency alarm
3. Stand by to render assistance and inform fire department of best access to building and/or fire

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.

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

1. Name and location of the building at EpiCenter:
 - Epi Business Tech Building, 13805 58th Street North, Clearwater, FL 33760
 - EpiServices Building, 14025 58th Street North, Clearwater, FL 33760
 - Juvenile Welfare Board (Annex 2) – 14155 58th Street North, Clearwater, FL 33760
2. Fire location
3. Caller's name and phone from which the fire is reported
4. Notify EpiCenter Facilities Director Gary Falasca at 727-341-4590 or 484-357-3244.
5. Notify the VP of Academic & Student Affairs Office Matthew Liao-Troth at 727-341-3323 or 808-226-3747 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 deputies will quickly check and verify that all persons have been evacuated from their building after the emergency alarm has been sounded.

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

HOSTILE PERSON(S)

When a person(s) exhibits hostile actions, e.g. hostile confrontation, person with weapon, active shooter or a similar type of threat, immediately call 911 and Security Dispatch at 2560 from a college phone or 791-2560 from an outside phone. Do not try to engage or separate combatants. Await the arrival of security and/or Largo Police.

If a weapon is involved:

1. Leave the building/area if possible. Tell anyone you meet to leave the building/area immediately.
2. Seek refuge in a safe area, preferably behind a locked door, or seek protective cover. Stay there until assistance arrives.
3. If it will not endanger you or others near you, call 911 and give the operator:
 - The type of emergency
 - Your location – campus, building, room number
 - The location of the emergency
 - Your name and title
 - The telephone number from which you are calling
 - The number of combatants, type of weapons(s) observed injuries or fatalities.

DO NOT HANG UP until the 911 operator obtains all the necessary information.

4. After calling 911, call SPC Security Dispatch at 2560 from a college phone or 791-2560 from an outside phone. Tell Security you have called 911 and give them the same information.
5. Follow all instructions from law enforcement and security.
6. Individuals not immediately impacted by the situation should take protective cover and stay away from windows and doors until notified otherwise.

If you are directly involved in an incident and exiting the building is NOT possible, the following actions are recommended:

1. Go to the nearest room or office, close and lock the door.
2. Turn off the lights and seek protective cover. Use tables, chairs, etc. for barriers.
3. Keep quiet and act as if no one is in the room. Do not answer the door.
4. If it is safe to do so, call 911 and provide the 911 operator:
 - Your name and location (be as specific as possible)
 - The number of combatants and description of combatant(s)
 - The number of persons who may be involved and any injuries, if known
5. Wait for local police or security to assist you out of the building

DISASTER PREPAREDNESS PLAN

Disaster Preparedness Checklist

Disaster Planning Activities

1. Develop disaster planning and recovery action plan
 - Should the EpiCenter Center be faced with a disaster, there are some irreplaceable records and equipment that could be destroyed
 - Prioritize items by order of most critical to least critical
2. Develop an action plan to determine how you will preserve/protect identified items.
 - Equipment
 1. The staff having responsibility for the daily use of administrative computer equipment (see Disaster Preparedness Checklist)
 2. Secure computers in Corporate Training Business Office
 3. Technical Resource Specialist (TRS) will secure computer lab equipment
 4. During a real-time emergency, when lives are immediately being threatened, it is not recommended that any attempt at saving any items be made. However, where the disaster is pending, the actions listed above will be taken.
3. Employee Preparation and Assignments
 - **A phone tree is available from your supervisor.** This network reflects the notification system to be used in time of need.

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 Executive Director of IT Infrastructure. **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 IT Infrastructure 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.

PREPARE FOR A DISASTER . . . BEFORE IT OCCURS

Follow the simple steps recommended by www.ready.gov

Get a Kit (kit should 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

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)

Emergency Phone List for EpiCenter Partners

SPC

EpiCenter Administration

Beckie Biglin
Work: 727-341-3320
Cell: 727-612-9965

Instruction and Academic Programs

Matthew Liao-Troth
Work: 727-341-3323
Cell: 808-226-3747

Student Services

Jamelle Conner
Work: 727-341-3344
Cell: 727-480-1510

Collaborative Labs

Andrea Henning
Work: 727-341-3154
Cell: 727-409-2829

Tina Fischer
Work: 727-614-7260
Cell: 727-637-8219

Workforce Institute

Belinthia Berry
Work: 727-341-4279
Cell:

Nature's Table

Robert Carpenter
Cell: 727-307 4038

Jacqueline Carpenter
Cell: 727-560 4626

Economic Development

Cynthia Johnson, Director
Work: 727-464-7445
Cell: 727-410-4778

Cindy Margiotta
Work: 727-464-7398
Cell: 727-560-6728

CareerSource Pinellas

Steven Meier
Work: 727-608-1709
Cell: 727-365-8642

Jay Burkey
Work: 727-
Cell: 727-421-8118

Guardian ad Litem

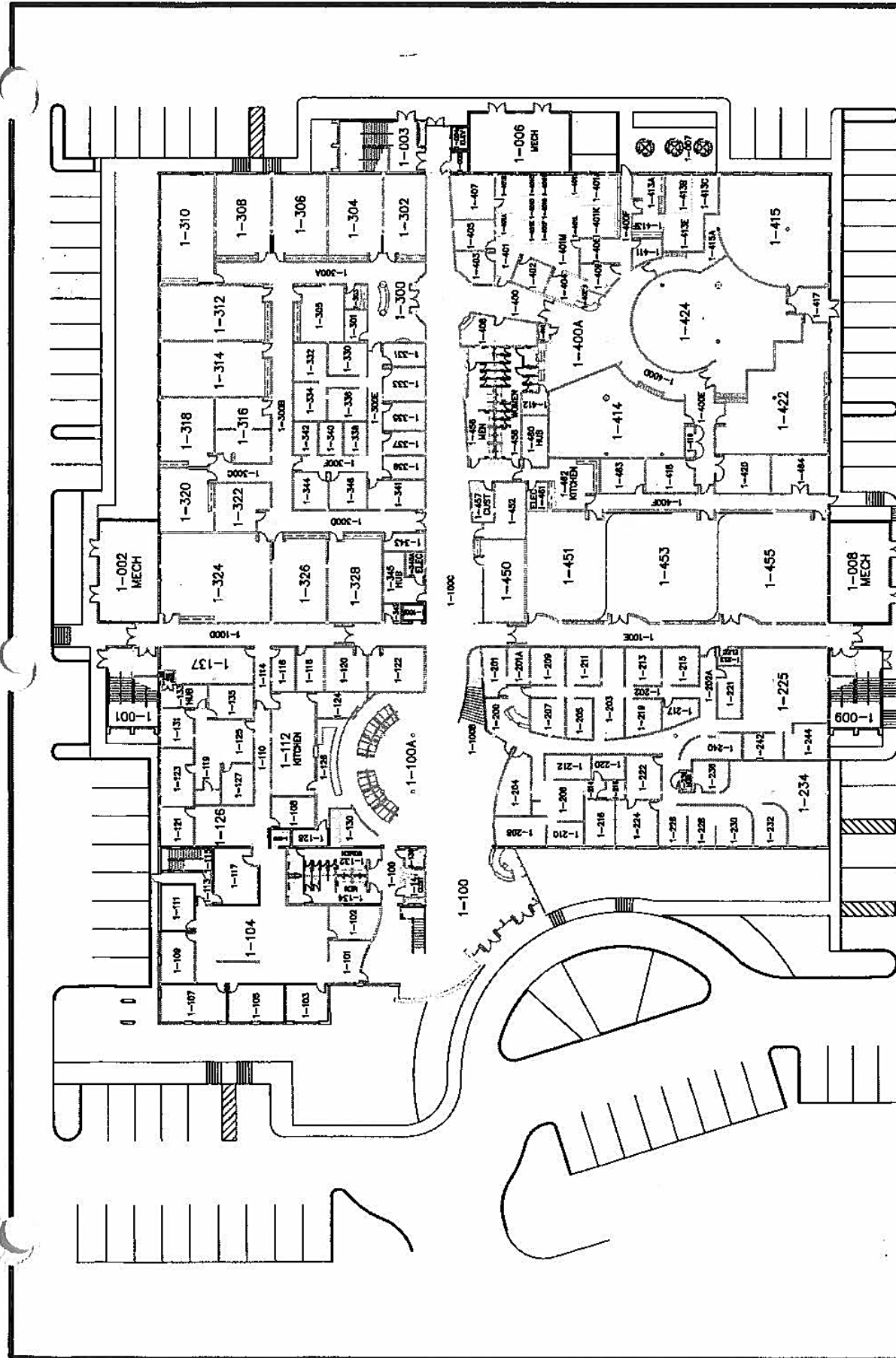
Mariela Ollsen
Work: 727-464-6528
Cell: 710-5262

Jane Abela
Work: 727-464-6528
Cell: 727-773-7109

Juvenile Welfare Board

Laura Peele
Work: 727-453-5644
Cell: 727-743-1735

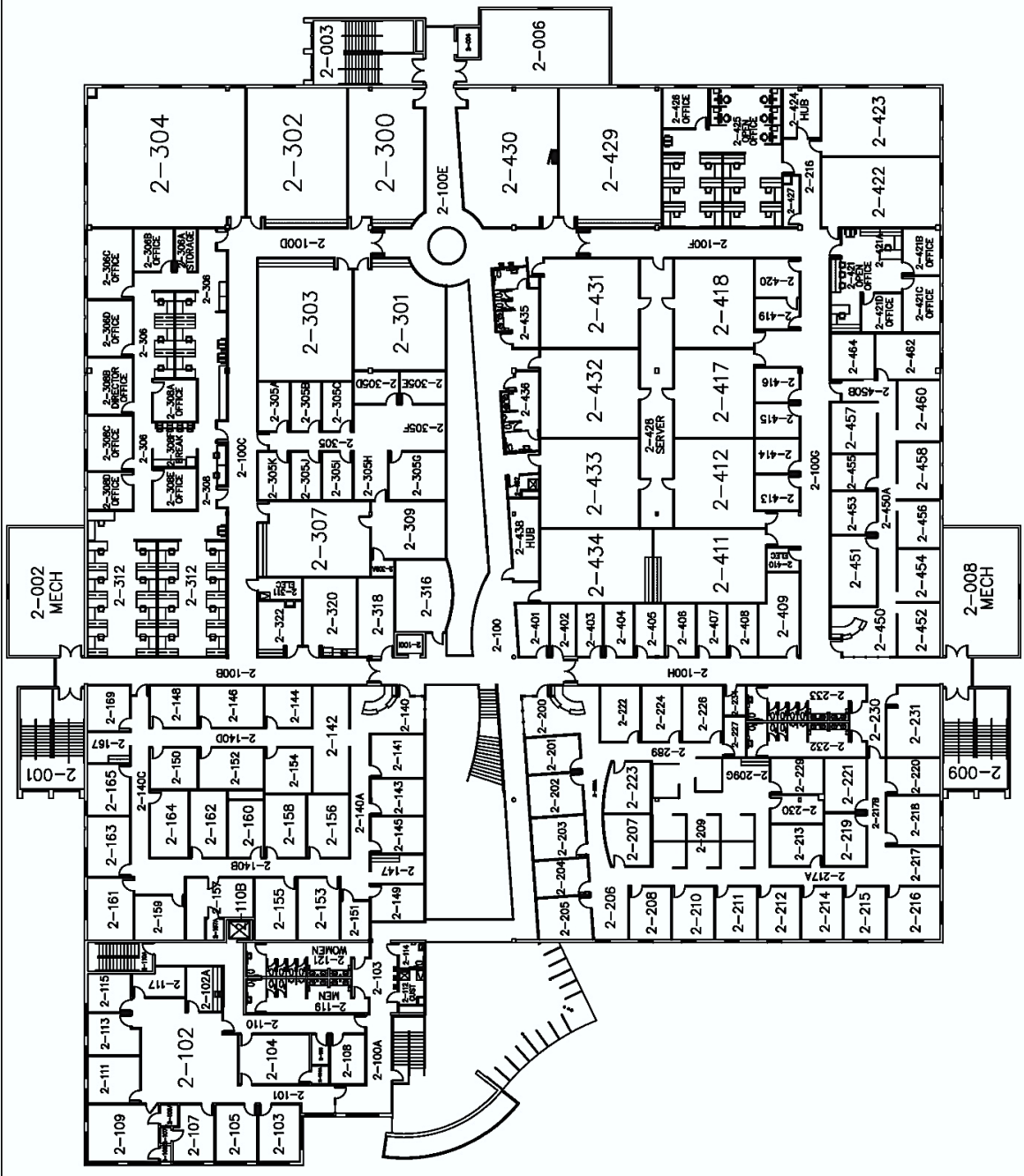
Shannon Cohen-Phillips
Work: 727-453-5672
Cell: 727-687-0109



SCALE: NOT TO SCALE
 SITE: 01
 BLDG: 703

ST. PETERSBURG COLLEGE - FACILITIES PLANNING & INSTITUTIONAL SERVICES
TECH BUILDING (EP) FIRST FLOOR
EPICENTER





ST. PETERSBURG COLLEGE - FACILITIES PLANNING & INSTITUTIONAL SERVICES

TECH BUILDING (EP) SECOND FLOOR EPICENTER

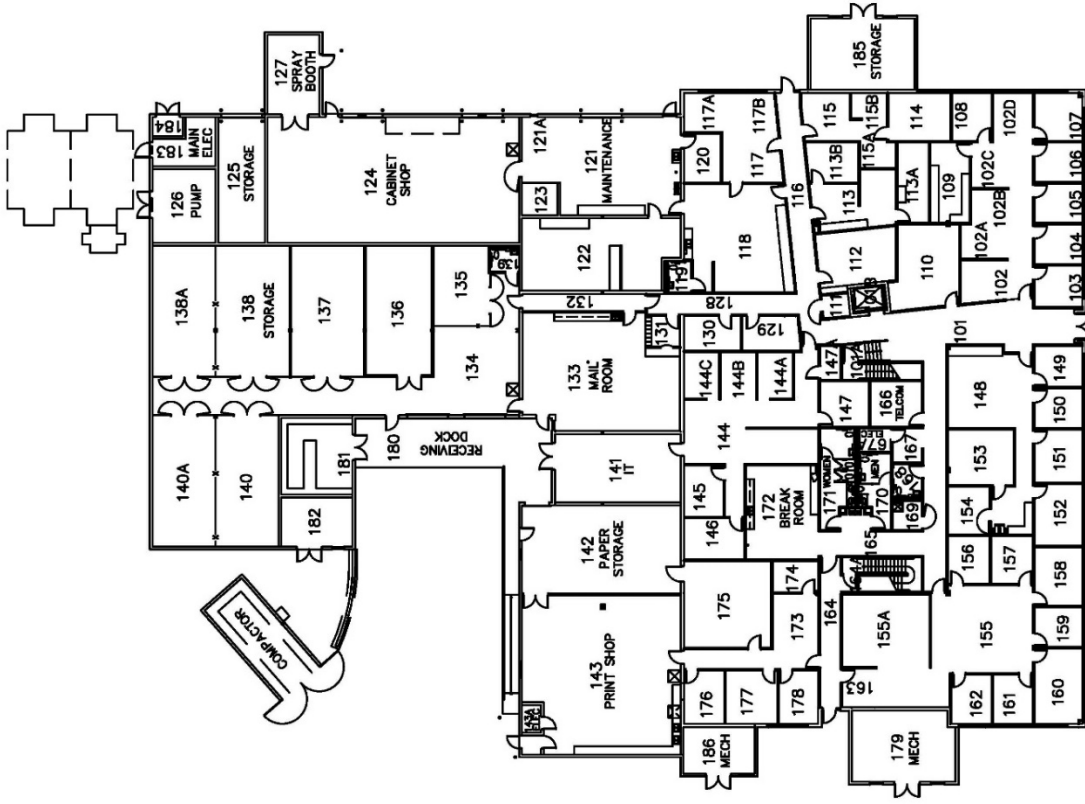
REVISION LOG

DATE	DESCRIPTION
11/02/21	WDA INVENTORY

SCALE: NTS

SITE #: 01

BLDG/FLR: 0703-02



ST. PETERSBURG COLLEGE - FACILITIES PLANNING & INSTITUTIONAL SERVICES

SERVICES BUILDING (SR) FIRST FLOOR EPICENTER

SCALE: NOT TO SCALE

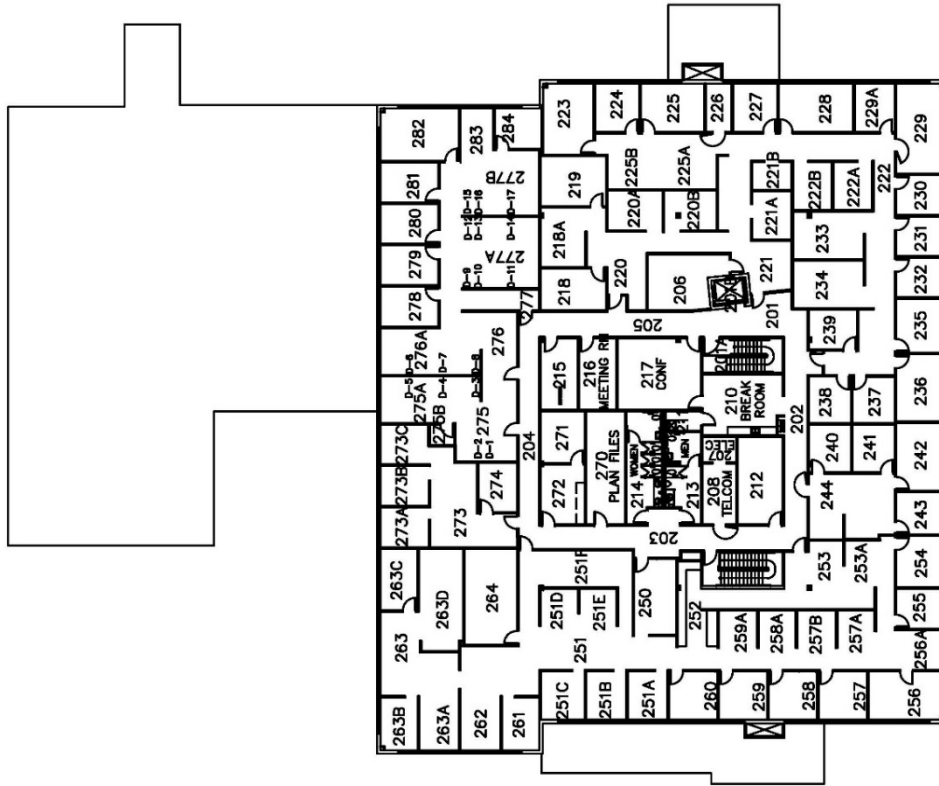
SITE: 01

BLDG: 0704

SHEET: 0704-1

DATE: 1/7/21





ST. PETERSBURG COLLEGE - FACILITIES PLANNING & INSTITUTIONAL SERVICES

SERVICES BUILDING (SR) SECOND FLOOR EPICENTER

SCALE: NOT TO SCALE

SITE: 01

BLDG: 0704

SHEET:
0704-2

DATE:
1/7/21



