



SOUTHEASTERN UNIVERSITY
EMERGENCY RESPONSE PLAN



Safety and Security Department

(863) 667-5190

Cell (863) 712-3950

Revised: August 2014

TABLE OF CONTENTS

Section 1: Basic Plan	4
<u>1.1 Purpose</u>	5
<u>1.2 Mission Statement</u>	5
<u>1.3 Emergency Defined</u>	5
<u>1.4 Dissemination of Information (Internal/External)</u>	5
<u>1.5 General Information</u>	6
<u>1.6 Declaration of a Campus State of Emergency</u>	7
<u>1.7 After-Hours Emergencies</u>	7
Section 2: Emergencies Policies & Procedures	9
<u>2.1 Bomb Threat / Suspicious Object</u>	10
<u>2.1.1 Policy Statement</u>	10
<u>2.1.2 Definition of Bomb Threat Situation</u>	10
<u>2.1.3 Additional Bomb Threat Information</u>	10
<u>2.1.4 Procedures</u>	10
<u>2.1.5 Telephone Bomb Threat Checklist</u>	11
<u>2.1.6 Explosion of a Bomb</u>	11
<u>2.2 Campus Demonstrations</u>	12
<u>2.2.1 Policy Statement</u>	12
<u>2.2.2 Procedures</u>	12
<u>2.3 Active Shooter</u>	13
<u>2.3.1 Definition of an Active Shooter Situation</u>	13
<u>2.3.2 TEST Principle</u>	13
<u>2.3.3 Procedures</u>	13
<u>2.4 Emergency Lockdown</u>	16
<u>2.5 Fire</u>	17
<u>2.5.1 Small Fires - Using a Fire Extinguisher</u>	18
<u>2.5.2 All Other Fires</u>	18
<u>2.5.3 Clothing on Fire</u>	19
<u>2.6 Gas Leak</u>	19
<u>2.7 Hazardous Chemical Spill or Release</u>	20
<u>2.7.1 Procedures</u>	20
<u>2.7.2 Procedures for First Responders</u>	21
<u>2.8 Infectious Disease/Pandemic</u>	22

TABLE OF CONTENTS (continued)

<u>2.8.1 Definitions</u>	22
<u>2.9 Hurricane</u>	23
<u>2.9.1 Policy Statement</u>	23
<u>2.9.2 Definitions</u>	24
<u>2.9.3 Procedures</u>	25
<u>2.9.4 Functions of SERT/Essential Personnel</u>	25
<u>2.9.5 Preparations</u>	26
<u>2.9.6 Post Hurricane</u>	30
<u>2.10 Serious Injuries/Illness</u>	31
<u>2.11 Psychological Crisis</u>	32
<u>2.11.1 General Guidelines</u>	32
<u>2.11.2 Suicidal Person</u>	32
<u>2.11.3 Suicide Emergency</u>	33
<u>2.12 Tornado</u>	33
<u>2.12.1 Policy Statement</u>	33
<u>2.12.2 Definitions</u>	33
<u>2.12.3 Procedures</u>	34
<u>2.12.4 Post Tornado</u>	35
<u>2.13 Utility Outage</u>	35
<u>2.14 Disaster Assistance Resources</u>	36
Section 3: Appendices	38
<u>3.1 Appendix A: Quick Reference Telephone Guide</u>	39
<u>3.2 Appendix B: Emergency Situation Checklist</u>	40
<u>3.3 Appendix C: Hurricane Communication Matrix</u>	63

Section 1: Basic Plan

SECTION CONTENTS

- 1.1 Purpose
- 1.2 Mission Statement
- 1.3 Emergency Defined
- 1.4 Dissemination of Information (Internal/External)
- 1.5 General Information
- 1.6 Declaration of Campus State of Emergency
- 1.7 After-Hours Emergencies

1.1 PURPOSE

The purpose of this Emergency Response Plan is to establish policies, procedures and organizational structure in the event an emergency or natural disaster occurs within the university or the general area that impacts academic and other operations. This plan describes the roles and responsibilities of departments and personnel during emergency situations. The basic emergency procedures are structured to protect lives and property through effective use of university resources, law enforcement, first responder and other community resources. This plan provides information for handling emergency events with the goal of the resumption of normal university operations. Emergencies commonly occur suddenly and without warning and are caused by circumstances beyond the university's control, however; with proper preparation and planning the impact to the campus community can be minimized.

This document should be seen as a living text, subject to changes and modifications as the university environment changes.

1.2 MISSION STATEMENT

The safety and security mission of Southeastern University is to establish and maintain a comprehensive operational framework which focuses on the safeguarding of lives of the students, faculty, staff, and visitors; with the intention of limiting of personal injuries that may occur; and to protect assets in the event of a variety of emergencies, including natural disasters. We promote this mission through education, awareness, operations and physical changes to our facilities.

1.3 EMERGENCY DEFINED

An emergency is defined as any unplanned event that can disrupt normal operations of the university, can shut down the campus, cause physical or environmental harm or can cause injury or death to students, employees, or the public. Sudden, unexpected, or impending situation that may create strong emotional responses (including fear), cause injury, loss of life, damage to the property, and/or interference with the normal activities of the university and therefore, requires immediate attention and remedial action.

1.4 DISSEMINATION OF INFORMATION (INTERNAL/EXTERNAL)

Internal communication released in regard to a campus emergency via e-mail, website updates, and social networking sites shall be approved and/or issued under the direction of the Vice President of Student Development or his or her official designee.

Any ***external*** information released in regard to a campus emergency shall be approved and/or issued by the Department of Advancement.

These procedures do not cover every condition that may occur and it may not always be possible to follow every procedural step, but they form the context within which this university will seek to deal effectively and efficiently with emergency incidents.

1.5 GENERAL INFORMATION

The Safety and Security Department, located at the main entrance to the campus, is responsible for the overall safety and security of the university. The Safety and Security Department is open 24 hours per day, seven days per week and can be contacted by land-line phone, cell phone or by campus hand-held radio (channel 1).

The Facilities Department, located in the Facilities Management building, is responsible for the maintenance and repair of all buildings, grounds and university-owned vehicles on the campus. The Facilities Department may be called upon to assist all other departments in the cleanup of hazardous materials and any other type of emergencies.

The Health Services nurse, located in the Health Services Office at Smith Hall, is responsible for responding (when school is in full session and on duty) to any emergency involving injuries. The nurse is normally available Monday through Friday 9:00 a.m. until 3:30 p.m.

The Residence Life Department, located in the Pansler Alumni-Student Union building, is responsible for assisting other departments when called upon for the safety of the students in an emergency. The Residence Life Department is comprised of Resident Directors (**RDs**) who are full time staff, and Resident Assistants (**RAs**) who are appointed students. They are responsible for the coordination and execution of emergency drills. In case of any student-based emergency, the RDs will be contacted immediately and are responsible for communicating any and all pertinent information concerning the emergency to the students.

The Southeastern University Emergency Response Team (**SERT**) consists of the following persons:

- Provost
- Executive Vice President
- Vice President for Student Development
- Dean of Student Services
- Chief Technology Officer
- Executive Director of Facilities
- Director of Food Services
- Director of Human Resources
- Director of Communications for University Advancement
- Director of Safety & Security

In the event of an emergency, an Emergency Command Center (**ECC**) will be established in a location suitable to emergency operations common sites are either the Facilities Management or the Tuscana Restaurant.

The ECC will serve as a central point for the management of information, decision-making, responder liaison, and resource management and support during an emergency situation. To avoid the potential for disrupting the direction of emergency operations, the ECC will not be used as the site for any press briefings or press conferences. A formally designated PIO (Public Information Officer) will be directed and utilized by the ECC.

1.6 DECLARATION OF A *CAMPUS STATE OF EMERGENCY*

The authority to declare a campus state of emergency rests with the University President or the Executive Vice President or his or her designee as follows:

During the time of any major emergency, the Safety and Security Department shall place into effect the appropriate procedures to meet the emergency and safeguard persons and property. The Director of Safety & Security shall immediately consult with the Dean for Student Services regarding the emergency and the possible need for a declaration of a *campus state of emergency*. The Vice President for Student Development or the Dean for Student Services will coordinate all activities through the Office of the University President.

When the University President or the Executive Vice President makes a declaration of a **campus state of emergency**, only essential personnel will be authorized to remain on campus. Those personnel who cannot present proper identification and a purpose for remaining on campus will be asked to immediately leave the campus. In addition, only those personnel who are assigned duties on the SERT or given proper authorization shall be allowed to enter the campus during the declared emergency. The Safety and Security Department shall verify and document all authorizations prior to granting access to the campus.

1.7 AFTER-HOURS EMERGENCIES

There is a significant chance that a disaster may occur before or after regular university operations, office hours, or on a holiday or weekend when departments and offices are closed. Under these circumstances the structure of this plan remains in effect, although its implementation may vary depending upon available resources until the proper officials can be notified and mobilized. Until that time, however, the individuals assuming the most responsibility will necessarily be those officials/individuals of highest authority who are available at the time. These individuals should seek to follow as nearly as possible the guidelines and checklists in this plan, while simultaneously making an effort to notify superior officials of the situation to obtain advice or verification of their actions. At no time will essential emergency procedures be stalled or safety efforts be compromised due to the lack of timely communication with superior officials.

Safety officials at all levels are empowered to immediately act in accordance with this directive to minimize the harmful impacts of a developing emergency.

Section 2: Emergency Policies and Protocols

SECTION CONTENTS

- 2.1 Bomb Threat/Suspicious Object
- 2.2 Campus Demonstrations
- 2.3 Active Shooter
- 2.4 Emergency Lockdown
- 2.5 Fire
- 2.6 Gas Leak
- 2.7 Hazardous Chemical Spill or Release
- 2.8 Infectious disease/Pandemic
- 2.9 Hurricane
- 2.10 Serious Injuries/Illness
- 2.11 Psychological Emergency
- 2.12 Tornado
- 2.13 Utility Outage
- 2.14 Disaster Assistance Resources
- 2.15 Criminal Events (Property Crimes/Crimes Against Person/s)

2.1 BOMB THREAT / SUSPICIOUS OBJECT

2.1.1 POLICY STATEMENT

The purpose of the Southeastern University Bomb Threat Procedure is to formalize a plan that provides structure and guidance for the response to a bomb threat situation on, or in the immediate vicinity of campus. Statistically, bomb threats are commonly made either to disrupt the normal daily operations or cause extensive damage to the target and therefore demand an immediate, coordinated response.

2.1.2 DEFINITION OF A BOMB THREAT SITUATION

A bomb threat is defined as the communication through the use of mail, telephone, telegram, or other instrument of communication; the willful making of any threat; or the malicious conveyance or false information knowing the same to be false which concerns an attempt being made, or to be made; to kill, injure, disrupt normal operations, intimidate any individual or entity; or unlawfully to damage or destroy any building, vehicle, or other real or personal property.

2.1.3 ADDITIONAL BOMB THREAT INFORMATION

- Bomb threats are often communicated by telephone or other means of instantaneous two-way communication, such as instant messaging. **Do not hang up or disconnect**, try to remain calm, listen intensely (including - background noise, gender, age, national origin, emotional frame (anger, jovial etc), language abilities - clarity of diction and or slang) and attempt keep the communicator on the line as long as possible and attempt to obtain as much information as possible.
- Immediately when the conversation is over or immediately when you receive a bomb threat via another form of communication (e.g., note, letter), call the Safety and Security Department. Hard-copy documents containing bomb threats should be handled as little as possible to decrease the chance of disturbing evidence on the object.
- Do not delete e-mail containing bomb threats or erase bomb threats located on walls, mirrors, or white boards until the threat has been photographed by campus personnel or law enforcement officials. Use the attached checklist (page 12) to ask questions and to note details of the communication.

2.1.4 PROCEDURES

- Any person who observes a suspicious object that they believe may be a bomb **is not to touch or handle the object**, and they are to move away from the object and direct others in the immediate area to do the same. That person shall then call the Safety and Security Department at extension 5190, 5990 or cell # 712-3950. **Do not use a cell phone or radio within 500 Feet of the suspicious object.**

- Safety and Security Officers shall respond to the location and secure the area. If the suspicious object is located inside a building, the building will be carefully evacuated. The Director and Dean for Student Services are responsible for directing and coordinating assistance in this emergency. Evacuees will gather in the designated area.
- Any disabled persons will be safely assisted out of the building. Persons are to exit the building by the nearest exit alerting others to do the same. Once outside of the building, all persons are to move a minimum of 500 feet from the building and refrain from using any electronic devices. Fire lanes and walkways are to be kept open for emergency vehicles and personnel.
- Residence Life staff will determine the names of persons who may have been in the building and make a report of all persons outside the building. No one will return to an evacuated building until instructed to do so by the Residence Life staff or official designee.
- The Safety and Security Department will issue the appropriate text alert message or other notifications as deemed necessary.

2.1.5 BOMB THREAT INFO GATHERING CHECKLIST (see appendix 3.2)

2.1.6 EXPLOSION OF A BOMB

If a bomb or incendiary device detonates/explodes distance and shielding are most important, please take the following precautions:

- Remain calm and quiet.
- Take cover (shielding) where ever able under a table or desk for example.
- Be prepared for further secondary explosions - possibly in other locations.
- Stay away from window, mirrors, overhead fixtures, filing cabinets, bookcases, etc.
- Follow the instructions of the Safety and Security Department officers and emergency responder personnel.
- Evacuate calmly when directed to a site to be announced by emergency personnel.
- Do not move seriously injured persons, unless it is determined they are in immediate danger (fire, building collapse, etc.).
- Open doors carefully and only if needed for evacuation. Watch for falling objects.

- Do not use elevators.
- Avoid using all telephones or cell phone except in life threatening situations.
- Do not use matches or lighters.
- Do not re-enter the affected area until directed by the Safety and Security Department or emergency responder personnel.
- Do not spread rumors about what has happened - remain as quiet as possible to hear emergency directions.

The SERT will immediately activate the ECC. Keep clear of the affected area unless officially requested.

2.2 CAMPUS DEMONSTRATIONS

2.2.1 POLICY STATEMENT

Campus demonstrations such as marches, meetings, picketing, and rallies are usually peaceful and non-obstructive and are protected by our constitutional rights. A student demonstration shall not be disrupted unless one of the following conditions exists:

- Interference with the normal operations of the university.
- The demonstration clearly creates a hazardous situation. (Health and Safety)
- Prevention of access to the buildings or offices or other facilities, and the threat of physical harm to persons or damage to university property.

2.2.2 PROCEDURES

- Call the Safety and Security Department immediately.
- The Safety and Security Department is responsible for assessing the situation and reporting it to the Vice President for Student Development and the Dean of Student Services or his or her designee.
- If it is a Southeastern University student group, it is the responsibility of the Provost, Residence Life staff, and key student leaders to respond to the area and persuade the demonstrators to desist.
- If it is not a Southeastern University student group, it is the responsibility of the Safety and Security Department in conjunction with the University Administration to persuade the demonstrators to desist.

- If the demonstration continues, the demonstrators will be apprised that failure to discontinue the action within a specified time may result in disciplinary action including intervention of civil authorities.
- After consultation with the Vice President for Student Development, the Dean of Student Services, Director of Safety & Security, and the Provost (if the group consists of Southeastern University students) will determine the need for an injunction and civil authority intervention.
- If intervention is called for, an announcement will be made to the group of demonstrators consisting of an order to disburse and desist. They will be informed that the Police will be called to assist in the dispersing of their assembly. Upon arrival of the Lakeland Police Department (**LPD**) or other responding law enforcement agencies, any remaining demonstrators will be subject to arrest. All actions and notifications will be documented within the records management system and filed with the university solicitor/legal services.

2.3 ACTIVE SHOOTER/ ACTIVE AGGRESSOR

2.3.1 DEFINITION OF AN ACTIVE SHOOTER SITUATION

An active shooter/aggressor is person or persons armed with a weapon or weapons who either immediately intends to, or has used deadly physical force against other people. Studies indicate that the active shooter/aggressor has very little concern for their own safety or threat of capture. In most cases, there is a defined list of intended (targets) victims the shooter is looking for. However, other people in the vicinity may become targets of opportunity. Typically, the active shooter/aggressor will continue to seek out and use deadly force until confronted and stopped by law enforcement, suicide or other intervention.

2.3.2 TEST Principle

Deny the aggressor: **Time, Entrance and Access, Space and Targets**

2.3.3 PROCEDURES (To be used in conjunction with the instructions outlined in the Flee, Hide, Fight video) The model is ESCAPE, HIDE, DEFEND

The immediate response for an active shooter/aggressor is to escape - fleeing the area immediately.

A secondary plan includes sheltering in place and securing the immediate area from active shooter/aggressor access.

VICTIMS SHOULD:

1. Immediately contact Campus security and or 911

1. Lock and/or barricade the door with file cabinets or other heavy objects.

2. Turn off lights
3. Turn off radios, computer, monitors, speakers, audible tones from cell phones, etc.
4. Keep occupants in the immediate area calm, quiet, and out of sight
5. Take adequate cover behind desks, filing cabinets, etc.
6. Place signs in exterior windows to identify groups of people still inside building and the location of injured people.
7. Provide additional information - Notify Campus Safety & Security (ext. 5190) and/or Lakeland Police (9-1-1) or responding law enforcement agency – be very specific as to what occurred and your specific location. Speak clearly and slowly and keep to the point.
8. Attempt to provide as much information about the shooter/aggressor as possible – number of people involved, race/gender, clothing color/style, physical features, type of weapons, do you recognize the shooter, etc.?

SAFETY & SECURITY WILL:

- If it is confirmed that shots have been fired, the Safety and Security Department will immediately issue a text alert message and rapidly make appropriate the administrative notifications.
- The Lakeland Police Department is trained and equipped to respond to an emergency incident of this nature. During the initial phase of the incident, LPD along with the SERT will evaluate the situation to determine the best course of action for the safety of the campus. Once the LPD responds to the campus, they will be responsible for all tactical operations and management of the emergency.

The SERT will activate the ECC. Keep clear unless requested to assist.

IF SHOOTER ENTERS YOUR OFFICE OR CLASSROOM (Escape, Hide, Defend)

- Try to remain calm. Dial 911, if possible, and alert the police to your location; if you are able to speak - speak clearly, slowly and focus on the information, if you cannot speak, leave the line open so the dispatcher can listen to what is taking place.
- If there is absolutely no opportunity for escape or hiding, defend yourself in any way possible. Know that **attempting to overpower the shooter with force should be considered a very last resort, after all other options have been considered**. Carefully consider if the best option would be overpower the shooter, especially if he/she is outnumbered and intend on further assault.
- If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

- Immediately call the Safety and Security Department.
- The Safety and Security Department will issue a text alert message and the make appropriate the administrative notifications

IF TAKEN HOSTAGE

- Be patient, quiet and remain calm.. Do not threaten or intimidate your captor. Avoid drastic action or sudden movements.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert and cooperative. Do not make mistakes that could endanger your well-being or the safety of others.
- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile. If asked to speak answer only the question in a clear and slow diction. Do not offer information. Do not challenge the shooter/aggressors methodology.
- Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- If medications, first aid, or restroom privileges are needed by anyone, calmly say so.
- Be prepared to speak to the police on the phone. Be patient and wait. Attempt to establish rapport with the captor.
- Do not provide or turn over your cell phone unless requested.
- Be observant. Focus on specifics (number and description of actors, weapons, dialog, area/location) When you are released, the personal safety of others may depend on what you remember about the situation and are able to communicate.

ADDITIONAL INFORMATION

- If a hostile intruder is discovered on campus, do not attempt to interfere with, approach or apprehend the intruder, or intervene in any ongoing crime. Maintain ample distance and barriers between yourself and the incident. Depending upon the situation, it may be wise to remain in your location, enter a building (if you are outside) or enter an office or room and lock the door.
- If you hear noises outside your office or room that may be gunshots, do not leave the office or room.
- Consider your options and use good judgment to protect yourself. Once you are

in a location you believe to be reasonably safe, remain there until directed otherwise by police, the Safety and Security Department or other campus authorities.

- Under no circumstances should the fire alarm be activated or an attempt made to evacuate the building unless you are in the room or immediate area where the shots are being fired. Persons may be placed in harm's way when they are attempting to evacuate the building. Should the fire alarm sound during such an incident, do not evacuate the building unless:
 - You have firsthand knowledge that there is a fire in the building, or
 - You have been instructed by the police or the Safety and Security Department to evacuate the building, or
 - There is imminent danger in the immediate area.
- If it is safe to do so, notify others in the area of the situation.
- Do not make alterations to the crime scene as this could have negative effects in apprehending and prosecuting the offender(s).
- If instructed to evacuate, follow instructions of the police. You may be treated as a suspect until the police have been able to properly identify people exiting the building.

OTHER UNLAWFUL ACTIVITY IN-PROGRESS (Theft, Vandalism, Assault, etc.)

- Do not attempt to interfere with or apprehend the perpetrator.
- If able, remove yourself from the situation and or area
- If safe to do so, try to get a good description of the individual(s) involved; noting height, weight, gender, race, age, clothing, hair color, vehicle license number, make, model, and color of vehicle, etc.
- Call the Safety and Security Department and advise them of the situation and remain in place, if safe, until contacted by a Safety and Security Officer.
- Do not make alterations to the crime scene as this could have negative effects in apprehending and prosecuting the offender(s).

2.4 EMERGENCY LOCKDOWN

When a campus-wide emergency lockdown is initiated by the SERT for any reason, the same following procedures will apply:

- An emergency lockdown will be announced by voice communication, e-mail and the Safety and Security Department will issue a text alert message and make appropriate the administrative notifications
- Fire evacuation alarms are not to be sounded.
- Should the fire alarm sound, do not evacuate the building unless:
 - You have firsthand knowledge that there is a fire in the building, or
 - You have been instructed by the police or the Safety and Security Department to evacuate the building, or
 - There is imminent danger in the immediate area.
- Remain quiet and do not enter hallways.
- Lock classroom and office doors and barricade with file cabinets or other heavy objects if possible.
- Remain quiet and silence all cell phones and electronic devices.
- Close windows and window treatments.
- Turn off all lights.
- Crouch down in areas that are out of sight from doors and windows.
- Students, faculty and staff that are in hallways are to seek shelter in the nearest classroom or office immediately.
- Persons in outdoor areas should seek shelter immediately. Return indoors if it is safe to do so.

2.5 FIRE

FIRE SAFETY

Southeastern is committed to reducing risk to all students, faculty, staff, and visitors. It is the university's intent to protect members of the campus community against avoidable and undue risks of injury or death due to fire. It is the policy of the university to notify all employees and students of the elements of this plan and to expect them to read and understand its contents.

2.5.1 SMALL FIRES - USING A FIRE EXTINGUISHER

- If the fire is small and you know how to use a fire extinguisher and it is safe to do so, you may but are not required to attempt to use a fire extinguisher to put out the fire. Do not attempt to extinguish the fire if you know or are unsure if hazardous or toxic materials are involved, the fire is very smoky, or if the fire is spreading rapidly. In those situations follow the directions below for "All Other Fires."
- Alert all persons in the area and grab the nearest fire extinguisher. All fire extinguishers on campus can be used on wood, paper, liquid, and electrical fires.
- While keeping an exit available behind you, bring the fire extinguisher within six feet of the fire.
- Follow the P-A-S-S procedures to activate the extinguisher.
 - **P** - Pull the pin located in the extinguisher's handle.
 - **A** - Aim the nozzle, horn or hose at the base of the fire.
 - **S** - Squeeze or press the handles together.
 - **S** - Sweep from side to side at the base of the fire until it is out.
- After the fire has been completely extinguished, notify the Safety and Security Department. Be certain to tell that person that the fire has been extinguished.
- If you are unable to quickly and fully extinguish the fire, follow the instructions below for "All Other Fires."

2.5.2 ALL OTHER FIRES

- Immediately activate the nearest fire alarm pull station if one is available in the building. Most buildings at university-owned or operated facilities have alarms. Many of the alarms have both audible and visual signals. Most of the buildings have alarms that automatically contact emergency authorities or a monitoring company.
- Alert people in the immediate area and evacuate the building using the nearest safe exit. Assist those with disabilities in the area to the extent that you are able to do so. Use stairs, do not use the elevators. Do not stop to gather or safeguard personal belongings or university records or to turn off any equipment.
- Do not walk through or stand in a smoke cloud. If you must pass through a smoky area to reach a safe location, crawl under the smoke and, if available, use a wet cloth to cover your face.

- Close (but, if possible, do not lock) doors as you leave to confine the fire. If time and safety permit, close windows. Move in a calm, orderly fashion.
- Evacuate to a safe area at least 500 feet away from, and upwind (that is, opposite the direction of the prevailing winds) of the building.
- If conditions prevent you from evacuating the building, close all doors you can safely close between you and the fire. If available, place wet cloths at the bottom of the doors. Because smoke rises, you should remain near to the ground to breathe quality air.
- Dial 911 and call the Safety and Security Department, they will notify the appropriate persons and or departments. Give your name and provide location, telephone number, and description of the fire and the location of any persons you believe to be trapped in the building.
- The Safety and Security Department will issue a text alert message and make appropriate the administrative notifications
- Do not return to the building until told to do so by the Facilities Department, Residence Life, or the Safety and Security Department.

The SERT may activate the ECC. Keep clear unless requested to assist.

2.5.3 CLOTHING ON FIRE

- If clothing catches on fire, **STOP, DROP, and ROLL** to smother the flames.
- Attempt to remove affected clothing if able.
- If warranted, follow the steps outlined for Serious Injuries/Illnesses.

2.6 GAS LEAK

PROCEDURES

- In the event of a suspected gas leak, immediately evacuate the area. Do not light matches, turn on or off electrical equipment, use the telephone, cell phone, radio, personal digital assistants or touch any light switches. (A spark can cause gas to ignite.)
- Notify the Facilities Department and the Safety and Security Department.
- If necessary, Residence Life will be contacted to assist in the notification of building occupants. **Do not use fire alarms to evacuate the building.**

- Evacuate to a safe area greater than 300 feet away from, and upwind (that is, opposite the direction of the prevailing winds) of, the contamination. Use the nearest marked exit to evacuate the building. Do not evacuate to campus or public streets or to parking lots adjacent to the evacuated building, as emergency personnel may need those areas.
- Do not return to an evacuated building unless told to do so by the Facilities Department or the Safety and Security Department.
- The Safety and Security Department will issue a text alert and make appropriate the administrative notifications

The SERT may activate the ECC. Keep clear unless requested to assist.

2.7 HAZARDOUS CHEMICAL SPILL OR RELEASE

Response to a hazardous chemical spill or release varies greatly depending upon your position at the university, level of knowledge of the hazardous chemical, and level of training in cleaning or remediating hazardous chemical spills. Therefore, procedures listed in this policy are categorized depending upon the above criteria of the particular responder.

A hazardous material is any item or agent – CBRN (chemical, biological radiological or nuclear) which has the potential to cause harm to humans, animals, or the environment, either by it or through interaction with other factors.

2.7.1 PROCEDURES

- Report any spill immediately to Lakeland Police Department via 9-1-1 and to Campus Safety & Security at extension 5190.
 - When reporting the spill, inform the 9-1-1 operator AND Security dispatcher of the location of the release or spill, type of hazard, (e.g. flammable, explosive, toxic if known) and the name and quantity of the material released or spilled. Inform them of any known injured, sick, or contaminated persons.
- If a building emergency exists, notify the Safety and Security Department of the affected buildings. They, in turn, will notify building occupants. **Do not use fire alarms to evacuate the building.**
- **Use caution.** Move away from the spill and help keep others away. Do not stand in or walk through smoke clouds or visible mist, stay upwind. Do not breathe fumes or handle the material unless you know that it is safe to do so. Remember that some toxic materials have no detectible odor. Evacuate the building if necessary.

- Contain any spills or releases if it is feasible to do so and you are confident that you can do so safely.
- Assist disabled persons during evacuations to the extent that you are able to do so. Use stairs, do not use the elevators.
- Evacuate to a safe area at least 500 feet away from, and upwind (that is, opposite the direction of the prevailing winds) of, the contamination.
- Do not re-enter the building until you are instructed that you may do so.
- Keep fire lanes and walkways clear for emergency vehicles and personnel.

2.7.2 PROCEDURES FOR FIRST RESPONDERS

Security Officers

- When notified of a spill or release be sure to get location information, type of hazard (e.g. flammable, explosive, toxic if known) and the name and quantity of the material released or spilled. Inquire of any known injured, sick or contaminated persons
- Begin following Emergency Situation Checklist
- Alert the Facilities Department
- Approach cautiously from upwind. (utilize gas mask) Do not enter a building or area unless you are certain it is safe to do so. Resist the urge to rush in; others cannot be helped until the situation has been fully assessed.
- Secure the scene. Without entering the immediate hazard areas, isolate the area and ensure the safety of people and the environment, keep people away from the scene and outside the safety perimeter
- Ensure the Lakeland Police Department and other needed responders have been notified via 9-1-1
- Assist the Fire Department as necessary if safe to do so
- Do not walk into or touch spilled material. Avoid inhalation of fumes, smoke, and vapors-even if no dangerous materials are known to be involved. Do not assume that gasses or vapors are harmless because of lack of a smell – odorless gasses and vapors may be harmful. Avoid handling empty containers because they may still present hazards until they are cleaned and purged of all residues

- The Safety and Security Department will issue a text alert message and make appropriate the administrative notifications
- The Facilities Department is responsible for the cleanup of any hazardous materials spills as outlined by regulated procedure.
- Document any known exposures to students, staff or visitors. Assist responders to isolate these individuals from contact with others until medically or otherwise cleared.

The SERT may activate the ECC. Keep clear unless requested to assist.

2.8 INFECTIOUS DISEASE/PANDEMIC

2.8.1 DEFINITIONS

The following definitions are per the U.S. Department of Health and Services.

- **Pandemic:** The worldwide outbreak of a disease in humans in numbers clearly in excess of normal.
- **Epidemic:** A disease occurring suddenly in humans in a community, region or country in numbers clearly in excess of normal.
- **Seasonal Flu:** A respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available. This is also known as the common flu or winter flu.
- **Avian Flu:** A highly contagious viral disease with up to 100% mortality in domestic fowl caused by influenza A virus subtypes H5 and H7. All types of birds are susceptible to the virus but outbreaks occur most often in chickens and turkeys. The infection may be carried by migratory wild birds, which can carry the virus but show no signs of disease. Humans are only rarely affected.
- **Influenza:** A serious disease caused by viruses that infect the respiratory tract.
- **Influenza Viruses:** There are three types of influenza viruses: A, B and C. Influenza A and B viruses cause seasonal epidemics of disease almost every winter in the United States. Influenza C infections cause a mild respiratory illness and are not thought to cause epidemics.
- **Pandemic Influenza:** An influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time). The pandemic virus can cause serious illness or death because people do not have immunity to the new virus. A pandemic will last much longer than most flu

outbreaks and may include "waves" of influenza activity that last 6-8 weeks separated by months.

- **HPAI:** Highly Pathogenic form of Avian Influenza. Avian flu viruses are classified based upon the severity of the illness and HPAI is extremely infectious among humans. The rapid spread of HPAI, with outbreaks occurring at the same time, is of growing concern for human health as well as for animal health.
- **LPAI:** Low Pathogenic form of Avian Influenza. Most avian flu strains are classified as LPAI and typically cause little or no clinical signs in infected birds. However, some LPAI virus strains are capable of mutating under field conditions into HPAI viruses.
- **CDC:** Centers for Disease Control and Prevention, the U.S. government agency at the forefront of public health efforts to prevent and control infectious and chronic diseases, injuries, workplace hazards, and environmental health threats. CDC is one of 13 major operating components of the Department of Health and Human Services.

In the event of any local or national health-related emergency, Southeastern University will utilize all available resources to insure the safety of all students, faculty, staff, and visitors that reside, attend classes, work or visit the campus. The SERT may activate the ECC to coordinate the proper response to deal with any serious health-related issue affecting the university. The following departments may be called upon to implement an appropriate plan of action to deal with a serious health-related issue; Health Services, Facilities Management, Human Resources, Safety and Security, and Residence Life.

- Document any known exposures to students, staff or visitors. Assist responders to isolate these individuals from contact with others until medically or otherwise cleared.

In order to assist in preparing an appropriate response, the following websites shall be accessed and used as a resource in response to monitor the status of a health-related emergency:

- Florida Department of Health website - <http://www.doh.state.fl.us>
- CDC website for pandemic policies and procedures - <http://www.pandemicflu.gov>

2.9 HURRICANE

2.9.1 POLICY STATEMENT

Southeastern is committed to reducing risk to all students, faculty, staff, and visitors. It is the Universities intent to protect members of the campus community against avoidable and undue risks of injury or death due to hurricanes. It is the policy of the university to

notify all employees and student of the elements of this plan and to expect them to read and understand its contents.

2.9.2 DEFINITIONS

The following definitions are per the U.S. Department of Commerce's National Oceanic and Atmospheric Administration (**NOAA**).

- **Hurricane season:** June 1 - November 30.
- **Tropical Depression:** An organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds of **38 mph or less**.
- **Tropical Storm:** An organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds of **39-73 mph**.
- **Hurricane:** An intense tropical weather system of strong thunderstorms with a well-defined surface circulation and maximum sustained winds of 74 mph or higher. Hurricanes are categorized according to the strength of their winds using Saffir-Simpson Hurricane Scale. A Category 1 storm has the lowest wind speeds, while a Category 5 hurricane has the strongest. These are relative terms, because lower category storms can sometimes inflict greater damage than higher category storms, depending on where they strike and the particular hazards they bring. In fact, tropical storms can also produce significant damage and loss of life, mainly due to flooding.
 - **Category One Hurricane:** Winds 74-95 mph
 - **Category Two Hurricane:** Winds 96-110 mph
 - **Category Three Hurricane:** Winds 111-130 mph
 - **Category Four Hurricane:** Winds 131-155 mph
 - **Category Five Hurricane:** Winds greater than 155 mph
- **Hurricane watch:** A hurricane watch indicates the possibility that you could experience hurricane conditions within 36 hours.
- **Hurricane warning:** Hurricanes warning indicates that sustained winds 74 mph or higher associated with a hurricane are expected in a specified coastal area in **24 hours or less**.

2.9.3 PROCEDURES (to be used in conjunction with the Hurricane matrix – Appendix B)

- With the notification of an approaching tropical depression or storm, the SERT will monitor the status and projected path of the storm.
- When a hurricane watch/warning has been declared, all members of the SERT will be alerted to the conditions, and the possible activation of the ECC.
- If directed by the SERT, the Safety and Security Department will issue a text alert message and make appropriate the administrative notifications
- Upon notification that a hurricane is approximately 48 to 72 hours from impacting the university, the SERT will convene immediately and decide whether to activate the ECC. Upon closure of the campus switchboard office, all telephone lines will be maintained by Safety and Security Department personnel providing a central point of contact for the Southeastern University community and the general public. All hurricane preparations will be implemented not less than 24 hours prior to the arrival of the hurricane force winds.
- All non-essential personnel will be advised when to vacate the campus by the SERT. All resident students will be given the opportunity to leave the campus at the approach of a hurricane until 24 hours prior to arrival and then all remaining students must remain on campus and await further instructions from the SERT.

2.9.4 FUNCTIONS OF SERT / ESSENTIAL PERSONNEL

- **Safety and Security:** Will implement and enforce the Emergency Response Plan, coordinate the movement of vehicles, assist in the safety and security of persons and property (all non-essential buildings will be locked after hurricane preparation), and establish and maintain the overall operations of the ECC.
- **Facilities / Custodial, Maintenance and Grounds:** Secure equipment prepares buildings for hurricane, inventory custodial housekeeping supplies and maintains adequate stock of possible items needed at all times.
- **Residence Life / RDs:** Account for and maintain all students that remain on campus, obtain emergency supplies for residence hall (flashlights, batteries, bottled water, first aid kits, radios, etc.), and instruct the students during an actual emergency. They also keep records of students who evacuate the campus including their destination and phone number at the destination. (Medical or Medicine needed -add here)
- **Food Services:** Will provide emergency meals for a 24 to 48 hour period for those on campus. In the event the emergency is for an extended period of time, voluntary

assistance of students may be needed in the preparation and distribution of food and water.

- **Human Resources:** Assist in communication efforts to employees prior to and immediately following the storm. Offer support/assistance to employees regarding Employee Assistance Program (EAP) services when needed.
- **Information Technology:** Will be responsible for maintaining the operation and security of intranet data and telephone operations.
- **Communications for University Advancement:** Will be responsible for coordinating all information disseminated internally or to the press and the public. Provide for a consistent "one-voice" for the entire campus, the news media and all other interested parties. Provide for rumor control and emergency communication.

Issues that may need to be addressed:

- Cancellation of day, evening and weekend classes.
- Cancellation of extracurricular activities.
- Student Evacuation Time Frame
- Food services arrangements.
- Faculty schedules.
- Administrative and staff offices schedules.
- Full time and part time staff compensation during closure.
- Posting of notifications utilizing SEU web site, SFNET, and MySEU.

2.9.5 PREPARATIONS

When the SERT decides to implement the hurricane preparation procedures, the following steps are to be taken:

FACILITIES / HOUSEKEEPING STAFF

- Make sure all custodial closets are stocked per the following:
 - Minimum of two mop heads
 - Minimum of one gallon of TACKLE
 - All mop buckets are to be filled $\frac{3}{4}$ full of water
 - Rubber Gloves
 - Toilet Paper
 - Sponges
 - Paper Towels
 - Buff Bags
- Maintain mop heads in keeping them clean and available.

- Inventory all supplies that could be required for all facets of the cleaning and sanitization of residence halls, offices, classrooms and common areas on campus in the event of flooding and water damage including mildew abatement.

FACILITIES / MAINTENANCE & GROUNDS STAFF

Residence Halls

- Make sure all Buttercup gates are closed and locked.
- Check all Buttercup garage doors to make sure they have been closed and secured.

Athletic Facilities

- Remove all wind screens from the Baseball Field.
- Remove Baseball field catchers screen and batting practice cage mesh.
- Remove golf practice course putting markers and have security lock gate.
- Turn over soccer field bleachers along Longfellow to make them more resistant to wind.
- Check all athletic field gates and pin the locking mechanisms.

Grounds keeping/Outdoors

- Remove all plastic trash cans and place inside their adjacent facility.
- Clean all storm water runoff drains and retention pond drains. Also remove any vegetation that may hinder the natural flow of water.
- Add bracing to any newly planted palms and other newly planted trees.
- Check bracing on all Hibiscus plants and trim tops of canopy.
- Remove and store "The Butterfly" along with the glass table top in the Butterfly Garden.
- Remove the two small planter pots from the wall outside Destino, south side of 1st floor lobby, along with bases. Place the items inside the wall on the paver area.
- Relocate all Plant Planters as close to their adjacent buildings as possible.
- Remove all goose-neck outdoor lamp globes with expected winds or gusts reaching 70 mph. All standard straight lamp globes should be left in place as they are rated for 150 plus mph winds and removing them will only expose ballasts to flooding and electrical shorts.
- Turn off all outside decorative fountains, except the Divine Servant Fountain.
- Fill Grounds Dept. water tanks with water and place on standby for use to flush toilets if required.

Buildings

- Inspect and clean all debris off of flat top building roofs and remove PVC A/C drain lines that are not attached or secured to the roof.

- Begin removing all banners, small sidewalk signage, and parking cones. Check tennis court and ball field for banners as well.
- Remove all empty bike racks and place in storage.
- Chartwells to clear all items from loading dock at Tuscana. Facilities to review and communicate this information to their staff.
- North Tuscana white waste dumpster gates to be closed and secured with pins.
- Advise Security of any and all unlocked magnetic operating doors in the case of electrical failure. These doors will need to be hard locked including the patio gates at Tuscana Restaurant and any other areas with magnetic locking gates.

Facilities Department Responsibilities

- Make sure all vehicles and both diesel fuel tanks are filled with fuel including emergency equipment e.g., chain saws, sump pumps, pavement blowers, RTV's, gas carts, tractors, 350 kW generator, etc. Start up and check the operation of each of these pieces of equipment.
- Check and stock up on supplies including poly sheeting, masking tape, duct tape, plywood, mops, buckets, garbage bags, flashlights, batteries, rope, paper towels, etc. Have 30 extra flashlights stored along with batteries to hand out to other staff and residence life as needed.
- Have extra dumpsters on standby.
- Remove and store away all light-weight outdoor furniture. Some areas include Hennessy Plaza, Mia Casa, Athletics Pool, and Tuscana. All glass table tops and umbrellas are to be stored. Note***(**Do not** put pool furniture in the pool)
- All enclosed trailers are to be connected to SEU vans, but no locks are to be placed on trailer hitches in the case of needed emergency use of the vehicle. (Please pin all hitches, NO locks.)
- Review safety concerns with personnel including the possibility of downed power lines, flooded mechanical/electrical rooms.

FACULTY and OFFICE STAFF

- Clear all desktops, tables and horizontal surfaces of all papers and articles susceptible to water damage.
- Protect all books, computers, and equipment by covering with plastic sheeting and using masking tape to secure them.
- Move worktables and bookcases away from windows or doorways.
- Close and lock all doors and windows, and close all blinds and/or curtains.
- Turn off lights and electrical equipment and unplug everything. Turn off air conditioners.
- Clear laboratory tables of apparatus and glassware and place in a protected location. Shut off any gas jets.

HEALTH SERVICES STAFF

- Will check and stock all first aid kits in the residence halls, the Facilities Management building and the ECC.
- Will maintain and provide to the ERT a list of all students and staff who have first aid training, so that if needed, those individuals can be assigned to specific areas to render first aid.

INFORMATION TECHNOLOGY STAFF

- Implement proper backup controls and redundancies to maintain critical services.
- Properly document all hardware and its configuration; develop a plan for hardware replacement and setup.
- Develop adequate information security controls.
- Maintain a records management plan that duplicates data on a regular basis and secures this information at a remote location.
- As necessary, develop and maintain a plan to perform critical applications at a remote site.

SAFETY AND SECURITY STAFF

- Prepare for the activation of the ECC.
- Coordinate the movement of vehicles as needed.
- Make sure all non-essential buildings are locked and secured after preparation for the impending hurricane.
- Remove all traffic cones, barricades and signage that are in use at the time throughout the campus and place in storage.

RESIDENCE LIFE STAFF

- Will go room-to-room to inform students of hurricane status, canceled classes, or if needed, an evacuation order. Post signs and updates as the hurricane progresses and as instructed by the RD.
- If an evacuation is necessary, have all students quickly prepare their rooms and belongings by:
 - Moving furniture away from windows.
 - Put all loose objects in drawers or closet.
 - Unplug everything and put electrical equipment in closet if possible.
 - Close all closets, doors and drawers. Close windows tightly; open blinds completely. (They will not block broken glass)
 - If leaving campus, have the students take all valuable items such as laptops with them.

****The university is not responsible for loss of, or damages to, personal property.***

- For students deciding to stay on campus:
 - They must stay indoors and follow the instructions of the Safety and Security Department and the RDs.
 - If necessary, the RDs will instruct remaining students to move to residence halls assigned by the SERT, bringing a pillow and flashlight.
 - During the storm, close room doors and stay in the hallways. Stay away from windows and glass doors in the lobby areas. Remember that the hurricane will seem calm when the eye passes the area. Once the eye of the storm passes, the storm begins again from the opposite direction.
 - **Do not** open windows or doors to see what is happening outside.
 - Food service will be provided when the storm passes or power is restored. Emergency meals and water will be provided in the residence hall.
 - All accidents, injuries, broken windows, excessive water damage, etc., is to be reported by the RD to the ECC as soon as possible.
 - Telephone calls should be made only in case of emergency.

- For those students going home:
 - Make sure they check out by filling out a Hurricane Sign Out with destination address, contact numbers, etc.
 - Have them verify their destination, departure and arrival times. Recommend that they call their parents or guardian BEFORE leaving.

2.9.6 POST HURRICANE

- The SERT will make an initial assessment of any damage sustained to campus property and a survey of the immediate surrounding roads for access to the university.

- The Director of Safety & Security will notify the Vice President of Student Development and the Dean of Student Services of the results of this assessment. Once it is determined to be safe on campus an “All Clear” will be provided to the Dean of Student Services. Upon receipt of the “All Clear” message the Vice President of Student Development will advise his staff to have the student body return to normal campus operations.

- When directed by the SERT, the Safety and Security Department will issue a text alert message and make appropriate the administrative notifications
- It will be the responsibility of the Director of Communications for University Advancement to report any pertinent information to the media.

- All of the Facilities Department staff is expected to report back for work for restoration and clean up as required.

- At the direction of the administration and the SERT, the Office of Human Resources will notify designated supervisors in regard to the approved time/date for staff and administration to return to work so that they may notify personnel in their department. Human Resources will assess faculty and staff availability, assisting with the appropriation of personnel. Offer assistance to faculty and staff through the EAP as provided through the university's health insurance program, and referral to other resources as needed.
- The Office of the Provost will notify the faculty when classes will resume.

2.10 SERIOUS INJURIES / ILLNESSES

- If a serious injury or illness occurs, call 911 immediately from a university phone if possible. Then contact the Safety and Security Department. Clearly state your name, location, and if known, the victim's name and nature of the injury or illness.
- Do not move a seriously injured person unless there is an immediate life-threatening situation (e.g., falling debris, fire, etc.).
- In case of a minor injury, call the Health Services Office and notify the supervisor in charge of your area. Contact the Safety and Security Office if required.
- Administer first aid and keep the victim as calm and comfortable as possible. When assisting an injured person, universal precautions must be used to protect from blood borne pathogens - use barriers such as gloves or other protective material to prevent contact with blood. Look for an emergency medical ID on the victim.
- If needed, administer CPR if you are qualified. If you are not trained in CPR, do not attempt to administer CPR.
- If needed and you are qualified utilize an automatic external defibrillator (**AED**). If you are not trained in the use of the AED do not attempt to use it.

AED locations:

- 1 Mi Casa Café
 - 2 Esperanza First Floor Lobby
 - 3 B&E outside the doors to faculty offices by the restrooms
 - 4 Destino First Floor Lobby
 - 5 Central Laundry Room (across from South Pointe)
 - 6 Bolin first floor by the restrooms
- If necessary the Safety and Security Department will secure the immediate area for the safety of the victim and generate a report.

2.11 PSYCHOLOGICAL CRISIS

2.11.1 GENERAL GUIDELINES

A psychological crisis exists when a person threatens harm to self or others, or is out of touch with reality due to a severe drug reaction or a psychotic episode. A psychotic episode may be manifested by hallucinations or uncontrollable behavior.

- Refer to the procedures listed below for suicidal emergencies.
- Never try to handle the person on your own when you feel the situation is dangerous or harmful. Do not endanger your safety.
- Notify the Safety and Security Department immediately. Clearly state your name, location, and nature of the crisis.
- Remain calm and courteous to the person involved.
- The Safety and Security Department will notify the Campus Counseling Center by forwarding them a copy of the Safety and Security Incident Report within 24 hours.

2.11.2 SUICIDAL PERSON

Suicidal ideation occurs relatively frequently on college campuses. All threats should be taken seriously and reported to an appropriate authority.

- Unless an individual is a trained and qualified mental health or health professional, he/she should not attempt to care for the suicidal individual.
- Immediacy in responding to the suicidal threat may be the difference between life and death; therefore, referral to a qualified professional should take place as soon as possible.
- All student suicide threats during normal business hours are to be reported to the appropriate RD and then to the Director of Residence Life, who in turn contacts the Campus Counseling Center at ext. 5436.
- All suicidal threats after normal business hours are to be reported to the director of Residence Life as well as the appropriate RD who in turn contacts the on-call counselor/Director of Campus Counseling Services at 863-797-4738.
- For any faculty and staff suicide threats, call 9-1-1 immediately and then notify the Safety and Security Department.

2.11.3 SUICIDE EMERGENCY

- If you believe a suicide attempt has occurred **stay with the person at all times.**
- Call 9-1-1 immediately - they may keep you on the phone giving instructions until EMS arrives depending on the condition of the person. Call 9-1-1 even if the person does not appear to be in physical danger at the time.
- Call the Safety and Security Department and inform them of the situation, your location, and whether EMS has been dispatched. The Safety and Security Department will respond to assist.
- In case of a student, contact the student's RD if known; otherwise contact the Director of Residence Life.
- The Director of Residence Life or RD will then notify the Campus Counseling Center.

2.12 TORNADO

2.12.1 POLICY STATEMENT

Southeastern is committed to reducing risk to all students, faculty, staff, and visitors. It is the Universities intent to protect members of the campus community against avoidable and undue risks of injury or death due to tornados. It is the policy of the university to notify all employees and student of the elements of this plan and to expect them to read and understand its contents.

2.12.2 DEFINITIONS

- **Tornado:** A tornado is a violent, rotating storm with winds that can exceed 300 mph. The product of thunderstorms and sometimes hurricanes, they can be highly destructive.
- **Tornado Watch:** A tornado watch may be issued by the National Weather Service when conditions are favorable for the formation of tornadoes. During a tornado watch, you should be alert to changing weather conditions and the possibility of a tornado warning being issued.
- **Tornado Warning:** A tornado warning may be issued by the National Weather Service when a tornado has been sighted or when radar indicates the formation of a tornado. You should immediately take cover inside a sturdy building on the lowest floor in an interior room or hallway away from windows.

2.12.3 PROCEDURES

- There is not a sufficient warning period to close the university or to effectively protect university assets. Therefore no special effort should be made to protect university assets; **all attention should be directed towards life safety procedures.**
- When notified that conditions are favorable for the development of a tornado the appropriate E2 text message will be sent out and the Safety & Security department will monitor the status and projected path of any possible tornadoes.
- When a tornado warning has been declared the Safety and Security Department will issue the appropriate E2 text alert notification.
- If a tornado warning has been declared the RD/RAs will alert their students in residence halls/buildings of the warning and to pay attention to further announcements.
- Personnel assigned to the SERT, the Safety and Security Department, and the Facilities Department may be called upon by the SERT for tornado spotters, and could be directed to positions on the campus to watch for the tornado.
- During a tornado warning, all persons on the campus should seek shelter immediately.
- Evacuate all modular buildings and any temporary structures and proceed immediately to a structurally secure building.
- ***Do not*** seek shelter in the Sportsplex Gym, Student Activity Center Gym, Bush Chapel, Modular Buildings, Tuscana Restaurant, or other places with wide-span roofs.
- The Residence Life staff will direct resident students to seek shelter in their bathrooms. The Bauer and Bethany Hall students will seek shelter in their interior hallways.
- All office or classroom personnel are advised to go to the lowest level of their building, and move to an interior room with no windows. Restrooms, closets, and hallways are often good locations. If no such space is available, crawl under a strong table in the middle of the building, or crouch next to an inside wall away from windows and doors. Kneel with your head down and cover your head with your hands.
- If time permits, turn off electrical equipment and disconnect from power sources.
- Close all doors and stay away from windows and items that might fall.

- If in an automobile, **never** try to outrun a tornado. If possible, take shelter as noted. If that is not possible, GET OUT OF THE CAR and take refuge in a ditch, culvert, depression, or, if none of these is available, lay face down on the ground. Use your arms to protect your head and neck.
- All persons should remain in the shelter areas until advised that the danger has passed.

2.12.4 POST TORNADO

- The ERT will make an initial assessment of any damage sustained to campus property and a survey of the immediate surrounding roads for access to the university.
- The Director of Safety & Security will notify the Vice President for Student Development and the Dean of Student Services of the results of this assessment.
- Once it is determined to be safe on campus the Vice President of Student Development will advise his staff that it is safe for the student body to go outside and return to normal campus operations.
- It will be the responsibility of the Communications Director for University Advancement to report any pertinent information to the media.
- All of the Facilities Department staff is expected to report to the area(s) of damage for restoration and clean up as required.
- If directed by the SERT, the Safety and Security Department will issue a text alert message and make appropriate the administrative notifications to the staff and administration when to return to work, and the faculty and students when to resume classes.

2.13 UTILITY OUTAGE

Utility outages may consist of electric power loss, major water disruption, sewage system disruption, internet access disruption, telephone outage, etc.

The university and its facilities do not automatically close during utility disruptions. Closures are based on many factors, including the anticipated length of the disruption, any apparent jeopardy to health or safety, and the day and time of the disruption. Do not assume that a facility or the university has closed. If closure is necessary, official notification will be communicated.

PROCEDURES

- For power, water and sewage service disruptions contact the Facilities Department during normal business hours and the Safety and Security Department after normal business hours.
- For internet (including e-mail) access disruptions or telephone outages, contact the IT Help Desk if possible. If the IT Help Desk is unavailable or closed, contact the Safety and Security Department. It may be necessary to contact the Safety and Security Department by cell phone if the campus is experiencing no telephone service.
- The Facilities Department and or the Safety and Security Department are responsible for contacting the proper utility authorities.
- In a power outage, shut off all major appliances.
- Stay away from all downed power lines.
- If there is a plumbing failure, turn off and unplug all electrical equipment.
- If there is potential danger to building occupants, evacuate the immediate area. Assist the disabled persons in exiting the building. Do not use elevators. Once outside, move to a clear area 500 feet from the building.
- Keep fire lanes and walkways clear for emergency vehicles and personnel.
- The Safety and Security Department will call the university's alarm monitoring company, currently at 800-901-8437.
- Do not return to an evacuated building unless notified to do so by the Facilities Department or the Safety and Security Department.

The SERT may activate the ECC. Keep clear unless requested to assist.

2.14 DISASTER ASSISTANCE RESOURCES

Local Law Enforcement Agencies (Non-emergency)

Lakeland Police Department	863-834-6900
Polk County Sheriff's Office	863-298-6200
Florida Highway Patrol	863-499-2300

Local Fire Department and Paramedic Units (Non-emergency)

Lakeland Fire Department	863-834-8200
Polk County Fire Rescue	863-401-2222

Local Clinic and Hospital (Non-emergency)	
Lakeland Regional Medical Center (LRMC)	863-687-1100
LRMC Emergency Room	863-687-1132
Watson Clinic Urgent Care	863-680-7271
County Board of Commissioners	863-534-6000
County and State Health Department (Lakeland Clinic)	863-413-2620
County Law Enforcement Mutual Aid System	863-534-0360
County Roadway Maintenance Department	863-815-6701
Florida Division of Emergency Management (FEMA)	850-413-9969
Florida Department of Transportation (Highway Division)	863-519-2300
Florida National Guard	863-648-3231
American Red Cross	863-294-5941
Salvation Army	863-682-8179
National Weather Service (NOAA - recorded weather)	813-645-2506
Local Television and Radio Stations	
Bay News 9 - Channel 9	727-329-2300
WFTS (ABC) - Channel 11/20	813-354-2828
WTSP (CBS) - Channel 10	727-577-1010
WTVT (FOX) - Channel 13	813-876-1313
WFLA (NBC) - Channel 8	813-228-8888
WLKF 1430 AM Radio	863-682-3452
WONN 1230 AM Radio	863-682-3452
Lakeland Electric Power Restoration Information (SEU Account Executive - Authorized By the SERT Only)	863-834-1226 or 352-408-2118

Section 3: Appendices

SECTION CONTENTS

- 3.1 Quick Reference Telephone Information
- 3.2 Emergency Situation Checklists
- 3.3 Hurricane Preparedness Decision Making Matrix

3.1 APPENDIX A: QUICK REFERENCE TELEPHONE GUIDE

Title	Phone Number	Campus Ext.
President	863-667-5002	5002
Executive Administrative Assistant to the President	863-667-5002	5002
Executive Vice President	863-667-5021	5021
Executive Assistant to Executive VP	863-557-5006	5006
Executive Director for Finance & Administration	863-667-5729	5729
Executive Director of Communications	863-667-5020	5020
Vice President of Academic Affairs	863-557-5003	5003
Executive Assistant to the Provost	863-667-5004	5004
Vice President of Enrollment Marketing	863-667-5019	5019
Executive Assistant to the VP of Enrollment Marketing	863-667-5081	5081
Vice President of Student Development	863-667-5146	5146
Executive Assistant to the VP of Student Development	863-667-5146	5146
Dean of Student Services	863-667-5468	5468
Student Services & Reservations Coordinator	863-667-5068	5068
Director of Campus Counseling	863-667-5181	5181
Executive Director of Facilities	863-667-5129	5129
Assistant Director of Facilities	863-667-5641	5641
Facilities Coordinator	863-667-5056	5056
Director of Dining Services	863-667-5095	5095
Assistant Director of Dining Services	863-667-5392	5392
Dining Services Coordinator	863-667-5147	5147
Human Resources Director	863-667-5182	5182
Human Resources Administrative Assistant	863-667-5249	5249
Chief Technology Officer	863-667-5165	5165
IT Help Desk Administrator	863-667-5165	5165
R.N Student Health Services	863-667-5205	5205
Health Services Assistant	863-667-5205	5205
Receptionist/Switchboard Operator	863-667-5000	0
Interim Director of Security	863-667-5132	5132
Assistant Director of Security	863-667-5310	5310
Administrative Assistant of Safety and Security	863-667-5779	5779/5190

3.2 APPENDIX B: EMERGENCY SITUATION CHECKLIST

Table of Contents – by page number

CHECKLIST NAME	PAGE #
<u>MEDICAL EMERGENCY CHECKLIST</u>	41
<u>VIOLENT/DISRUPTIVE BEHAVIOR CHECKLIST</u>	42
<u>REMOVAL, ATTEMPTED REMOVAL OR MISSING STUDENT CHECKLIST</u>	43
<u>ARMED ROBBERY CHECKLIST</u>	44
<u>TRESPASSING UNWELCOME GUEST CHECKLIST</u>	45
<u>ARMED PERSON ON CAMPUS CHECKLIST</u>	46
<u>ACTIVE SHOOTER ON CAMPUS CHECKLIST</u>	47
<u>HOSTAGE SITUATION ON CAMPUS CHECKLIST</u>	48
<u>BOMB THREAT ON CAMPUS CHECKLIST</u>	49
<u>BOMB THREAT TELEPHONE INFO GATHERING CHECKLIST</u>	50
<u>EXPLOSION OF A BOMB</u>	52
<u>SUSPICIOUS PACKAGE AND LETTERS CHECKLIST</u>	54
<u>SUSPICIOUS PACKAGE AND LETTERS CHARACTERISTICS</u>	55
<u>LOCK DOWN/SHELTER-IN-PLACE CHECKLIST</u>	56-57
<u>HAZARDOUS MATERIAL CHECKLIST</u>	58
<u>SEVERE WEATHER CHECKLIST</u>	59
<u>FIRE EVACUATION CHECKLIST</u>	60-61
<u>CAMPUS SPECIFIC OR CAMPUS WIDE EVACUATION CHECKLIST</u>	62

Table of Contents - Alphabetically

CHECKLIST NAME	PAGE #
<u>ACTIVE SHOOTER ON CAMPUS CHECKLIST</u>	47
<u>ARMED PERSON ON CAMPUS CHECKLIST</u>	46
<u>ARMED ROBBERY CHECKLIST</u>	44
<u>BOMB THREAT ON CAMPUS CHECKLIST</u>	49
<u>BOMB THREAT TELEPHONE INFO GATHERING CHECKLIST</u>	50
<u>CAMPUS SPECIFIC OR CAMPUS WIDE EVACUATION CHECKLIST</u>	62
<u>EXPLOSION OF A BOMB</u>	52
<u>FIRE EVACUATION CHECKLIST</u>	60-61
<u>HAZARDOUS MATERIAL CHECKLIST</u>	58
<u>HOSTAGE SITUATION ON CAMPUS CHECKLIST</u>	48
<u>LOCK DOWN/SHELTER-IN-PLACE CHECKLIST</u>	56-57
<u>MEDICAL EMERGENCY CHECKLIST</u>	41
<u>REMOVAL, ATTEMPTED REMOVAL OR MISSING STUDENT CHECKLIST</u>	43
<u>SEVERE WEATHER CHECKLIST</u>	59
<u>SUSPICIOUS PACKAGE AND LETTERS CHARACTERISTICS</u>	55
<u>SUSPICIOUS PACKAGE AND LETTERS CHECKLIST</u>	54
<u>TRESPASSING UNWELCOME GUEST CHECKLIST</u>	45
<u>VIOLENT/DISRUPTIVE BEHAVIOR CHECKLIST</u>	42

MEDICAL EMERGENCY CHECKLIST

Check Each Item Below

Time
Completed

- _____ 1. Assess situation.
- _____ 2. Call 911
- _____ 3. Call Security at 863-667-5190 or Extension 5190.
- _____ 4. Campus Safety & Security shall:
 - _____ a. Contact health staff, if onsite. 863-667-5187.
 - _____ b. Dispatch officer(s) to the scene.
 - _____ c. Notify Acting Director – Safety & Security – Emile Hawkins 863-899-1110 who will:
 - _____ 1) Notify Dean of Student Services – Darrell Hardt 863-712-4442 who will:
 - _____ 2) Notify Vice President of Student Development – Chris Owen 863-660-7092 or Jill Johnson (Executive Assistant) 863-698-5324 who will:
 - _____ 3) Notify President (if deemed necessary)
 - _____ d. If person is SEU student, contact Dean of Student Learning – Charlie Dawes: 407-766-6990
- _____ 5. Assist the victim in any way within your level of training until Health Services staff or EMS arrive on scene.
 - Do not move the victim, particularly if back or neck injury is suspected.
 - Keep people from crowding the victim.
- _____ 6. Possible information from victim may include:
 - Any medications being taken
 - Age/Date of Birth
 - Any medical history that may be relevant
 - Symptoms
- _____ 7. Provide as much detailed information of the event to rescue personnel.
- _____ 8. Complete an Accident Report form for Campus Safety and Security.
- _____ 9. Conduct an after-action team debriefing with all incident members.

VIOLENT/DISRUPTIVE BEHAVIOR CHECKLIST

Check Each Item Below

Time

Completed

- _____ 1. Assess situation and establish the degree of support necessary to bring the person(s) under control.
- _____ 2. Call Security at 863-667-5190.
- _____ 3. Campus Safety & Security shall:
 - _____ a. Dispatch officer(s) to the scene to evaluate.
 - _____ b. If required, Campus Safety & Security will call 911.
 - _____ c. If required, Campus Safety & Security will send out E2 Text Alert Message.
 - _____ d. If person is SEU student, contact Dean of Student Learning – Charlie Dawes: 407-766-6990
 - _____ e. Notify Acting Director – Safety & Security – Emile Hawkins 863-899-1110 who will:
 - _____ 1) Notify Dean of Student Services – Darrell Hardt 863-712-4442 who will:
 - _____ 2) Notify Vice President of Student Development – Chris Owen 863-660-7092 or Jill Johnson (Executive Assistant) 863-698-5324 who will:
 - _____ 3) Notify President (if deemed necessary)
 - _____ f. Close all gates and check identification of all vehicles entering and exiting campus (contingent on B & C).
- _____ 4. If called, when Law Enforcement personnel arrive, they will assume management of the incident.
- _____ 5. Security shall send out an E2 Text Alert Message when declared “ALL CLEAR” by Law Enforcement personnel.
- _____ 6. Conduct team debrief.
- _____ 7. Document all actions relative to the incident.

REMOVAL, ATTEMPTED REMOVAL OR MISSING STUDENT CHECKLIST

Check Each Item Below

Time
Completed

- _____ 1. Assess situation and obtain information verifying situation.
- _____ 2. Campus Safety & Security shall:
- _____ a. Dispatch officer to the scene.
- _____ b. Obtain facts from the reporter.
- _____ c. Call 911.
- _____ d. Notify Dean of Student Learning – Charlie Dawes: 407-766-6990
- _____ e. Notify Acting Director – Safety & Security – Emile Hawkins 863-899-1110
- who will:
- _____ 1) Notify Dean of Student Services – Darrell Hardt 863-712-4442 who will:
- _____ 2) Notify Vice President of Student Development – Chris Owen 863-660-7092 or Jill Johnson (Executive Assistant) 863-698-5324 who will:
- _____ 3) Notify President (if deemed necessary)
- _____ 3. When Law Enforcement personnel arrive, they will assume management of the incident.
- _____ 4. Conduct team debrief.
- _____ 5. Document all actions relative to the incident.

ARMED ROBBERY CHECKLIST

Check Each Item Below

Time

Completed

- _____ 1. Assess situation and obtain information verifying situation.
- _____ 2. Call Campus Safety & Security: 863-667-5190
- _____ 3. Campus Safety & Security shall:
 - _____ a. Call 911.
 - _____ b. Campus Safety & Security will send out E2 Text Alert Message.
 - _____ c. Implement campus lock down, and shelter in-place action.
 - _____ d. Notify Dean of Student Learning – Charlie Dawes: 407-766-6990
 - _____ e. Notify Acting Director – Safety & Security – Emile Hawkins 863-899-1110
who will:
 - _____ 1) Notify Dean of Student Services – Darrell Hardt 863-712-4442 who
will:
 - _____ 2) Notify Vice President of Student Development – Chris Owen 863-660-
7092 or Jill Johnson (Executive Assistant) 863-698-5324 who will:
 - _____ 3) Notify President (if deemed necessary)
- _____ 4. When Law Enforcement personnel arrive, they will assume management of the
incident.
- _____ 5. Security shall send out an E2 Text Alert Message when declared “ALL CLEAR”
by Law Enforcement personnel.
- _____ 6. Conduct team debrief.
- _____ 7. Document all actions relative to the incident.
- _____ 8. Comply with Cleary Act notification procedure – post appropriate
communication at location and surrounding area(s) of incident.

TRESPASSING UNWELCOME GUEST CHECKLIST

Check Each Item Below

Time
Completed

- _____ 1. Assess situation and obtain information verifying situation.
- _____ 2. Campus Safety & Security shall:
- _____ a. Notify Acting Director – Safety & Security – Emile Hawkins 863-899-1110 who will:
- _____ b. Obtain approval for trespass from:
- Dean Student Services (Darrell Hardt): 863-712-4442 who will then notify the Vice President Student Services (Chris Owen): 863-660-7092 or Jill Johnson 863-698-5324 OR
- _____ c. Attempt to obtain identification information from individual.
- _____ d. If trespass is approved, call Lakeland Police Department 863-834-6900 – (If after hour’s call 911).
- _____ e. Ask the unwelcome guest if they will stand by until the Law Enforcement agency arrives. (If the individual chooses to leave campus, we are not authorized to stop them; let them leave.)
- _____ f. If person is an SEU student contact Dean of Student Learning – Charlie Dawes: 407-766-6990
- _____ 3. When Law Enforcement arrives, inform them we are requesting a trespass order to be issued to the unwelcome guest.
- _____ 4. The trespass order must be co-signed by the on-shift superior person.
- _____ 5. Upon issuance of the trespass order by the Law Enforcement agency, Campus Safety and Security shall escort the unwelcome guest off campus.
- _____ 6. Re-notification will be made to:
- Dean Student Services (Darrell Hardt): 863-712-4442 who will then notify
 - Vice President Student Development (Chris Owen): 863-660-7092 or (Jill Johnson) 863-698-5324
- _____ 7. Conduct team debrief.
- _____ 8. Document all actions relative to the incident.

ARMED PERSON ON CAMPUS CHECKLIST

Check Each Item Below

Time

Completed

- _____ 1. Assess situation and obtain information verifying situation.
- _____ 2. Call Campus Safety & Security: 863-667-5190 or Extension 5190
- _____ 3. Campus Safety & Security shall:
 - _____ a. Call 911.
 - _____ b. Campus Safety & Security will send out E2 Text Alert Message.
 - _____ c. Implement campus lock down, and shelter in-place action.
 - _____ d. Notify Acting Director – Safety & Security – Emile Hawkins 863-899-1110 who will:
 - _____ 1) Notify Dean of Student Services – Darrell Hardt 863-712-4442 who will:
 - _____ 2) Notify Vice President of Student Development – Chris Owen 863-660-7092 or Jill Johnson (Executive Assistant) 863-698-5324 who will:
 - _____ 3) Notify President (if deemed necessary)
 - _____ e. Contact Dean of Student Learning – Charlie Dawes: 407-766-6990
- _____ 4. When Law Enforcement personnel arrive, they will assume management of the incident.
- _____ 5. Security shall send out an E2 Text Alert Message when declared “ALL CLEAR” by Law Enforcement personnel.
- _____ 6. Conduct team debrief.
- _____ 7. Document all actions relative to the incident.

ACTIVE SHOOTER ON CAMPUS CHECKLIST

Check Each Item Below

Time
Completed

- _____ 1. Assess situation and obtain information verifying situation.
- _____ 2. Call Campus Safety & Security: 863-667-5190 or Extension 5190
- _____ 3. Campus Safety & Security shall:
 - _____ a. Call 911.
 - _____ b. Campus Safety & Security will send out E2 Text Alert Message.
 - _____ c. Implement campus lock down, and shelter in-place action.
 - _____ d. Notify Acting Director – Safety & Security – Emile Hawkins 863-899-1110 who will:
 - 1) Notify Dean of Student Services – Darrell Hardt 863-712-4442 who will:
 - 2) Notify Vice President of Student Development – Chris Owen 863-660-7092 or Jill Johnson (Executive Assistant) 863-698-5324 who will:
 - 3) Notify President (if deemed necessary)
 - _____ e. Contact Dean of Student Learning – Charlie Dawes: 407-766-6990
- _____ 4. When Law Enforcement personnel arrive, they will assume management of the incident.
- _____ 5. Security shall send out an E2 Text Alert Message when declared “ALL CLEAR” by Law Enforcement personnel.
- _____ 6. Conduct team debrief.
- _____ 7. Document all actions relative to the incident.

HOSTAGE SITUATION ON CAMPUS CHECKLIST

Check Each Item Below

Time

Completed

- _____ 1. Assess situation and obtain information verifying situation.
- _____ 2. Call Campus Safety & Security: 863-667-5190 or Extension 5190
- _____ 3. Campus Safety & Security shall:
 - _____ a. Call 911.
 - _____ b. Campus Safety & Security will send out E2 Text Alert Message.
 - _____ c. Implement campus lock down, and shelter in-place action.
 - _____ d. Notify Acting Director – Safety & Security – Emile Hawkins 863-899-1110 who will:
 - 1) Notify Dean of Student Services – Darrell Hardt 863-712-4442 who will:
 - 2) Notify Vice President of Student Development – Chris Owen 863-660-7092 or Jill Johnson (Executive Assistant) 863-698-5324 who will:
 - 3) Notify President (if deemed necessary)
 - _____ e. Contact Dean of Student Learning – Charlie Dawes: 407-766-6990
- _____ 4. When Law Enforcement personnel arrive, they will assume management of the incident.
- _____ 5. Security shall send out an E2 Text Alert Message when declared “ALL CLEAR” by Law Enforcement personnel.
- _____ 6. Conduct team debrief.
- _____ 7. Document all actions relative to the incident.

BOMB THREAT ON CAMPUS CHECKLIST

Check Each Item Below

Time
Completed

- _____ 1. Assess situation and obtain information verifying situation.
- _____ 2. Upon receiving a telephone bomb threat the recipient of the call should remain calm, courteous, listen, and document all the information on the “Bomb Threat Checklist.” – (Next Page)
- _____ 3. Notify Campus Safety & Security: 863-667-5190 or Extension 5190.
- _____ 4. Once information is obtained Campus Safety & Security shall:
 - _____ a. Call 911
 - _____ b. Campus Safety & Security will send out E2 Text Alert Message.
 - _____ c. Notify Acting Director – Safety & Security – Emile Hawkins 863-899-1110 who will:
 - 1) Notify Dean of Student Services – Darrell Hardt 863-712-4442 who will:
 - 2) Notify Vice President of Student Development – Chris Owen 863-660-7092 or Jill Johnson (Executive Assistant) 863-698-5324 who will:
 - 3) Notify President (if deemed necessary)
 - _____ d. Contact Dean of Student Learning – Charlie Dawes: 407-766-6990
 - _____ e. Evacuate the building and surrounding area (if location information is obtained)
 - _____ f. DO NOT use a cell phone or radio within 500 feet of the building.
- _____ 5. When Law Enforcement personnel arrive, they will assume management of the incident.
- _____ 6. Security shall send out an E2 Text Alert Message when declared “ALL CLEAR” by Law Enforcement personnel.
- _____ 7. Conduct team debrief.
- _____ 8. Document all actions relative to the incident.

BOMB THREAT INFO GATHERING CHECKLIST

INSTRUCTIONS: REMAIN **CALM**, BE **COURTEOUS**, AND **LISTEN**. DO NOT INTERRUPT THE CALLER. ATTEMPT TO NOTIFY THE SAFETY AND SECURITY DEPARTMENT WHILE CALLER IS ON THE LINE BY ANY MEANS POSSIBLE.

Date: _____

Telephone Number of Caller (check caller ID) _____

Time Call Received: _____ am/pm Terminated: _____ am/pm

EXACT WORDS OF CALLER:

DELAY: ASK CALLER TO REPEAT

Questions to ask:

1. When is bomb going to explode? _____

2. Where is it located?
Building _____ Floor _____ Room _____

3. What kind of bomb is it?

4. What does it look like?

5. Why are you doing this?

6. What is your name and address?

Description of Caller's voice:

Caller's Voice:

Male _____ Adult _____
Female _____ Juvenile _____ Approximate Age _____

_____ Calm _____ Angry _____ Excited _____ Slow _____ Rapid

Soft Loud Crying Laugh Deep
 Raspy Lisp Stutter Nasal Slurred

Accent: Local Foreign _____ Type Race

If voice is familiar, whom did it sound like? _____

Background Noises:

Quiet Music Factory Machines Airplanes
 Static Party Office Machines Trains
 Mixed Voices Street traffic Animals

Additional Information:

Did the caller indicate knowledge of Southeastern University (students, staff, etc...)? If so, how and in what way?

Did the caller make any specific references to places, people or things? (Refer by name or proximity?)

On what line did the call come in?

Does this person(s) sound like anyone you know or have known?

Is number listed? Yes No Private Number? Yes No

Whose? _____

Additional Note: Detail any other thoughts or concerns here

Name (print): _____

Faculty Staff Student Other

Title: _____

Your contact information: Address, Phone, Cell

Signature: _____ Date: _____

EXPLOSION OF A BOMB

Check Each Item Below

Time
Completed

- _____ 1. Assess situation and obtain information verifying situation.
- _____ 2. Notify Campus Safety & Security: 863-667-5190 or Extension 5190.
- _____ 4. Once information is obtained Campus Safety & Security shall:
 - _____ a. Call 911
 - _____ b. Campus Safety & Security will send out E2 Text Alert Message.
 - _____ c. Notify Acting Director – Safety & Security – Emile Hawkins 863-899-1110 who will:
 - 1) Notify Dean of Student Services – Darrell Hardt 863-712-4442 who will:
 - 2) Notify Vice President of Student Development – Chris Owen 863-660-7092 or Jill Johnson (Executive Assistant) 863-698-5324 who will:
 - 3) Notify President (if deemed necessary)
 - _____ d. Contact Dean of Student Learning – Charlie Dawes: 407-766-6990
 - _____ e. Evacuate the surrounding area
- _____ 5. When Law Enforcement personnel arrive, they will assume management of the incident.
- _____ 6. Security shall send out an E2 Text Alert Message when declared “ALL CLEAR” by Law Enforcement personnel.
- _____ 7. Conduct team debrief.
- _____ 8. Document all actions relative to the incident.

If a bomb explodes, please take the following precautions:

- Remain calm.
- Take cover under a table or desk.
- Be prepared for further explosions.
- Stay away from window, mirrors, overhead fixtures, filing cabinets, bookcases, etc.

- Follow the instructions of the Safety and Security Department officers and emergency personnel.
- Evacuate calmly when directed to a site to be announced by emergency personnel.
- Do not move seriously injured persons, unless it is determined they are in immediate danger (fire, building collapse, etc.).
- Open doors carefully. Watch for falling objects.
- Do not use elevators.
- Avoid using telephones except in life threatening situations.
- Do not use matches or lighters.
- Do not re-enter the affected area until directed by the Safety and Security Department or emergency personnel.
- Do not spread rumors about what has happened.

The ERT may establish an ECC for management of the incident. Keep clear of the identified area unless requested to assist.

SUSPICIOUS PACKAGE AND LETTERS CHECKLIST

Check Each Item Below

Time
Completed

- _____ 1. If someone suspects there is a suspicious package/letter contact Campus Safety & Security: 863-667-5190.
- _____ 2. Assess situation and obtain information verifying situation.
- _____ 3. If determined that the package/letter is not an innocent item Security shall:
- _____ a. Call 911.
- _____ b. Notify Acting Director – Safety & Security – Emile Hawkins 863-899-1110 who will:
- _____ 1) Notify Dean of Student Services – Darrell Hardt 863-712-4442 who will:
- _____ 2) Notify Vice President of Student Development – Chris Owen 863-660-7092 or Jill Johnson (Executive Assistant) 863-698-5324 who will:
- _____ 3) Notify President (if deemed necessary)
- _____ 4. When Law Enforcement personnel arrive, they will assume management of the incident.
- _____ 5. If determined that suspicious package/letter is a bomb/biological threat see appropriate checklist and proceed accordingly.
- _____ 6. Conduct team debrief.
- _____ 7. Document all actions relative to the incident.

SUSPICIOUS PACKAGE AND LETTERS CHARACTERISTICS

Some characteristics of suspicious packages and letters include:

- a. Excessive postage.
- b. Handwritten or poorly typed addresses.
- c. Incorrect titles.
- d. Title, but no name.
- e. Misspellings of common words.
- f. Oily stains, discolorations, or odor.
- g. No return address.
- h. Excessive weight.
- i. Lopsided or uneven envelope.
- j. Protruding wires or aluminum foil.
- k. Excessive security material such as masking tape, string, etc.
- l. Visual distractions.
- m. Ticking sound.
- n. Marked with restrictive endorsements, such as "Personal" or "Confidential".
- o. Shows a city or state in the postmark that does not match the return address.

LOCK DOWN/SHELTER-IN-PLACE CHECKLIST

Check Each Item Below

Time
Completed

If a situation requires a lockdown:

- _____ 1. **DO NOT USE THE FIRE ALARM FOR THIS NOTIFICATION.**
- _____ 2. Assess situation and obtain information verifying situation, and ensure that all students, staff, and visitors are located inside rooms, and not outdoors or in hallways. (**NOTE:** If outdoors during a Shelter-in-Place/Lockdown situation, you may be considered a suspect by responding Law Enforcement personnel.)
- _____ 3. Security shall:
 - _____ a. Call 911.
 - _____ b. Campus Safety & Security will send out E2 Text Alert Message.
 - _____ c. Notify Acting Director – Safety & Security – Emile Hawkins 863-899-1110 who will:
 - 1) Notify Dean of Student Services – Darrell Hardt 863-712-4442 who will:
 - 2) Notify Vice President of Student Development – Chris Owen 863-660-7092 or Jill Johnson (Executive Assistant) 863-698-5324 who will:
 - 3) Notify President (if deemed necessary)
 - _____ d. Contact Dean of Student Learning – Charlie Dawes: 407-766-6990
 - _____ e. Secure all gates.
 - _____ f. Check identification, and conduct random inspection of vehicles entering/exiting the campus.
- _____ 4. When Law Enforcement personnel arrive, they will assume management of the incident.
- _____ 5. Security shall send out an E2 Text Alert Message when declared “ALL CLEAR” by Law Enforcement personnel.
- _____ 6. Conduct team debrief.
- _____ 7. Document all actions relative to the incident.

LOCK DOWN/SHELTER-IN-PLACE CHECKLIST (cont'd)

The following is a best practice guideline:

- Lock or barricade yourself and anyone with you in the classroom/office during the time of the threatening activity.
- Close blinds or curtains, and then stay away from the windows.
- Call Campus Safety & Security; 863-687-5190
- **DO NOT** stay in an open area! You may be considered a suspect by responding Law Enforcement personnel.
- **DO NOT** sound the fire alarm! This could signal an evacuation, putting people in harm's way.
- Turn off all lights and audio equipment. **Place cell phones on silent mode.**

If caught in an open area:

- You may attempt to hide, but ensure it is inconspicuous.
- If you are directly confronted by the assailant follow their directions.

HAZARDOUS MATERIAL CHECKLIST

Check Each Item Below

Time

Completed

- _____ 1. Assess situation and establish the degree of support
- _____ 2. Evacuate the building 500 feet upwind of the hazardous material site..
- _____ 3. Contact Campus Safety & Security: 863-667-5190 or Extension 5190.
- _____ 4. Upon notification of Hazardous Material Security shall:
 - _____ a. Call 911
 - _____ b. Dispatch officer to the scene to assist with evacuation of building.
 - _____ c. Campus Safety & Security will send out E2 Text Alert Message to clear the area.
 - _____ d. Notify Acting Director – Safety & Security – Emile Hawkins 863-899-1110 who will:
 - 1) Notify Dean of Student Services – Darrell Hardt 863-712-4442 who will:
 - 2) Notify Vice President of Student Development – Chris Owen 863-660-7092 or Jill Johnson (Executive Assistant) 863-698-5324 who will:
 - 3) Notify President (if deemed necessary)
 - _____ e. Contact Dean of Student Learning – Charlie Dawes: 407-766-6990
 - _____ f. Contact Facilities for HAZMAT support.
 - _____ g. Allow Health Services to conduct first aid as necessary
 - _____ h. Keep all fire lanes and walkways clear for emergency personnel.
- _____ 5. When emergency management personnel arrive, they will assume management of the incident.
- _____ 6. Facilities will supervise HAZMAT cleanup.
- _____ 7. Security shall send out an E2 Text Alert Message when declared “ALL CLEAR” by Law Enforcement personnel.
- _____ 8. Conduct team debrief.
- _____ 9. Document all actions relative to the incident.

SEVERE WEATHER CHECKLIST

Check Each Item Below

Time

Completed

- _____ 1. Upon receipt of notification of severe weather m Security shall:
 - _____ a. Verify incoming weather using NOAA radios, located in Post #1 and Security Headquarters, and TelVent Weather Detection System.
 - _____ b. Campus Safety & Security will send out E2 Text Alert Message.
 - _____ c. Notify Acting Director – Safety & Security – Emile Hawkins 863-899-1110 who will:
 - 1) Notify Dean of Student Services – Darrell Hardt 863-712-4442 who will:
 - 2) Notify Vice President of Student Development – Chris Owen 863-660-7092 or Jill Johnson (Executive Assistant) 863-698-5324 who will:
 - 3) Notify President (if deemed necessary)
 - _____ d. Contact Dean of Student Learning – Charlie Dawes: 407-766-6990
- _____ 2. Contact Facilities for securing objects which may be a danger from high winds.
- _____ 3. Assess conditions via CCTV and through patrols.
- _____ 4. When the weather has passed, conduct a campus inspection with facilities to insure that there are no conditions that will create a danger.
- _____ 5. Security shall send out an E2 Text Alert Message when severe weather has passed. (Notification will be sent out through the TelVent Weather Detection System.)
- _____ 6. Conduct team debrief.
- _____ 7. Document all actions relative to the incident.

Note: The Hurricane Action Plan is established in the SEU Emergency Response Plan in which all actions will be directed by the ERT (Emergency Response Team) for appropriate actions.

FIRE EVACUATION CHECKLIST

Check Each Item Below

Time
Completed

- _____ 1. Upon report of a fire, assess situation and establish the degree of support.
- _____ 2. Call Campus Safety & Security: 863-667-5190 or Extension 5190.
- _____ A. If the **fire is small**, attempt to extinguish with fire extinguisher. Follow P-A-S-S procedures:
- P** – **Pull** the pin located in the extinguisher’s handle.
 - A** – **Aim** the nozzle, horn or hose at the base of the fire.
 - S** - **Squeeze** or press the handles together.
 - S** - **Sweep** from side to side at the base of the fire until it is out.

For all other fires:

- _____ **B.** If fire is observed before an alarm is activated:
- Locate the pull station and alert building occupants.
 - Evacuate the building.
 - Evacuate to a safe area at least 500 feet away from upwind of the building.
- _____ **C.** Security shall:
- _____ a. Call 911
- _____ b. Dispatch officer to the scene to assist with evacuation of building.

FIRE EVACUATION CHECKLIST (cont'd)

Check Each Item Below

Time
Completed

C. Security shall (cont'd):

- _____ c. Campus Safety & Security will send out E2 Text Alert Message to clear the area.
- _____ d. Notify Acting Director – Safety & Security – Emile Hawkins 863-899-1110 who will:
 - 1) Notify Dean of Student Services – Darrell Hardt 863-712-4442 who will:
 - 2) Notify Vice President of Student Development – Chris Owen 863-660-7092 or Jill Johnson (Executive Assistant) 863-698-5324 who will:
 - 3) Notify President (if deemed necessary)
- _____ e. Contact Dean of Student Learning – Charlie Dawes: 407-766-6990
- _____ f. Keep all fire lanes and walkways clear for emergency personnel.
- _____ 6. When emergency personnel arrive, they will assume management of the incident.
- _____ 7. Security shall send out an E2 Text Alert Message when declared “ALL CLEAR” by law enforcement personnel.
- _____ 8. Document all actions relative to the incident.

CAMPUS SPECIFIC OR CAMPUS WIDE EVACUATION CHECKLIST

Check Each Item Below

Time
Completed

- _____ 1. Upon the order authorizing a Campus Evacuation by either the President, Executive Vice President or their designee
- _____ 2. Campus Safety & Security shall:
 - _____ a. Call 911
 - _____ b. Notify Acting Director – Safety & Security – Emile Hawkins 863-899-1110 who will:
 - _____ 1) Notify Dean of Student Services – Darrell Hardt 863-712-4442 who will:
 - _____ 2) Notify Vice President of Student Development – Chris Owen 863-660-7092 or Jill Johnson (Executive Assistant) 863-698-5324 who will:
 - _____ 3) Notify President (if deemed necessary)
 - _____ c. Contact Dean of Student Learning – Charlie Dawes: 407-766-6990
 - _____ d. Determine the appropriate muster area for accountability
 - _____ e. Select either the West or North Grass as a muster point
 - _____ f. Campus Safety & Security will send out E2 Text Alert Message.
 - _____ g. Residence Life shall establish location for the accounting of the students
 - _____ h. Relocate students to the muster point if required (either north or south).
 - _____ i. Contact either Facilities or Athletics for bus driver support for evacuations
 - _____ j. Campus Safety & Security will send out an updated E2 Text Alert Message
 - _____ k. Close the North Gate and conduct Building checks to insure that no students are still remaining inside.
- _____ 3. When Law Enforcement personnel arrive, they will assume management of the incident and assist with traffic control and or escort the evacuees.
- _____ 4. Security shall send out an E2 Text Alert Message when declared all clear by Law Enforcement personnel.
- _____ 5. Conduct team debrief.
- _____ 6. Write a report with all of the established timelines relative to the incident.

3.3 APPENDIX C: Hurricane Preparedness Decision Making Matrix

Category	Time/Distance	By Department	Action Steps	Communication/Notification	
Sub Cat 1 (50 mph+)	4 days out	Student Development		Communicate to the campus community that the school is aware that a storm has formed and appears to have Florida in its projected path. The school is monitoring the storm and will communicate information concerning any pertinent information to our community (students and employees). See e-mail to student from C. Owen from Monday.	
		ResLife	Tier 1 Action Plan (Update RD's on Hurricane Procedures and forms, check hurricane items: flashlights, first aid kits, and rain coats.)	None	
		Information Technology	Ensure that the systems are running and communications sent by other departments reach the intended recipients.	None	
		Facilities	Tier 1 Action Plan (Put away loose items, fill gas cans/tanks, ck generators, clean storm drains, gutters, roof drains, ck all pre-stocked custodial items, ck FAC hurricane prep inventory, etc.)	Communicate to all facilities personnel to begin the initial steps of action planning.	
Cat 1-4	4 days	ResLife	Tier 2 Action Plan (Update RD's and communicate to the campus safety tips and procedures during a hurricane.)	Communication to students/community that a storm has formed, we are in a projected path but that the intensity is such that there is no alarm. If the storm changes there will be further communication.	
		ResLife	Tier 1 Action Plan (Update RD's on Hurricane Procedures and forms, check hurricane items: flashlights, first aid kits, and rain coats.)	Communicate to the campus community that the school is aware that a storm has formed and appears to have Florida in its projected path. The school is monitoring the storm and will communicate information concerning any pertinent information to our community (students and employees).	
	3 days	Facilities	Tier 2 Action Plan (Remove globes from goose neck light-posts, fill all available water tanks, order extra dumpsters, ck plant bracing, remove empty bike racks, inspect equipment,	Communicate to the ERT that Facilities Dept. is actively taking steps to begin the Tier 2 level of actions.	
		Food Service	No actions needed at this time		
	Security	4 days	ResLife	Tier 2 Action Plan (Update RD's and communicate to the campus safety tips and procedures during a hurricane.)	Communicate to the community that a storm has formed, we are in the projected path, the school has a plan and further information will be coming concerning instructions and/or evacuation within 24 hours.
			Security	Initial meeting with the Dean of Student Services	Communicate with the Dean of Student Services about the pending Tropical Storm/Hurricane path and possible meeting with all of the members of the Emergency Response Team Members to form preventive strategies.
		3 days	Security	Monitor Tropical Storm/Hurricane path patterns	Provide the Dean of Students with daily updates of the storm path(s) / patterns.

Category	Time/Distance	By Department	Action Steps	Communication/Notification
		Student Development	Coordinate an informative statement to be presented to the students/staff and faculty (SEU community).	This proposed statement should be prepared and approved by the Dean of Student Services and the Vice President of Student Development before being published on university's web pages.
		Info Tech	Start working on full back up of network. Email faculty/staff.	Communicate that users need to back up business files to their network drive.
		HR	Coordinate on content to be prepared for faculty/staff communication	
		Academics	Coordinate with Student Development and Security to determine the necessity of course cancellations.	
		Web		
	2 days	Facilities	Tier 3 Action Plan (Remove B-ball field & tennis ct. wind screens, stow away planter pots, remove all plastic trash cans, >Category 4- begin removing all lamp globes, secure any remaining materials for stock, etc.)	Communicate to the ERT that Facilities Dept. is actively taking steps to begin the Tier 3 level of actions.
		Food Service	Orders will be placed with our Broadline vendor to stock up our food supply, vendors will be notified that additional product and supplies will be needed. We will be prepared to have on hand bulk non-perishable foods such as bread, peanut butter, jelly, pasta, vegetables, fruits, deli meats, cheeses and bottled waters in addition to our frozen and refrigerated items in house including additional paper goods.	Communicate to Student Life that our action plan for a storm 2 days out have started. In addition, Student Life will be updated if any unforeseen issues arise that would affect our plan at this point in time.
		ResLife	RD's go door to door and inform residence of hurricane procedures. Find out if students will remain on campus or will leave for another destination.	
		Security	Will begin the coordinated effort of establishing the ECC (Emergency Command Center). The ECC will be established in Salon B of the Tuscana Restaurant. All hurricane preparations will be implemented not less than 24 hours prior to the arrival of hurricane force winds.	The Dean of Student Services or Director of Safety and Security will coordinate a meeting for the possible establishment of the ECC if Southeastern University will be impacted by the path and wind velocity of the hurricane. Through the combined efforts of the Emergency Response Team all suggested actions must be confirmed 24 hours prior to the arrival of hurricane force winds (e.g.: university closure, campus lockdown, non-essential personnel not reporting for work, cancellation of classes, etc.).
		Info Tech HR	No action needed. Confirm with ERT on decision (made by VPSD) to close campus and timing of notification to	Department heads should update contact information for their teams and communicate reporting expectations to essential

Category	Time/Distance	By Department	Action Steps	Communication/Notification
		Academics	faculty/staff Confirm with Security, in coordination with ERT, on decision (made by VPSD) whether on-campus classes will be cancelled.	personnel In the event classes are cancelled, Faculty should notify students of any assignment deadline changes.
	24 hours	Web Facilities	Tier 3 Action Plan (Shut down pool pumps, stow all loose campus furniture/pool furniture, Stow away butterfly & other decor, remove patio umbrellas, complete the removal of all lamp globes, connect enclosed trailers to vehicles)	These items are the remaining items to complete in relationship to Tier 3 action items.
		Food Service	Loading dock area will be cleared of any items that may become an airborne threat in the event of high winds. Management will determine based on the severity of the storm if all associates will be reporting to work the day of the event or if only essential personnel will be needed.	Chartwells management will inform associates of their work schedules in the event that the University is shut down. Only essential personnel will be required to report to work unless notified otherwise.
		ResLife	Walk through of Residence Halls and verification of students location. Assist security in any final preparations and communication of information.	
		Security	Restrict Access to and off campus. Activation of the Emergency Command Center with Safety / Security and Facilities. Coordination of the phone lines. Send out Informative Text Message Campus Safety Inspection	Coordinate with the Dean of Student Services with implementation of a campus lockdown. All accesses to be approved by Student Life (Director of Student Life/Resident Directors). The activation (preparation and set up) of the ECC (Emergency Command Center). This will be located in the Tuscaena Restaurant with Facilities. All Security phones are to be redirected to the ECC and monitored and calls will be documented by the officer posted at the ECC immediately after the closing of campus main entrance. A text alert shall be sent out advising our community of a hurricane watch/warning or other severe weather. Prior to the arrival of the hurricane. Safety and Security shall conduct an inspection of Southeastern University buildings and grounds to insure that there are no existing safety concerns. This should be conducted with support from Facilities personnel. None
		Info Tech HR	Take back up of network to bank vault. Ensure faculty/staff have been notified of decision to close campus and be prepared to address questions. Ensure students have been notified of cancelled classes and that specific course questions should be	
		Academics		

Category	Time/Distance	By Department	Action Steps	Communication/Notification
			directed to the individual professor(s).	
		Web		
	12 hours	Facilities	Facilities	Determine 1 st responders & contact numbers, initiate FEMA action plan, notify vendor support, set up ERT command center, secure all Buttercup gates, relocate dept. to command center.
		Food Service	Food service vehicles will be parked away from trees and branches. Based on the threat level of the storm, plans on what food service items will be produced, where and when they will be available will be finalized.	Communicate to Student Life that food service plans are in place based on storm threat level.
		ResLife		
		Security	Relocation from the Main Security Office to the ECC (Emergency Command Center, positioned in the Tuscana Restaurant, Salon B), upon activation by the SERT.	An officer will be relocated to the ECC from the Main Security office. Radios/chargers and keys will be relocated to the ECC. All equipment in the Main Security office will be turned off and unplugged. The Main office will be locked prior to the officer leaving. This positioning could be conducted as late as 4 hours before the arrival of the hurricane unless otherwise requested by the SERT.
			Staffing of the Emergency Command Center	The Emergency Command Center is staffed in the Tuscana Restaurant Salon B with the Director of Safety and Security and other members as designated by the SERT.
			Restricted Activities	Limit the movement of all vehicles coming onto and exiting the campus. Students and nonessential personnel should remain indoors unless assigned specific tasks with authorization.
			Facility Securing	Assist in the evacuation of non-essential personnel.
			Coordination of the phone lines.	All of the non-essential buildings will be checked and locked. All phones are to be redirected to the ECC and monitored and document by the officer posted at the ECC immediately after the closing of the campus main entrance.
			Coordination of Injuries	All injuries will be coordinated through the ECC. Serious injuries will be coordinated through EMS ((911).
			Send out Informative Text Message	A text alert shall be sent out advising the community of a hurricane watch/warning or other severe weather.
			Campus Safety Inspection	Prior to the arrival of the hurricane Safety and Security shall conduct an inspection of Southeastern University Grounds to insure that there are no existing safety concerns. This should be conducted with Facilities personnel support. This also will be a comparative gauge to the initial inspection conducted 12

Category	Time/Distance	By Department	Action Steps	Communication/Notification
				hours earlier.
		Info Tech	No action needed.	
		HR	No action needed	
		Academics	No action needed.	
		Web		
	6 hours	Facilities		
		Food Service	Essential personnel will be assigned times to report to campus based on weather conditions before storm impacts area. Personnel will be instructed to work only in kitchen and salon areas to avoid exposure to windows in the main areas of Tuscana.	Communicate to Student Life that all plans are in place for storms arrival and impact on campus
		ResLife		
		Security		
		Info Tech	Email faculty/staff	Communicate that users need to power off computers and unplug the power cord.
		HR	No action needed	
		Academics	No action needed.	
		Web		
		Security & Facilities	Campus Safety Inspection	A post hurricane inspection will be conducted through an actual check with Safety/Security and Facilities before the all clear is given. Once this is done and the areas is declared clear, another text alert will be sent out advising the community that the hurricane watch/warning or other severe weather warning has been cancelled and the campus is now "all clear." The community will then be advised that they will resume normal activities. If they observe any unsafe conditions, they should be reported to Security immediately. Once services are restored, communicate that to all areas on campus.
Post Hurricane		Information Technology	If power is lost to the campus, transfer website to off-site host. Restore services as soon as possible.	

Hurricane Preparation Facilities

August 23, 2011

This outline is to establish a protocol of objectives and actions based on various tier levels of storm details. The following actions will be implemented by all departments within Facilities Management. An outline below of the three tier levels will provide direction as to when the tiers will be initiated.

Tier 1 Action Plan: This plan is initiated once a Tropical Storm with winds >50 mph, or any Category Hurricane is projected to come within 200 miles of any Florida coast within a time/distance of three days. Within this plan of action, all Facilities staff will be notified of the impending storm in order to begin making preparations to their personal residences, and university property in preparation for the impending storm. Please refer below to Tier 1 Action Plan Outline.

Tier 2 Action Plan: This plan is initiated once a Tropical storm with winds >50 mph, or any Category Hurricane is projected to come within 200 miles of any Florida coast within a time/distance of two days. Within this plan of action all Facilities staff and ERT members will be notified of the impending storm in order to finalize preparations to their personal residences and university property in preparation for the impending storm. Please refer below to Tier 2 Action Plan Outline.

Tier 3 Action Plan: This plan is initiated once a Tropical storm with winds >50 mph, or any Category Hurricane is projected to come within 200 miles of any Florida coast within a time/distance of 24 hours. Within this plan of action all Facilities staff and ERT members will be notified of the impending storm in order to finalize preparations to their personal residences and university property in preparation for the impending storm. Please refer below to Tier 3 Action Plan Outline. Also within this plan, final measures will be considered and implemented in phases as the storm approaches the university in 48hr, 24hr, and 12hr intervals.

Tier 1 Action Plan Outline:

- Fill all fuel cans with fuel after the filling and topping off of all RTV's, tractors, carts, etc.
- Make sure all equipment and generator diesel fuel tank is filled with fuel including all emergency equipment e.g., chain saws, sump pumps, pavement blowers, RTV's, gas carts, tractors, 350 kW generator fuel tank, etc.
- Start up and test the operation of each piece of equipment.
- Pre-test both generators. (Tuscana & I.T.)
- All warehouse equipment to be inspected and started up. (forklift, man-lifts, pumps, small generators. Inspect and locate all accessories to each piece of equipment such as, hoses, fittings, extension cords, and test starting batteries)
- Remove all plastic trash cans and place inside their adjacent facility.
- Inspect and clean all debris off of flat top building roofs and remove the PVC type A/C drain lines that are not attached or secured to the roof.
- Clean all storm water runoff drains and retention pond drains. Also remove any vegetation that may hinder the natural flow of water.
- Check and stock up on supplies including poly sheeting, masking tape, duct tape, plywood, mops, buckets, garbage bags, flashlights, batteries, rope, paper towels, etc.
 - Have 30 additional flashlights stored, along with batteries, to hand out to other staff and student life as needed.
- Make sure all custodial closets are stocked per the following:
 - Minimum of two mop heads.
 - Minimum of one gallon of CREW.

- All mop buckets are to be filled $\frac{3}{4}$ full of water.
- Rubber Gloves
- Toilet Paper
- Sponges
- Paper Towels
- Buff Bags
- Maintain mop heads in keeping them clean and available.
- Inventory all supplies that could be required for all facets of the cleaning and sanitization of dorms, offices, classrooms and common areas on campus in the event of flooding and water damage including mildew abatement.

Tier 2 Action Plan Outline:

- Remove light globes from all goose neck style university lighting.
- Fill all available water tanks with water.
- Order the delivery of additional dumpsters.
- Check all newly planted tree bracing and straps.
- Remove empty bike racks and place in storage.
- Fill all vehicles with fuel.
- All vehicles and trailers to have tire pressures checked, and fluid levels checked.
- Check bracing on all Hibiscus plants and trim tops of canopy.
- Begin removing all banners, small sidewalk signage, parking cones and un-necessary barricades.
- Inspect the tennis court and Athletic fields for banners, etc.
- Turn off all outside decorative fountains (extra debris could damage main flow pump due to return line blockage)
- North Tuscana white waste dumpster gates to be closed and secured with pins.
- Advise Security of any and all unlocked magnetic operating doors in the event of electrical power failure.
 - These doors will need to be hard locked including the patio gates at Tuscana and Graves and any other areas with magnetic locking gates.
- Review safety concerns with personnel including the possibility of downed power lines, flooded mechanical/electrical rooms, etc.

Tier 3 Action Plan Outline:

➤ Within 48hrs:

- Remove the baseball field and tennis court wind screen.
- Stow away outdoor potted plants.
- Remove all university plastic trash cans and plastic lids to Wausau cans.
- If >category 4 hurricane, remove all remaining university lighting poly lamp globes.

- Pick up and remaining material items needed from vendors and secure in warehouse.
- Remove the two small planter pots from the wall outside Destino, south side of 1st floor lobby, along with bases. Place the pots on the inside wall on the paver area.
- Remove golf practice course putting markers and have security lock gate.
- Turn over soccer field bleachers along Longfellow to make them more resistant to wind.
- Chartwells to clear all items from loading dock at Tuscana. Facilities to review and communicate this information to their staff.
- Relocate all plastic trash cans and door mats to the interior of the adjacent building they are located near.

➤ **Within 24hrs:**

- Shut down Aquatics Center Pool pumps.
- Stow away all loose campus furniture/pool furniture. (do not place furniture in pool)
- Stow away Tuscana patio umbrellas.
- Stow away butterfly statue and all other outdoor décor to include glass table tops.
- Remove and store away all light weight outdoor style furniture. Some areas include Hennessy Plaza, Mia Casa, Aquatics Center Pool, and Tuscana. All glass table tops and umbrellas are to be stored. Note***(**Do not** put pool furniture in the pool)
- Finalize the removal of university light globes.
- Connect all enclosed trailers to vehicles. (do not lock trailer hitch, use pin only)
- Survey Buttercup yards for any other possible debris or student items.

➤ **12hrs**

- Determine who will be available as first responders and collect up to date contact numbers from each personnel.
- Initiate FEMA action plan.
- Notify vendor support.
- Set up ERT command center.
- Secure all campus gates to include Buttercup.
- Begin making preparations to relocate department to command center.
- Fill any water cooler containers and ice coolers with fresh water for drinking.

IN THE EVENT OF A POWER FAILURE WITHIN THE FACILITIES MANAGEMENT BUILDING:

1. Backup power for radio repeater:

- Currently the radio repeater is located at Bolin Hall. A small generator can be used by Media Services (20 amps needed max.), allowing the repeater to function. In the event a generator cannot be provided and power is lost at Bolin, channels 14 and 15 of our SEU radios can be used as these channels do not require the repeater to

function. These channels do provide less coverage, but during a test, they proved to function from the Facilities Building as far away as the North Entrance near Bethany Parking Area.

2. Emergency power for charging 2-way radios; powering computers & routers for an extended time:

- Tuscana Restaurant will become the “Command Center” during such at time if power or a generator could not be attained for the Facilities & Security Building. The radio batteries and other electronic equipment could be charged from Tuscana along with the use the wireless or CAT5 cables for computer hook ups. The two Facilities laptops could be used for access to the internet and for other pertinent resources. Desk top computers could be relocated to Tuscana in the event power failure to the Facilities Building is not likely to be restored promptly.

3. Phone availability:

- Facilities have IP phones which use the computer network rather than regular phone lines. If the network is not working Facilities will not have phone usage.
- Cell phones and radios will have to be relied upon and batteries charged at Tuscana due to emergency generator power.

4. 350 KW Generator:

- Fuel consumption is 29 gal/hr @ 100% load, 24 gal/hr @ 75% load and 18.3 gal/hr at 50% load.
 - With this estimation we should have an operating time of **60hrs** on one tank of fuel at 1200 gallons operating with an 80% load factor.