

CAMPUS EMERGENCY MANAGEMENT PLAN

SPC Caruth Health Education Center

7200 66th Street North, Pinellas Park, FL 33781

HEC Security cell numbers:

David Kellner 727- 420 - 3645

ALL EMPLOYEES should go to MySPC and login as an employee. Then under Employee Services, click on Emergency Cell/Text Options and enter your cell phone number. Select Options and Save.

Emergency Telephone Numbers

Pinellas Park Police Department	911 (727) 541-0758 or (727) 544-1411
Pinellas Park Fire Department	911 (727) 541-0712
Emergency Medical Services SPC EMS Program	911 (727) 341-3680 or (727) 341-3656
Provost – Dr. Mark Strickland	(727) 394-6110 (727) 235-3465
Associate Provost – Damon Kuhn	(727) 341-3602 (727) 278-4654
Security – Campus Security Collegewide Dispatch	(727) 341-3654 (727) 791-2560
Facilities Services Plant Supervisor – Richard Warnell	(727) 341-3621 727-434-4960

DIRECT RADIO CONTACT TO FACILITIES OR SECURITY CAN BE MADE FROM PROVOST OR ASSOCIATE PROVOST OFFICE

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HEC Emergency Phone Tree

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Collegewide Dispatch (727) 791-2560

Introduction

This plan guides the response of campus personnel and resources during an emergency situation, and incorporates the use of the Incident Command System (ICS) to facilitate the coordination of emergency response.

Health Education Center Incident Response Team (IRT)

The HEC IRT executes the Emergency Management Plan (EMP) as directed by the College or campus Incident Commander during an emergency. The IRT includes primary and alternate members to ensure coverage in all areas. It is activated based on the level and nature of the incident to respond to any emergency situation. The campus Incident Commander (IC) heads the IRT.

Staff Responsibilities		
	Primary	Alternate
Incident Commander	David Kellner	Damon Kuhn
Media Liaison	Dawn Janusz	Lise Fisher
Safety/Hazards	Security	Chuck Rewald
Operations	Richard Warnell	Gary Clay
Security	Security	Security
Counseling	Frances Rivera	John Fleming
Medical	Ted Rodgers	Ralph Sibbio
Facilities	Richard Warnell	Rob Samay
Communications/IT/Records	James Atkisson	Matt DeSantis
Planning	Mark Strickland	Damon Kuhn
Scribe	Liz Rickerman	Lisa Lordhal
Public Liaison	Michele Dunham	Rita Farlow
Staging	Ted Rogers	EMS Faculty/Adjuncts
Supplies	Richard Warnell	Gary Clay
PPPD Agency Liaison		
PPFD Agency Liaison		
Staff Expertise		
First Aid Training	Security	Security
CPR Training	Security	Security
AED Training	Security	Security
Areas of Responsibility		
School Messenger Communication	Mark Strickland	Dan Barto
Radios	Mark Strickland	Dan Barto
Electronic Sign	Marketing	Liz Rickerman
Gas, Water, Electric Shut Off	Richard Warnell	Gary Clay
Fire Alarm	Richard Warnell	Gary Clay
Sprinklers	Richard Warnell	Gary Clay

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Incident Command System (ICS) Incident Response Team (IRT) Job Descriptions

Campus Incident Commander (IC)

This individual is responsible for the command and control of Campus level emergencies and is assisted by the Campus Incident Response Team. The IC makes critical and tactical management decisions during an emergency and will communicate directly with the HEC Provost. The HEC Provost will confer directly with the College President or designee as well as the Director of Marketing and Public Relations during an emergency. The IC coordinates the Crisis intervention and remains available and visible to the campus community.

In an emergency, the Incident Commander will:

- Appoint additional staff as needed
- Establish immediate priorities especially the safety of responders
- Stabilize the incident by ensuring life safety and managing resources efficiently and cost effectively
- Determine incident objectives and strategy to achieve the objectives
- Establish and monitor incident organization
- Approve the implementation of an Incident Action Plan
- Ensure adequate health and safety measures are in place

Media Liaison

This person will monitor and contain the media in an area designated by the IC, apart from the campus and isolated from the areas that students and staff are likely to be. All media releases will be handled by the Director of Marketing and Public Information (formerly Institutional Advancement). College personnel should not speak to the media or to outsiders on behalf of the College unless authorized to do so.

In an emergency, this person will:

- Obtain briefing from IC
- Establish location of Information Center for media away from Command Post and site of emergency
- Ensure the media does not hinder the EMP and the IRT
- Determine point of contact for media
- Establish schedule for news briefings
- Obtain approval for information releases from IC
- Record all interviews and copy news releases

Safety/Hazards

This person develops and recommends measures to the IC for assuring personnel health and safety.

In an emergency, this person will:

- Assess and/or anticipate hazardous and unsafe conditions
- Develop a site safety plan

- Review the Incident Action Plan (IAP) for safety implications
- Provide timely, complete, specific, and accurate assessments of hazards and required controls
- Communicate information to the Safety and Environmental Services Department/EPI

Operations

This person is responsible for all operations directly applicable to the primary mission of the response

In an emergency, this person will:

- Obtain briefing from IC
- Determine incident objectives and recommended strategies
- Establish operational period and establish staging areas
- Evaluate the situation and provide update to Planning Officer

Security Liaison

This person will secure the crime scene and evidence until law enforcement arrives. The liaison will limit access to the Campus by the media or other persons who do not have a purpose for being on the Campus. Assistance from law enforcement will be requested, if needed, to secure the Campus.

Counseling Liaison

This person will coordinate the counseling area. They will coordinate efforts to calm staff, students, and public during and following a crisis.

Medical Liaison

This person will coordinate the provision of medical services, local responders, or emergency personnel.

Facilities

This person will work in conjunction with Operations, secure site buildings if required, inform IRT of hazardous areas, coordinate building utilities such as electricity, air conditioning, water, sprinkler systems, etc.

Communication/IT/Records

This person is responsible for maintaining network functionality if possible, assisting with proper security of computer hardware and software during the incident, providing support for IRT where needed, and assisting college staff with proper backup procedures to keep college data safe.

Animal Care Liaison

This person will coordinate the supervision, medical care and/or evacuation of animals located in the Veterinary Technology Building.

Planning/Action Plan

This person is responsible for collecting, evaluating, and disseminating the tactical information related to the incident and for preparing and documenting the IAP.

In an emergency, this person will:

- Obtain briefing from the IC
- Determine current situation status, objectives, and strategy
- Compile incident status summary information
- Prepare contingency plans
- Verify that all support and resource needs are coordinated with Logistics prior to release of IAP
- Deploy and supervise personnel as needed to gather and assess intelligence information

Scribe

This person is responsible for maintaining a written log (command post journal) of all incident events and keeping command post personnel updated on significant developments.

In an emergency, this person will:

- Obtain briefing from IC
- Maintain a command post journal which will include time, activity, and action taken
- Refer pertinent information to Public Liaison
- Must be detail oriented person, and will periodically provide situation report to IRT members
- Maintain an updated map of the incident location or area.

Public Liaison

This person will coordinate a pickup area for students/staff.

Staging/Logistics

This person is responsible for providing facilities, services, and materials for the IRT. They will assign locations where personnel and equipment can be staged to provide support and resources to the IC. These locations will be in areas that ensure traffic and crowds do not interfere with the movement of resources to the scene.

In an emergency, this person will:

- Obtain briefing from the IC
- Ensure the Incident Command Post (ICP) and Emergency Operations Center (EOC) are physically activated
- Confirm resource ordering process
- Participate in preparation of IAP
- Supervise assignment of personnel
- Direct procurement of meals and refreshments for all incident personnel

Supplies

This person will coordinate the procurement of supplies whether on hand or needing acquisition.

Purchasing/Personnel

This person will assist with all financial, administrative, and cost analysis aspects of the incident. They should have knowledge of the college's finance and purchasing details and procedures.

In an emergency, this person will:

- Assist the Logistics personnel with procurement of equipment, supplies, and other resources needed for incident resolution
- Ensure that personnel time records are maintained
- Prepare incident related cost analysis as requested by the IC
- Respond to and evaluate incident related compensation claim requests.

Local Law Enforcement/Fire Department Representative

These people serve as the point of contact for assisting and cooperating agencies. They are responsible for establishing and maintaining a location where personnel and equipment can be staged to provide support and resources to the IC.

In an emergency, these people will:

- Serve as the point of contact for assisting and coordinating activities between the IC and various agencies and groups
- Obtain briefing from IC
- Obtain cooperating and assisting agency information (personnel, radio frequency, phone numbers, etc.)
- Establish work space for liaison function
- Work with Media Liaison and IC to coordinate media releases

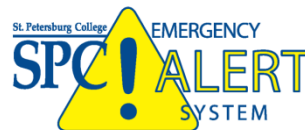
Command Post and Designated Staging Areas

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

Command Post Location			
	<i>Primary</i>	<i>Secondary</i>	<i>Off-Site</i>
Sites for Incident Command Work Areas	Provost Conference Room	Auditorium	HEC East Annex
	<i>Primary</i>	<i>Secondary</i>	<i>Liaison</i>
Media Area	Walmart Parking Lot	S. Parking Lot HEC	Michele Dunham
Counseling Area	Library	NIP	Frances Rivera
Medical Area	NUHS Portable	Mobile Ambulances	Ted Rodgers
Staging Area	S. Parking Lot HEC	NE Parking Lot	Ralph Sibbio

SPC Alert

In the event that a known emergency arises which 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 Primary Notification System

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

Current Secondary Notification System

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

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

Emergency in the Classroom

In the event of a classroom or office emergency, SPC has installed a special notification icon on the desktop of all teaching computers, as well as those of faculty and staff. For situations where one cannot readily use a phone to report an emergency, a quick click of the Red Panic Button Icon will instantly notify HEC Security, Collegewide Security, the HEC Incident Commander, Provost Office and Associate Provost Office to indicate that immediate help is needed in your classroom or office.



BE CAREFUL NOT TO TEST THIS – IT WORKS!
IF YOU CLICK THIS ICON BY MISTAKE, call Security Dispatch at (727) 791-2560.

Emergency Evacuation

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

Emergency Alarm Evacuation

- Leave room/building immediately by nearest exit
- Last person out closes the door
- Leave lights on
- Stand not less than 100 feet away from building

Campus Responsibility

- The Provost Conference Room will be the Incident Command Center in case of an emergency.
- The IRT will be immediately notified in case of an emergency by Campus Security or the Provost's office.
- The Deans and Program Directors, Facilities and Security will contact the Provost's office immediately in an emergency.
- The site Evacuation Deputies will assume their roles: They are the Provost, Associate Provost, Security Staff and Facilities Staff.

Teaching Faculty Responsibility

- All full-time and adjunct faculty are responsible for reviewing campus emergency procedures, routes and alternate routes to be followed to evacuate the buildings.
- Instructors are responsible for supervising orderly movement of their students out of campus buildings.
- Instructors must see that handicapped students are properly and quickly evacuated utilizing student help when mobility or awareness is restricted. Designated rescue areas for assistance in evacuating handicapped personnel from the second floor are located by the S.C.E.N.E in the Main Health Center building, and at the exit near the elevator in the front of the Orthotics and Prosthetics building.

- Students and faculty are to move not less than 100 feet from all buildings. To provide access by emergency vehicles and to provide safety to faculty, staff, and students:
 - *When vacating from HEC Lobby, proceed to eastern-most parking area
 - *When vacating from north entries (NIP/O&P), proceed past parking areas and parking entry areas toward green area near front of main building
 - *When vacating from west entries (MAIN/O&P), proceed to southwestern-most parking lot.
- ****In the event of a bomb threat, these distances would be farther away.****

Administrative and Career Support Staff

- Immediately leave the building upon being notified or hearing the emergency alarm.

Facilities and Security Staff Responsibility

- Immediately turn off motors, ventilating fans and other power-driven equipment.
- Immediately unlock north entrance to permit possible access by emergency personnel if an emergency occurs after 5:00 p.m.
- Stand by to render assistance and inform fire department of best access to building and/or fire.
- Leave the building upon being notified or hearing the emergency alarm

Fire Alarms

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

Notify the fire department immediately from the nearest safe phone by calling 9-911. Give the following information:

Name and location of the campus

Fire location

Caller's name and phone from which the fire is reported

Notify the Provost's Office 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.

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

EPI Center/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 Evacuation Deputies in conjunction with fire department officials. Evacuation Deputies will acknowledge all clear verbally to students and staff and assist with the re-entry process.

Dealing with Hostile Individuals

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 (727) 791-2560 from an outside phone. Do not try to engage or separate combatants. Await the arrival of security and/or local police.

If a weapon is involved:

- GET OUT
 - Move quickly, don't wait for others to validate your decision.
 - Leave belongings behind.
 - Survival chances increase if you are not where the hostile person is or where they can't see you.
- CALL OUT – Call 911 and give the operator:
 - Type of emergency
 - Location of emergency – campus, building, room number
 - Your name and title
 - The telephone number from which you are calling
 - The number of combatants, description, and type of weapons
- HIDE OUT
 - If a hostile person is between you and the exit, remain in place and hidden
 - Avoid places that might trap you or restrict movement
- KEEP OUT
 - Find a room that can be locked with objects to hide behind
 - Lock the door or stockade the door with heavy objects
 - Turn out lights, become totally silent
 - Turn off noise producing devices
 - Call 911 if you can without alerting the hostile person
- SPREAD OUT
 - If two or more of you, DO NOT huddle together
 - Quietly develop a plan of action in the event the hostile person enters
 - Remain calm
- TAKE OUT
 - Assume the hostile person's intentions are lethal
 - Develop a survival mindset that you have "what it takes" to survive
 - Be prepared to do whatever it takes to neutralize the threat
 - Throw things, yell, use improvised weapons
 - If two or more of you, make a plan to overcome the hostile person
 - Do the best you can – choose to survive

- WAIT FOR LOCAL POLICE OR SECURITY TO ASSIST YOU OUT OF THE BUILDING

Disaster Preparedness Plan

Disaster Planning Activities

- Develop disaster planning and recovery action plan
 1. Should the Health Center be faced with a disaster, there are some irreplaceable records and equipment that could be destroyed.
 2. Prioritize items by order of most critical to least critical.
- Consider personal computers, printers, servers, audiovisual equipment, radios, etc.
- Develop an action plan to determine how you will preserve/protect identified items.
- Employee preparation and Assignments
 1. A phone tree is available from your supervisor. This network reflects the notification system to be used in time of need.

Disaster Recovery Activities

Immediately after a real-time emergency, all supervisors will attempt to collect and account for all staff under their immediate supervision. If the disaster involves only one of the buildings (main building, vet tech building, annex, other) the remaining buildings will be used for shelter and accounting of personnel.

- Administration will use emergency response officials, Facilities personnel and other appropriate personnel to assess the damages and safety factor, and determine when or if employees can return to work.
- All supervisors will use the personnel who are available and assign them to priority work
- If the disaster is one where warning is received and all personnel are away from the work environment, then the Notification Network and contact system will be used.
- Obviously, where one employee can be of personal assistance to another that is encouraged. Type of disaster and the extent of damage would be a major determining factors in this regard.

Damage Assessment and Documentation of Damages

- When time and safety permit, an inventory of equipment and assessment of the extent of damage needs to be accomplished.
- Supervisors in each operating area will be responsible for this process and will provide a report to the Provost of their findings.
- Videotaping equipment to document the damage would be a benefit to the college.
- Prevention of further damage to equipment and records is to be accomplished where possible. This would include drying or moving to more secure locations.

PREPARE FOR A DISASTER ... BEFORE IT OCCURS

Follow the simple steps recommended by www.ready.gov

Create a Kit that contains the following items:

- 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 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, floods)
- Learn about the emergency agencies that can support you in a disaster situation (e.g., police, fire, EMS)

DISASTER PREPAREDNESS CHECKLIST

Follow this checklist for each of the following items:

- Your computer
- Your typewriter
- Your coworker's office equipment if they are absent
- Printers in your department
- Other specialized/valuable equipment in your department
- Mainframe terminals
- Student stations in your department
- Student labs for which your department is responsible

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

- Back up critical data to CD or designated servers (This step should be performed regularly with or without severe weather threats.)
- Store these CD's in a cabinet or drawer that is up off the ground (This step should be performed regularly with or without severe weather threats.)
- Make a duplicate copy of critical data and store at another campus in a similarly safe place

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

- Shut down all computers
- Turn off any equipment attached to your computer such as external hard drives, scanners and printers
- Turn off monitors
- Unplug all equipment from wall outlets
- If practical, unplug power strips and store in a drawer or cabinet that is up off the ground. If not practical to unplug and store, turn it off
- Move equipment if directed by TSS or Maintenance/Facilities staff

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 your local TSS, who will report this information to Telecommunications. **DO NOT** attempt to use any equipment unless you are sure there is no water or other damage.

If your site has suffered a significant power outage in which the 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 your local TSS or Telecommunications, please be patient. Priority will be given to instructional equipment over administrative equipment, and to voice telephone network over computer networks.