SPC Seminole

CAMPUS

EMERGENCY

PLAN

9200 113th Street North
Seminole, FL

Website: spcollege.edu/prepare

SPC Seminole

9200 113th St. N.

Head of Security (Barry Wireman) cell number 631-1709

CAMPUS EMERGENCY MANAGEMENT PLAN

ALL EMPLOYEES should go to MySPC, login as an employee, under Employee Services, click on Emergency Cell/Text Options and enter your cell phone number.
Select options and Save. Then text YES to 68453 to opt in.

Emergency Telephone Numbers

Pinellas County Sheriff Office	911
Deputy Alex Siem	727-313-4046
Seminole Fire Department	911
Heather Burford	727-744-6736
Emergency Medical Services	911
Campus Provost – Dr. Mark Strickland	727-394-6110
	727-235-3456 (cell)
Emergency in event of power failure (Duke Energy)	800-228-8485
Campus Associate Provost – Dr. Lisa Borzewski	727-394-6109
	727-656-6463 (cell)
Security – Barry Wireman	727-394-6248
	727-639-0816
College-wide Dispatch/Security	791-2560 (EPI)
Facilities Supervisor	727-394-6140
Lead Custodian – Harry Banchs	727-394-6147

Revised: 08/23/2022

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SPC Seminole Campus

9200 113th Street N

Seminole, FL 33772

Head of Security – Cell # (727) 639-0816

Provost's Emergency Line (727)552-1241

Revised: 08/23/2022

Introduction

The Center Emergency Management Plan (CEMP) guides the response of center 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.

Center 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 situation. The center's Incident Commander heads the IRT.

Staff Responsibilities		
	Primary	Alternate
Incident Commander	Lisa Borzewski	Mark Strickland
Media Liaison	Natavia Middleton	Carol Brandt
Security Liaison	Barry Wireman	Dan Barto
Public Liaison	Mark Strickland	Rita Farlow
Counseling Liaison	Gigi Reiter	Lynne Wolf
Medical Liaison	Kelli Mitchell	Sherry Pantelides
Scribe	Jennifer Gregor	Sheryl Bartolotti
Local Law Enforcement Rep. (responsible for Staging Area)	Deputy Alex Siem - PCSO	Captain Pupke - Training
Local Fire Department Rep. (responsible for Staging Area)	Chief Heather Burford – SF&R	Chief Terry Tokarz - EMS
Operations	Mark Strickland	Lisa Borzewski
Planning Action Plan	Lisa Borzewski	Carol Brandt
Logistics	Carol Brandt	Steve Sheehy
Finance	Mark Strickland	Carol Brandt
Physical Plant Responsibilities		
Gas, Water, Electric Shut Off	Steve Sheehy	Harry Banchs
Fire Alarm	Steve Sheehy	Jonathan Sullivan
Sprinklers	Steve Sheehy	Robert Gerhardt

Incident Command System (ICS) Job Descriptions

INCIDENT COMMANDER

- Is responsible for making campus decisions and having clear authority.
- Establishes Command Post
- Sets priorities and objectives
- Approves the Incident Action Plan
- Authorizes information release to media
- IRT members report to IC

SAFETY OFFICER (Security Liaison)

- Secures the crime scene and evidence until law enforcement arrives.
- Limit access to campus of persons who don't need to be there
- Identify and mitigate hazardous situations

LIAISON (Local law enforcement /fire rep.)

- Point of contact for agency representatives
- Establishes location where personnel and equipment can be staged
- Assists in setting up and coordinating interagency contacts

INFORMATION OFFICER (PIO)

- Monitor and contain media in the designated media area.

PLANNING

- Collects situation information, evaluates it, and develops Incident Action Plan
- Works closely with IC and Logistics Chief in preparing the IAP

OPERATIONS

- Manage tactical operations for the incident
- Supervises the execution of the IAP

LOGISTICS

- Responsible for support requirements needed to facilitate effective and efficient incident management
- Provides supplies, equipment as needed.

FINANCE

- Manage all financial aspects of an incident

COUNSELING LIAISON

- Coordinate the counseling area.
- Coordinate efforts to calm staff, students, and public during and following a crisis.

MEDICAL LIAISON

- Coordinate the provision of medical services
- Coordinate the medical area for local responders

PUBLIC LIAISON

- Coordinate contact and pick up of students and staff with family or friends.

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**
Command Post	UP 176	UP 201	Seminole Recreation Center
Sites for Incident Command Work Areas			
	Primary	**Secondary**	**Liaison**
Media Area	TL 108	Conference Center or Digitorium	Natavia Middleton
Counseling Area	TL 124	LI 119	Gigi Reiter
Medical Area	Titan Lounge	TL 125	Kelli Mitchell
Staging Area	University Partnership Parking Lot (West)	Chiller Plant Parking Lot	

*Depending on the emergency event

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)

Revised: 08/23/2022

- 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.

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

Teaching Faculty Responsibilities

All **full-time and adjunct faculty** are responsible for reviewing SPC Center emergency procedures, routes and alternate routes to be followed to evacuate the building. Every classroom is equipped with a bright yellow EMERGENCY RESPONSE GUIDE as well as this Center specific guidebook. We encourage you to prepare yourself and your students by reviewing this information **at the start of each semester**.

- Instructors are responsible for supervising the orderly movement of their students out of the building.

- Instructors must see that **students with limited mobility** are properly and quickly evacuated, utilizing student help when mobility or awareness is restricted.

- Students and faculty are to move not less than 100 feet from all buildings. Distance may vary due to adjacent buildings or surrounding streets, and may depend on nature of evacuation (i.e., in the event of a bomb threat, the distance would be farther away).

Administrative support staff will immediately leave the building upon being notified or hearing the emergency alarm, **unless you are part of the Incident Response Team** in which case you would report to the area of **Command Post (DC-225)**

Revised: 08/23/2022

Types of Emergency Orders

The following is a description of the different types of Emergency Orders that could be announced and the procedure to be followed for each.

Shelter In Place

This procedure is used in the event of a natural, weather, or man-made disaster that may prohibit our students and staff from leaving a building.
In the event of a **"Shelter In Place"** order, the following immediate steps shall be taken:

- Immediately get students inside the classroom.
- Check hallways for any other students/staff and get them inside the classroom.
- Faculty shall immediately and calmly communicate to their students that a **"Shelter In Place"** order has been issued.
- After accounting for all students in attendance, faculty will lead students to inner perimeter rooms, offices, bathrooms or hallways that afford additional protection. If you are already in a room that is safe, stay there.
- Faculty shall advise students and other personnel in their charge to sit on the floor, against a wall, not visible from the classroom door or interior/exterior windows.
- Close any blinds and shut off the lights.
- In the case of a hostile intruder event, instruct all to remain calm and quiet, listen for special instructions. Stay in place until an **"All Clear"** is given by law enforcement/public safety personnel.

Lockdown

In the event of a **"Lockdown"** order, the following steps shall be taken:

- Immediately get students inside the classroom.
- Lock the doors where possible.
- Calmly advise students of the **"Lockdown"** status and to follow instructions.
- Faculty shall advise students and other personnel in their charge to sit on the floor, against a wall, not visible from the classroom door or interior/exterior windows.
- Close any blinds and shut off the lights.
- Remain calm and quiet, listen for special instructions. Stay in place until an **"All Clear"** is given by law enforcement/public safety personnel.

Evacuation

In the event of an **"Evacuation"** order, the following immediate steps shall be taken:

- Faculty shall immediately advise students and other personnel in their charge that an **"Evacuation Order"** has been issued.
- Faculty shall advise students to calmly and quietly proceed to the nearest exit without running or shouting.

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- Depending on the threat or emergency situation, students should be instructed to evacuate at least 300 feet from the building.
- Do not block or gather in parking lots. Emergency vehicles will need those areas. Stay in place until an **"All Clear"** is given by law enforcement/public safety personnel.

Building Fire Marshals

Location	Fire Marshall
UP Building	Security and facilities
TL Building	Security and facilities
Library Building	Security and facilities
Portables	Security and facilities
Dental	Security and facilities
Pharmacy	Security and facilities
Chamber Building	Security and facilities
Chiller Plant	Security and facilities

Individual Building Checks

1. Designated building fire marshals, or backups, will rapidly check their individual areas to see that all occupants are out of the building.
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

Center Responsibility

1. **UP 176** 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 Associate Provost's office
3. The Associate Provost's office and fire marshals will contact the Provost's office immediately in an emergency

Teaching Faculty Responsibility

1. All full-time and adjunct faculty are responsible for reviewing center 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 center building(s).
3. Instructors must see that students with limited mobility 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).

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 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 campus – **SPC Seminole Campus, 9200 113th Street N, Seminole, FL**
2. Fire location
3. Caller's name and phone from which the fire is being reported
4. Notify the Associate Provost Office, **UP - 222, 394-6109**, 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.

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 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.

All Clear

When the **"All Clear"** order is issued by law enforcement/public safety personnel, the following immediate steps shall be taken:
- Faculty shall advise students and any other personnel in their charge of the current **"All Clear"** status ordered. Doors should be unlocked and normal operating procedures should be implemented unless otherwise directed.

Revised: 08/23/2022

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 **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:

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 – center, 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 weapon(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.

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Disaster Preparedness Plan

Disaster Preparedness Checklist (see Appendix)

Disaster Planning Activities

1. Develop disaster planning and recovery action plan

   - Should the SPC Downtown Campus 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. Consider personal computers, printers, servers, audiovisual equipment, radios, etc.

3. Develop an action plan to determine how you will preserve/protect identified items.

4. Employee Preparation and Assignments

   - A phone tree should be 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.

- The Vice-President Facilities Planning and Institutional Services or designee will verify through county/local emergency services that access to site(s) is permitted.
- The Vice-President FPIS or designee will contact the First Response Team (Director Design and Construction, College Engineer, Director College-wide Security, Risk Management Specialist, Director Facilities Services, Coordinator of Institutional Services, Environmental Services Coordinator, and Safety Specialist) to determine:
  - Are personnel okay?
  - Are personal available?
  - Welfare of employee and family i.e., injuries, do they need help – physically, emotionally, shelter transportation?
  - The First Response Team will set up an EOC and the Incident Commander (Recovery Coordinator) will be in charge of recovery activities at each site.
  - The IC (Recovery Coordinator) will determine when to transfer command back to the campus IC and/or Provost.

Revised: 08/23/2022

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 completed.
- Supervisors in each operating area will be responsible for this process and will provide a report to the Provost/IC 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.

Revised: 08/23/2022

APPENDICES

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 external drive or designated servers (*)
☐ Store 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, 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

15

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.

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

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)
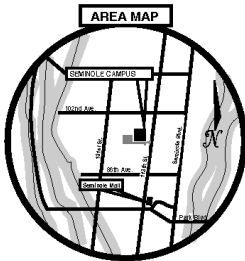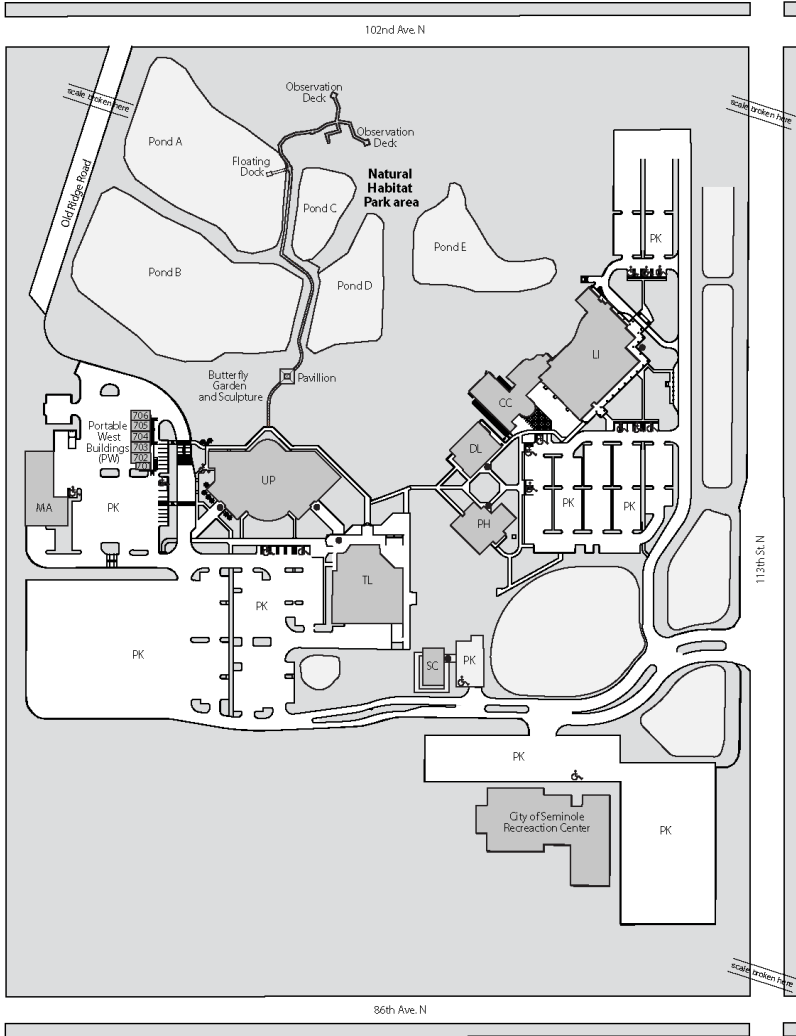
Seminole Campus
9200 113th St. N
Seminole

KEY
♿ ACCESS TO
DISABLED
PARKING

• DISABLED
ACCESSIBLE
DOORS

Seminole Campus
Room Codes

CC - Library Annex - Conference Center
DL - Dental building
LI - Dennis L. Jones Community
     Library at Seminole Campus
MA - Maintenance
PH - Pharmacy
PK - Parking
PW - Portables West
PW 701 - Restrooms and Drinking fountains
PW 702 - Faculty offices
PW 703 - Classroom
PW 704 - Classroom
PW 705 - Classroom
PW 706 - Classroom
SC - Lurie Civic Building
     Seminole Chamber of Commerce
TL - Technology Learning
UP - C.W. Bill Young
     University Partnership Center building
     Veteran Services

AREA MAP

102nd Ave. N

Observation Deck

Pond A

Floating Dock

Observation Deck

Natural Habitat Park area

Pond C

Pond E

Pond B

Pond D

Butterfly Garden and Sculpture

Pavillion

PK

LI

Portable West Buildings (PW)
706
705
704
703
702
701

CC

DL

UP

PK

MA

PK

PH

PK

PK

113th St. N

TL

PK

SC   PK

PK

PK

City of Seminole Recreaction Center

PK

86th Ave. N

SE_9-17-19

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Departmental Continuity of Operations Plan (COOP)

COOP ultimate objective:

1. Relocate (with or without warning) to an alternate site within 12 hours and sustain operations for 30 days.
2. Before – Planning and training to exercise department plan should a dangerous situation require relocating to an alternate site.
3. During – Activation, notification, protective actions and execution of the plan developed and rehearsed previously.
4. After – The monitoring of relocated personnel and rehabilitation of the impacted facility to determine resumption of normal operations.

DEPARTMENT	Seminole
Primary Contact Person	Mark Strickland- Provost
1st Successor	Lisa Borzewski- Associate Provost
2nd Successor	Gildred Reiter – Student Support Manager
3rd Successor	Barry Wireman - Head of Campus Security
Mission Essential Functions (enables an organization to provide vital services)	**Personnel Required to Continue Each Essential Function (personnel required to maintain a minimally acceptable performance of that function. List by position)**
Provide safety and security to DT faculty, staff, students, and partnerships.	Barry Wireman - Security
Provide necessary utilities (electrical, HVAC, security systems)	Steve Sheehy - Facilities Crew Leader
Provide instructional continuity for classroom and online instruction.	Dept. of Online Learning and Services
Maintain communication with faculty and staff.	Campus Incident Commander/SE Emergency Notification Network and campus phone tree.
Provide computer support for all personnel at site.	Jonathan Sullivan - Technical Support Specialist
Administrative Support.	Carol Brandt - Administrative Support Specialist
Requisite Resources and Equipment (list all furniture, equipment and other resources required to continue each essential function)	
• Desk top PC/printers or laptops • Telephones • Desks and chairs • Copiers and FAX machine • File Cabinets	
Delegation of Authority	**Orders of Succession (each department should pre-delegate authorities for making determinations and decisions and identify the circumstances under which they would be exercised)**

Responsibility for implementation of plan: decision concerning evacuation of building	Provost in collaboration with the VP of Facilities Planning and Institutional and campus facilities crew leader will coordinate implementation of COOP.
Conditions for succession: absence of director passes to associate director	Associate Provost/Incident Commander
Method of notification: redundant notification by email, pager, or phone using call down lists	Provost or Incident Commander will communicate via College InformaCast System, SPC Alert, email, cellular and land line phones, and personal contact.

Alternate facilities (identify from existing agency facilities, if applicable)

Functions can be relocated to other existing college facilities (Seminole Recreation Center) or consider cooperative agreements with other agencies. Where applicable some other functions may be performed at home or virtual office technologies.

Interoperable Communications (identify the data and communications systems to support mission-essential functions; e.g. voice, fax, internet, emergency systems)

- Telephones
- College Server Network
- Internet
- Email

Vital Records and Databases	**Identify vital records, systems and data, hard copy and electronic, critical to performing mission essential functions**
Emergency Operating Records	- College wide back-up for Network Operations and People Soft Systems - Current academic records are at risk for loss or destruction in their current location, such as Business Office Records, Registration and Admissions paperwork, Appeals, and Disability Resources records. Consider electronically scanning records or using an alternative site.
Legal and Financial Records	Student Financial Aid forms are processed on-line but often students bring in financial paperwork to be interoffice mailed or electronically transferred to other sites.
Other:	
Other:	

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.*

Desks and chairs, telephones, computers, and printers.

Personnel Issues and Coordination (communication plan to disseminate information to essential and non-essential personnel).

Revised: 08/23/2022

Same as method of notification using email, telephone, SPC website, and printed copy of the Seminole Campus emergency contact list.

Security	Personnel Required to Continue Each Essential Function
COOP Operational Security	Offices, classrooms, computer and tutoring labs, and cabinets will be locked.
Cyber-Security	Campus cyber security will be handled by AIS Department. All PC's are password protected.
Physical Access Restrictions	Campus wide security services will provide physical security.
Test and Training Plan	**Method to ensure responsible parties are prepared to perform assigned duties**
A copy of the COOP will be distributed to all departments and be included as an addendum to the Downtown Campus Emergency Plan.	The campus Emergency Management Coordinator will develop a training and awareness program to ensure that the COOP can be maintained and executed.
Summary	
College wide campus specific simulated exercises will be conducted annually or on an as needed basis.	