



ST. PETERSBURG COLLEGE

Emergency Notification System

Policy & Protocol

**Approved
June 9, 2008**

ST. PETERSBURG COLLEGE

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 individuals that 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 or multiple campuses.

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 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.
- MIR3, 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

Decision Criteria

In the Emergency Management Planning guide for all campuses and centers, the levels of emergencies are identified as follows:

- Type 1: Disaster level is a very serious event that impairs or stops the operations of the college. Example: hurricane, damaging tornado, other community-wide emergency. The Emergency Management Plan would be fully activated.
- Type 2: Emergency level entails a serious event that disrupts one or more operations of the college/campus or multiple campuses. Example: gas leak, chemical spill, biological hazard, fire, hostage situation, civil unrest (violent), terrorist attack, bomb threat, armed intruder, explosion. The Emergency Management Plan would be activated to the extent necessary to handle the emergency.
- Type 3: Minor Incident is a local event with limited impact. Example: contained hazardous material spill, limited power outage, and medical issue.

Sending an Emergency Notification

For emergency situations **COLLEGE-WIDE**:

1. When Security Dispatch receives an emergency call requiring activation of the SPC Alert system, they will contact the President's office or the College Incident Commander **AND** Institutional Advancement.
2. In order to insure that the College issues warnings in a timely and orderly manner, all notices, warnings, and alerts will be sent out either college-wide or campus-wide and will have the approval of the Office of Institutional Advancement or at the direction of the President or the President's designee. The Office of Institutional Advancement has the technical capabilities to post notices on the SPC Homepage, send out bulk emails using the SPC email system, and to send out alerts using the MIR3 system and the InformaCast system.
3. In the event that the Office of Institutional Advancement is unavailable, and a notice must be sent, the following individuals also have the technical capability to send out notices:

For emergency situations **CAMPUS-WIDE:**

When the campus Incident Commander or designee receives an emergency call requiring activation of the SPC Alert system, they will activate the InformaCast system for that campus and immediately contact the President’s office, Security Dispatch and Institutional Advancement. Pre-scripted messages approved by Institutional Advancement will be used.

After an emergency alert of notice has been issued, the Board of Trustees will be contacted by the President or the President’s designee to provide an update on the status of the emergency and the notification that was sent.

Pre-Approved Activation:

College-wide:

The following SPC Alert messages are pre-approved by college officials and eligible for immediate activation. The chain of command for college-wide activation is:

Campus-wide:

The following SPC Alert messages are pre-approved by college officials and eligible for immediate activation. The chain of command for campus-wide activation of InformaCast is:

The first three prescribed messages are generic telling people to evacuate, lockdown or take cover. The messages that follow are for more specific events.

Description	Short Text
Evacuation	SPC ALERT! EVACUATE immediately. An emergency has occurred. Leave the building at once in a safe manner.
Lockdown	SPC ALERT! LOCKDOWN. Lock doors, take cover and stay away from windows and exits. Do not leave the room until the “all clear” sounds
Take Cover	SPC ALERT! TAKE COVER. Seek shelter inside interior rooms. Stay away from doors and windows. Take cover until the “all clear” sounds.
All Clear	SPC ALERT! All clear. It is now safe to resume normal activity.
Flash Flood	SPC ALERT! Flash flood warning! Do not drive or walk through water regardless of depth.
Gas Leak/Hazmat; Seek Shelter	SPC ALERT! Hazardous condition on campus! Seek shelter immediately in the nearest building, away from doors and

	windows. Wait for the “all clear” signal.
Hostile Person; Lockdown	SPC ALERT! LOCKDOWN. Hostile person(s) on campus. Go to the nearest room or office. Lock door. Turn off lights and seek protective cover. Use tables, chairs, etc. for barriers. Stay away from doors and windows. Wait for assistance or “all clear”.
Hurricane Watch	SPC ALERT. Hurricane watch! The college is monitoring the forecast and will issue an alert when and if closings are necessary.
Hostile Person; Evacuate	SPC ALERT! EVACUATE. Hostile person(s) on campus. Leave the building at once in a safe manner.
Severe Weather	SPC ALERT! A severe weather warning has been issued. Seek shelter immediately in the nearest building, away from doors and windows.
TEST	SPC ALERT! This is a test of the SPC Alert system. This is a test of the SPC Alert system.
Tornado Warning	SPC ALERT! A tornado has been reported in the area. Seek shelter immediately in an interior room, away from doors and windows. If you are in a portable or trailer, move to a permanent building.
Tornado Watch	SPC ALERT! A tornado watch has been issued for the area. The College is monitoring the forecast and will issue further warnings if necessary.

Incident Response Team Members (Leadership Team conference call)	
President	Chief Human Resources and Talent Officer
Executive Assistant/President & BOT Clerk	Provosts
VP Student Affairs	Associate Administrative VP Marketing and Strategic Communications
VP Finance and Business Operations	Asst Dir, Strategic Communications
VP Academic Affairs	Director, Safety and Security
Emergency Management Director	

Order of Succession

In the event that Marketing and Communications is unavailable, and a notice must be sent, the following individuals also have the technical capability to send out notices:

SPC Homepage	Associate Administrative VP Marketing and Strategic Communications
	Assistant Director, Strategic Communications
SPC E-Mail School Messenger	Associate Administrative VP Marketing and Strategic Communications
	Assistant Director, Strategic Communications
	Manager, PS Student System
	Emergency Management Director
InformaCast	Incident Commanders and Designees
	Associate VP, Human Resources
	Associate Administrative VP Marketing and Strategic Communications
	Asst Dir, Strategic Communications
	Director, Safety and Security
	Emergency Management Director
	Exec Dir, IT/Infra/CISO Information Systems
	Security Officers

Post Incident Action

Once an incident has been cleared and the emergency personnel have provided the “all clear” message to the Incident Commander, the Incident Commander will notify Institutional Advancement that an “all clear” message has been received and may be sent to all parties identified in the activation plan.

1. SPC Alert! ALL CLEAR! The emergency situation at SPC has been cleared and the campus has been declared safe again. Stay tuned for further information if necessary.