CAMPUS EMERGENCY MANAGEMENT PLAN
St. Petersburg/Gibbs Campus

Emergency Telephone Numbers

St. Petersburg City Police Department	9-911 893-7780
St. Petersburg Fire Department	9-911 893-7694
Emergency Medical Services	9-911
Provost/ Dr. Leslie Hafer	341-4603
Associate Provost/Keron Jean Baptiste	341-4349
Security/ Robert Altman	657-0152
College-wide Dispatch	791-2560
Facilities Services	
Site Supervisor/ Olin Conrad	614-7040

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St. Petersburg/ Gibbs Campus
6605 5th Avenue North
St. Petersburg, FL 33710

Introduction

The St. Petersburg/Gibbs Campus 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.

St. Petersburg/ Gibbs Campus Incident Response Team (IRT)

The St. Petersburg/ Gibbs campus 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.

Staff Responsibilities		
	Primary	**Alternate**
Incident Commander	Dr. Keron Jean Baptiste (Day) (813)468-3434 TBA (night)	Olin Conrad (727) 452-0534
Media Liaison	Dr. Leslie Hafer (229) 630-2922	Dr. Keron Jean Baptiste (813)468-3434
Security Liaison	Robert Altman 727 657-0152	Brian Hemsley (727)-276-9583
Public Liaison	Ian Call 727-698-0136	Zaneta Robinson 727 466-7634
Counseling Liaison	Dr. Latresha Brighem-Moore (850)-209-1948	
Medical Liaison	Denotra Showers (727) 798-4291	Justin Bohannon (727-277-3866)
Scribe	Rickie Royal (727) 235-1999	Yolanda Perez (949) 610-6087
Local Law Enforcement Rep. (responsible for Staging Area)	Robert Altman 727 657-0152	Brian Hemsley (727)-276-9583
Local Fire Department Rep. (responsible for Staging Area)	Robert Altman 727 657-0152	Brian Hemsley (727)-276-9583
Operations	Olin Conrad (727) 452-0534	Rob Roberts (727-798-7739)
Planning Action Plan		

|	Olin Conrad	Rob Roberts
Logistics	Olin Conrad	Rob Roberts
Staff Expertise		
First Aid Training	Barbara Weaver (727) 432-0459	Denotra Showers
CPR Training	Denotra Showers	Davie Gill
AED Training	Davie Gill (727)-417-2117	Tamica Dukes
Areas of Responsibilities		
Gas, Water, Electric Shut Off	Olin Conrad	Rob Roberts
Fire Alarm	Olin Conrad	Rob Roberts
Sprinklers	Olin Conrad	Rob Roberts

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	SU 304	SS 110	MA Building

Sites for Incident Command Work Areas			
	Primary	**Secondary**	**Liaison**
Media Area	West Science Pk. Lot		Dr. Leslie Hafer
Counseling Area	SC 139	SC 236 – 2nd Fl. ClRm	Dr. Latresha Brighem-Moore and Dr. Janice Kicklighter
Medical Area	SA 135	SC 1st Fl. Classroom	Facilities Staff
Staging Area	West Library Pk. Lot (TBD by Fire Dept.)	West Pk. Lot	TBA

SPC Alert

In the event that an emergency arise 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 of an emergency condition exists which threatens health and safety, and to provide protective action recommendations.
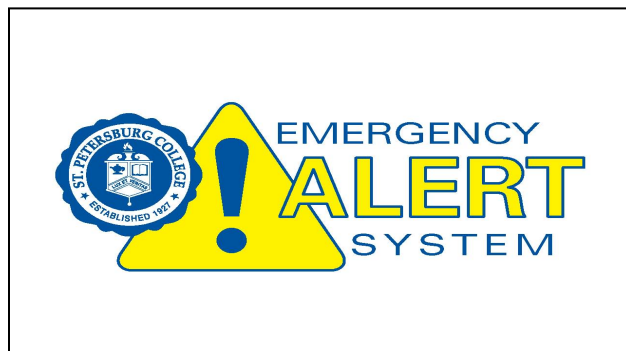
Current Notification Systems

Primary
- SPC Homepage
- SPC e-mail
- InformaCast – a system, which has the capability to quickly broadcast, notices, warnings, and alerts using desktop computers and broadcast speakers immediately. Faculty and staff who have college desktop computers are included in the InformaCast System.
- School Messenger has the capability of broadcasting notices, warnings, and text message alerts using email, home telephones, and mobile 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 the word YES to the number 68453.
- Social Media Networks
- SPC Television Channel

- Enhanced 911 System
- Fire Alarms

Secondary
- Hand held radios
- Electronic signs
- NOAA Tropical Storm Forecast and Radar in Ruskin, Florida
- Security Alert 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

Building Fire Marshals

Location	Fire Marshall
LA (Language Arts)	Rob Roberts
SA (Social Arts)	Michael McLerren
TE (Tech)	Johnny Roundtree
MIRA	Johnny Roundtree
HS (Humanities)	Dutch Vanhom
EI (Ethics)	Dutch Vanhom
SC (Science)	Mike Kieta/Tom May
WE (Wellness Center)	
MA (Maintenance)	
Library	Sean
Student Services	Brian
Gym	Caleb

Individual Building Checks

1. Designated building fire marshals, or backups, will rapidly check their individual areas to see that all occupants are out
2. Designated building fire marshals, or backups, will name an alternate staff member to be responsible in their absence
3. The IC's office will maintain a current list of acting fire marshals

Campus Responsibility

1. The Associate Provost will be the Incident Commander in case of an emergency
2. The Incident Response Team will be immediately notified in case of an emergency by the Incident Commander's office

Teaching Faculty Responsibility

1. All full-time and adjunct faculty are responsible for reviewing the Emergency Response Guide (flip chart) to include campus emergency procedures, routes and alternate routes to be followed when evacuating the buildings.
2. Instructors are responsible for supervising orderly movement of their students out of campus buildings
   Instructors must see that persons with limited mobility are quickly and properly evacuated utilizing student assistance or directed to the Areas of Rescue Assistance located on second or third floors of buildings.
3. 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).

Facilities and security staff will:

1. Immediately turn off motors, ventilating fans and other power-driven equipment
2. Assist with evacuation of the buildings to be ensure each building is vacant and then leave the building.
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. 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:

1. Name and location of the campus
2. Fire location
3. Caller's name and phone from which the fire is reported
4. 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.

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 or IC...

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.

Disaster Preparedness Plan

Disaster Preparedness Checklist (see Appendix)

Disaster Planning Activities

1. Develop disaster planning and recovery action plan

   - Should the SPC Gibbs 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.

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.

DISASTER PREPAREDNESS CHECKLIST

Follow this checklist for each of the following computers:

- ❑ Your office desktop computer
- ❑ Your mainframe terminal(s)
- ❑ Your typewriter(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 CD or designated servers (*)
- ❑ Store these CD's 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 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, CD-ROM 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.
- ❑ Move equipment away from any glass windows if possible

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 TRS. **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 Telecommunications or your local TRS, 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)