



SOUTHEASTERN UNIVERSITY

EMERGENCY RESPONSE PLAN



Safety and Security Department

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Section 1: Basic Plan

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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, shut down the campus, cause physical or environmental harm or cause injury or death to the students, faculty, staff, or visitors. A 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 may also be defined as an emergency.

1.4 DISSEMINATION OF INFORMATION (INTERNAL/EXTERNAL)

Internal communication released in regard to a campus emergency via text messaging, e-mail, website updates, and social networking sites shall be approved and/or issued under the direction of the Chief of Staff or their official designee.

External information released in regard to a campus emergency shall be approved and/or issued by the Chief of Staff .

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 phone or by campus handheld radio (channel 1).

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

The Health Services nurses, located in the Health Services Office at Smith Hall, are responsible for responding, when on-duty and school is in full session, to any emergency involving injuries. Health Services nurses are normally on-duty Monday through Friday from 8:00 a.m. until 4:30 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 evacuation drills (one per semester). In the event of any student-based emergency, the RDs shall be contacted immediately and are responsible for communicating any and all pertinent information concerning the emergency to the students.

Evacuation drills shall be conducted for each residence hall once per semester. The drills shall be conducted by resident life staff and overseen by the Director of Safety and Security. All occupants inside a building must exit during a drill and respond to a predetermined rally point within a maximum of five (5) minutes. Any evacuation drill not completed within five (5) minutes will be documented as “unsatisfactory” and shall be redone within seven (7) days.

Refer to Appendix D policy regarding emergency drills.

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

- Provost
- Chief of Staff
- Senior Vice President of Student Development and Campus Services
- Executive Director of Student Services
- Chief Technology Officer

- Executive Director of Facilities
- Director of Food Services
- Director of Human Resources
- Director of Athletics
- Director of Safety and Security
- Executive Director of Administrative Planning

In the event of an emergency, an Emergency Command Post (**ECP**) shall be established in a location suitable to emergency operations. Common sites are the Facilities Management building or the Tuscana Restaurant.

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

1.6 DECLARATION OF A *CAMPUS STATE OF EMERGENCY*

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

During 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 and Security shall immediately consult with the Chief of Staff regarding the emergency and the possible need for a declaration of a *campus state of emergency*. If it is determined that a campus state of emergency exists, the Director of Safety and Security or designee shall alert the campus community. The incident commander shall determine the scope of the warning and the delivery method. Southeastern University's emergency notification system utilizes the SEU Alert system which enables the university to send urgent news to students, faculty, and staff via text messaging and e-mail. Emergency notifications may also be communicated verbally as well as through the University's website and social media accounts.

The Chief of Staff or the Director of Safety and Security shall coordinate all activities through the Office of the University President. When the University President issues a declaration of a campus state of emergency, only essential personnel shall be authorized to remain on campus. Those personnel who cannot present proper identification and a purpose for remaining on campus shall 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 normal university operations, office hours, or on a holiday or weekend when departments/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 shall be those officials/individuals of highest authority who are available at the time. These individuals shall follow the policies, procedures, and checklists in this plan as closely as possible while simultaneously making an effort to notify superior officials of the situation to obtain advice or verification of their actions. At no time shall 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 procedure to minimize the harmful impacts of a developing emergency.

1.8 INCIDENT COMMANDER

Emergencies and critical incidents shall require an Incident Commander who shall be in charge of the incident until relieved. In most cases, the Incident Commander shall be the Director of Safety and Security or their designee. In their absence, the Incident Commander will most likely be the available staff member with the highest authority.

Many emergencies and critical incidents require an immediate response in order to safeguard lives and property. For that reason, the Incident Commander shall have the authority to do any of the following:

1. Order partial or complete evacuations of the campus.
2. Order everyone on campus to shelter-in-place.
3. Issue emergency notifications via the SEU Alert system.
4. Establish an Incident Command Post.
5. Establish a staging area for EMS/Fire/Law Enforcement.
6. Act as a liaison between the university and the emergency responders.
7. Assign college personnel as needed to assist.

The Incident Commander is responsible for notifying the Chief of Staff or their designee as soon as practical.

All activities and resources related to the emergency shall be coordinated through the Incident Commander.

Section 2: Emergency Policies and Protocols

SECTION CONTENTS

- 2.1 Bomb Threat/Suspicious Object
- 2.2 Campus Demonstrations
- 2.3 Active Assailant
- 2.4 Fire
- 2.5 Gas Leak
- 2.6 Hazardous Chemical Spill or Release
- 2.7 Infectious Disease/Pandemic
- 2.8 Hurricane
- 2.9 Serious Injury/Illness
- 2.10 Mental Health Emergency
- 2.11 Tornado
- 2.12 Utility Outage
- 2.13 Disaster Assistance Resources

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 threat, verbal or written, to detonate an explosive or incendiary device for the purpose to kill, injure, disrupt normal operations, intimidate, or damage 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 to keep the communicator on the line as long as possible and attempt to obtain as much information as possible. As all SEU phones have a caller ID feature, it is imperative the call taker records the phone number displayed.
- Notify the Safety and Security Department immediately when the conversation is over or when you receive a bomb threat via another form of communication (e.g., note, letter). Hard-copy documents, such as written notes indicating a bomb threat, shall be handled as little as possible to decrease the chance of disturbing evidence on the object.
- Do not delete an email containing a bomb threat or erase a bomb threat located on walls, mirrors, or whiteboards until the threat has been photographed by the Safety and Security Department or law enforcement. Use the attached checklist (page 50) 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 **shall not touch or handle the object** and move away from the object as well as direct others in the immediate area to do the same. That person shall then notify the Safety and Security Department. **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 shall be carefully evacuated. The Director of Safety and Security and Chief of Staff are responsible for

directing and coordinating assistance in this type of emergency. Evacuees shall gather in the designated area.

- Any disabled person(s) shall be safely assisted out of the building by the assigned building leader or their designee. Persons shall exit the building by the nearest exit alerting others to do the same. Once outside of the building, all persons shall move a minimum of 500 feet from the building and refrain from using any electronic devices. Fire lanes and walkways shall be kept open for emergency vehicles and personnel.
- Residence Life staff shall determine the names of persons who may have been in the building and make a report of all persons outside the building. No one shall return to an evacuated building until instructed to do so by the Senior Vice President of Student Development and Campus Services or their official designee.
- The Safety and Security Department shall issue the appropriate text alert message and email notification, via the SEU Alert[®] system.
- Media Relations staff will implement the crisis communications plan.

2.1.5 BOMB THREAT INFORMATION GATHERING CHECKLIST (see page 60)

2.1.6 EXPLOSION OF A BOMB

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

- Remain calm and quiet.
- If possible, evacuate the building or affected area.
- Take cover (shielding) wherever able - such as under a table or desk.
- Be prepared for further secondary explosions - possibly in other locations.
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, etc.
- Follow the instructions of the Safety and Security Department officers and emergency response 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, secondary devices, etc.).
- Open doors carefully and only if needed for evacuation. Watch for falling objects.
- Do not use elevators.

- Avoid using telephones or cell phones, 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 response personnel.
- Do not spread rumors about what has happened - remain as quiet as possible to hear emergency directions.

The SERT shall immediately activate the ECP. 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, offices, or other facilities.
- 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 Chief of Staff and the Senior Vice President of Student Development and Campus Services, or their designees.
- 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 shall be 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 shall be told that failure to discontinue the action within a specified time may result in disciplinary action including intervention of civil authorities.
- After consultation, the Chief of Staff, Senior Vice President of Student Development and Campus Services, Executive Director of Student Services, Director of Safety and Security, and the Provost (if the group consists of Southeastern University students) shall determine if there is a need for an injunction and/or civil authority intervention.
- If civil authority intervention is called for, an announcement shall be made to the group of demonstrators consisting of an order to disburse and desist. They shall be informed that law enforcement will be called to assist in the dispersing of their assembly. Upon arrival of law enforcement officers, any remaining demonstrators will be subject to arrest. All actions and notifications shall be documented by the Safety and Security Department in an incident report and filed with the university solicitor/legal services.
- Media Relations staff will implement the crisis communications plan.

2.3 ACTIVE ASSAILANT

2.3.1 DEFINITION OF AN ACTIVE ASSAILANT SITUATION

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

2.3.2 PROCEDURES (RUN, HIDE, FIGHT)

As a current best practice, the Department of Justice (DOJ) recommends the SEU Active Assailant response models the option based approach: Run, Hide, Fight.

RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Keep your hands visible
- Follow the instructions of any law enforcement officer you encounter

- Generally, do not attempt to move wounded people
- Call 911 when you are safe

HIDE

If you are unable to find an escape route and exit the campus, the next best option is to find a place to hide where the active assailant is less likely to find you. Your hiding place should:

- Be out of the shooter's view
- Provide protection if shots are fired in your direction
- Based on the circumstances, be prepared for options to change (i.e.: If assailant is observed leaving the area, the best option at that point **may** be to flee the campus)

If you are indoors:

- Students, faculty and staff that are in hallways shall seek shelter in the nearest classroom or office immediately
- Close and lock the door
- Barricade the door with heavy furniture such as file cabinets, desks, or other heavy objects if possible
- Close windows and window treatments
- Turn off all lights
- If possible, hide in closet or other room out of sight
- Crouch down in areas that are out of sight from doors and windows
- Remain quiet and do not enter hallways

Fire evacuation alarms are not to be sounded. If the fire alarm sounds, do not evacuate the building unless:

- You have firsthand knowledge that there is a fire in the building, or
- You have been instructed by law enforcement to evacuate the building

If an active assailant is nearby:

- Lock the door
- Silence your cell phone
- Turn off any sources of noise (i.e. radio, television)
- Hide behind large items
- Remain quiet

Only if escaping and hiding are not possible:

- Remain calm
- If possible dial 911 to alert law enforcement to the active assailant's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active assailant by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling and committing to your actions

SAFETY AND SECURITY WILL:

- If it is confirmed that shots have been fired, the Safety and Security Department shall immediately issue a text alert message, via the SEU Alert system and rapidly make the appropriate administrative notifications.
- Law enforcement officers are trained and equipped to respond to an emergency incident of this nature. During the initial phase of the incident, Polk County Sheriff's Officer personnel, along with the SERT, shall evaluate the situation to determine the best course of action for the safety of the campus. Once a law enforcement officer is on scene, they will be responsible for all tactical operations and management of the emergency.
- The SERT shall activate the Emergency Command Post. Keep clear unless requested to assist.
- Media Relations staff will implement the crisis communications plan.

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/aggressor's 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 law enforcement officers on the phone. Be patient and wait. Attempt to establish rapport with the captor.
- Be observant. Focus on specifics (number and description of actors, weapons, dialog, and 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 an active assailant is discovered on campus, maintain ample distance and barriers between yourself and the incident. Depending upon the situation, you may not be able to escape the area (run); therefore, 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 (hide).
- If you hear noises outside of 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 law enforcement officers, the Safety and Security Department or other campus authorities.
- Under no circumstances shall the fire alarm be activated in an attempt to warn others of an active assailant. By activating a fire alarm, persons may be placed in harm's way when they are attempting to evacuate the building. If the fire alarm sounds 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 law enforcement officers 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 the instructions of the law enforcement. You may be treated as a suspect until law enforcement has 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, color of vehicle, and the direction of travel off campus.
- 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 FIRE

FIRE SAFETY

Southeastern University 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. The fire safety policy is published in the Annual Security Report (ASR) and posted on the university's website at www.seu.edu. Each year upon electronically posting the ASR to the website, the Director of Safety and Security shall send an email to the SEU community notifying students, faculty, and staff of such. The Emergency Response Plan (ERP) is posted electronically on the university's intranet (<http://sfnet.seu.edu>). Upon updating the ERP, the Director of Safety and Security shall send an email to the SEU community notifying students, faculty, and staff of the updated plan and the link to the plan.

2.4.1 SMALL FIRES - USING A FIRE EXTINGUISHER

- If the fire is small, 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 extinguish 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 find 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 handle of the fire extinguisher.

- **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 the fire is out.
- After the fire has been completely extinguished, notify the Safety and Security Department. Be certain to tell them 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.**"

2.4.2 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, 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 150 feet away from, and upwind of the building.
- If conditions prevent you from evacuating the building, close all doors that you can safely close between you and the fire. If available, place wet cloths at the bottom of the doors. Because smoke rises, you shall remain near to the ground to breathe.
- Dial 911 first and then call the Safety and Security Department, they shall notify the appropriate persons and or departments. Give your name, 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 shall issue a text alert message, via the SEU Alert system, and then notify the Chief of Staff and Senior Vice President of Student Development and Campus Services.
- 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 ECP. Keep clear unless requested to assist.
- Media Relations staff will implement the crisis communications plan as needed.

2.4.3 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 Injury/Illness.

2.5 GAS LEAK

PROCEDURES

- In the event of a suspected gas leak, immediately evacuate the area. Do not light matches, turn electrical equipment on/off, use the telephone, cell phone, radio, or touch any light switches. (A spark can cause gas to ignite.)
- Dial 9-1-1, then notify the Facilities Department and the Safety and Security Department.
- If necessary, Residence Life shall 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 (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 responders 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 shall issue a text alert message, via the SEU Alert system and make appropriate administration notifications including the Chief of Staff.
- The SERT may activate the ECP. Keep clear unless requested to assist.
- Media Relations staff will implement the crisis communications plan as needed.

2.6 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 this 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.

2.6.1 PROCEDURES

- Dial 9-1-1 to report a chemical spill immediately, then notify the university's Safety and Security Department.
 - When reporting the chemical spill, inform the 9-1-1 operator AND the Safety and Security Department 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. The Safety and Security Department shall notify building occupants. **Do not use fire alarms to evacuate the building.**
- **Use caution.** Move away from the chemical 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 detectable 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.
- The CC (or designee) assigned to a specific housing building shall assist disabled persons during evacuations of their assigned resident hall. In non-resident campus buildings, assigned building leaders or their designee shall assist in evacuating disabled persons. Use stairs, do not use the elevators. Every August, prior to the beginning of the fall semester, RDs and RAs are required to attend training which includes the importance of knowing the locations of all disabled students, the specific disabilities of all students assigned to their respective buildings and the student's limitations. RDs and RAs should learn and discuss what potential actions may be required to assist in evacuating the disabled students during an emergency and/or drill.
- Evacuate to a safe area at least 500 feet away from, and upwind (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.

2.6.2 PROCEDURES FOR FIRST RESPONDERS

Security Officers

- When notified of a chemical spill or release, obtain location information, the type of hazard (e.g. flammable, explosive, toxic if known), the name and quantity of the material released or spilled, and if there are any known injured, sick or contaminated persons.
- Begin following the Emergency Situation Checklist (see page 54).
- Alert the Facilities Department.
- Approach cautiously from upwind. 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 of the safety perimeter.
- Ensure that the chemical spill has been reported, 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 shall issue a text alert message, via the SEU Alert system and make the appropriate administrative notifications, including the Chief of Staff.
- The Facilities Department is responsible for the cleanup of any hazardous materials spills as outlined by regulated procedure. Facilities contracts with ACT Environmental to conduct hazardous clean up. ACT Environmental is Hazmat certified with the EPA. If the scope is outside the ability of ACT Environmental, the Facilities Department shall consult with Polk County Hazmat.
- 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 ECP. Keep clear unless requested to assist.
- Media Relations staff will implement the crisis communications plan as needed.

2.7 INFECTIOUS DISEASE/PANDEMIC

2.7.1 DEFINITIONS

The following definitions according to the U.S. Department of Health and Human 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.
- **Coronavirus disease (COVID-19):** An infectious disease caused by the SARS-CoV-2 virus. Most people infected with the virus will experience mild to moderate respiratory illness and recover without requiring special treatment. However, some will become seriously ill and require medical attention. Older people and those with underlying medical conditions like cardiovascular disease, diabetes, chronic respiratory disease, or cancer are more likely to develop serious illness. Anyone can get sick with COVID-19 and become seriously ill or die at any age.
- **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 shall 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 ECP to coordinate the proper response to deal with any serious health-related issue affecting the university. Media Relations staff will implement the crisis communications plan as needed. The following departments may be called upon to implement an appropriate plan of action to deal with a serious health-related issue; Florida Department of Health, Polk County Health Department, Health Services, Facilities Management, Human Resources, Safety and Security, Media Relations, and Residence Life.

- During business hours, the Health Services nurse shall document any known exposures to students, staff or visitors. After normal business hours, Security shall document any exposure in a medical report. 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>

2.8 HURRICANE

2.8.1 POLICY STATEMENT

Southeastern University 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 hurricanes. 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. The university's hurricane policy is published in the student handbook as well as on the university's intranet: myseu.seu.edu.

2.8.2 DEFINITIONS

The following definitions are according to 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 hurricane 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 1 Hurricane:** Winds 74-95 mph
 - **Category 2 Hurricane:** Winds 96-110 mph
 - **Category 3 Hurricane:** Winds 111-130 mph
 - **Category 4 Hurricane:** Winds 131-155 mph
 - **Category 5 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:** A hurricane 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**.

2.8.3 PROCEDURES (to be used in conjunction with the Hurricane matrix – Appendix C)

- With the notification of an approaching tropical depression or storm, the SERT shall monitor the status and projected path of the storm.
- When a hurricane watch/warning has been declared, the SERT shall be alerted to the conditions, and the possible activation of the ECP.
- If directed by the SERT, the Safety and Security Department shall issue a text alert message, via the SEU Alert® system, and make the appropriate administration notifications, including the Chief of Staff.
- The SERT shall communicate with the Polk County EOC to share information. Upon notification that a hurricane is approximately 48 to 72 hours from impacting the university, the SERT shall convene immediately and decide whether to activate the ECP. Upon closure of the campus switchboard office, all telephone lines shall 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 shall be implemented not less than 24 hours prior to the arrival of the hurricane force winds.
- All non-essential personnel shall be advised when to vacate the campus by the SERT. All resident students shall 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 shall remain on campus and await further instructions from the SERT.

2.8.4 FUNCTIONS OF SERT/ESSENTIAL PERSONNEL

- **Safety and Security Department:** Shall 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 shall be locked after hurricane preparation), and establish and maintain the overall operations of the ECP.
- **Facilities/Custodial, Maintenance and Grounds:** Shall secure equipment, prepare buildings for a hurricane, inventory custodial housekeeping supplies, and maintain adequate stock of possible items needed at all times.
- **Residence Life/CCs:** Shall make contact with students assigned to their respective residence hall 12 hours prior to the expected weather event to determine which students plan on remaining on campus. The CC shall provide the Director of Safety and Security a written list of students remaining on campus, their room number and contact phone number. The CC shall obtain emergency supplies for residence hall (flashlights, batteries, bottled water, first aid kits, radios, etc.), and instruct the students during an actual emergency. Keep records of

students who evacuate the campus including their destination and phone number at the destination.

- **Food Services:** Shall provide emergency meals for a 72 hour period for those on campus. In the event the emergency lasts for an extended period of time, voluntary assistance of students may be needed in the preparation and distribution of food and water.
- **Human Resources:** Shall 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:** Shall be responsible for maintaining the operation and security of intranet data and telephone operations.
- **Media Relations & Communications:** Shall be responsible for coordinating all information disseminated internally or to the press and the public. Media Relations staff will implement the crisis communications plan as needed. 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:

- How to prepare offices for hurricane
- 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, social media, email, SFNET, and MySEU

2.8.5 PREPARATIONS

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

FACILITIES / HOUSEKEEPING STAFF

- Ensure all custodial closets are stocked with the following items:
 - Minimum of two mop heads
 - Minimum of one gallon of TACKLE
 - All mop buckets shall be filled $\frac{3}{4}$ full of water

- Rubber gloves
 - Toilet paper
 - Sponges
 - Paper towels
 - Buff bags
- Maintain mop heads by 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 House gates are closed and locked.
- Check all Buttercup House garage doors to make sure they have been closed and secured.

Athletic Facilities

- Remove all wind screens from the baseball field.
- Remove the baseball field catcher's screen and batting practice cage mesh.
- Remove the golf practice course putting markers and have security lock the 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.
- Check the football press box and concession stand to ensure all windows and doors are secured.
- Ensure the football field is free of loose equipment.
- Ensure padding on stadium fences are removed and secured.

Grounds Keeping/Outdoors

- Remove all plastic trash cans and place them inside their adjacent facility.
- Clean all stormwater 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 planters as close to their adjacent buildings as possible.
- Remove all gooseneck outdoor lamp globes with expected winds or gusts reaching 70 mph. All standard straight lamp globes shall 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 Department water tanks with water and place them 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 the tennis court and ball field for banners as well.
- Remove all empty bike racks and place in storage.
- Chartwells to clear all items from the loading dock at Tuscana. Facilities shall review and communicate this information to their staff.
- North Tuscana white waste dumpster gates to be closed and secured with pins.
- Advise the Safety and Security Department of all unlocked magnetic operating doors in the case of electrical failure. These doors shall be hard locked including the patio gates at Tuscana Restaurant and any other areas with magnetic locking gates.

Facilities Department Responsibilities

- Ensure all vehicles and diesel fuel tanks are filled with fuel, including emergency equipment (chainsaws, 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 distribute 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 Southeastern University 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 the plastic sheeting.
- Move work tables and bookcases away from windows or doorways.
- Close and lock all doors and windows.
- Turn off and unplug lights and electrical equipment. Turn off air conditioners.
- Clear laboratory tables of apparatus and glassware and place them in a protected location. Shut off any gas jets.

HEALTH SERVICES STAFF

- Check and stock all first aid kits in the residence halls, the Facilities Management building and the ECP.
- Maintain and provide to the SERT 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 ECP.
- Coordinate the movement of vehicles as needed.
- Ensure 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 them in storage.

RESIDENCE LIFE STAFF

- 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 CC.
- If an evacuation is necessary, have all students quickly prepare their rooms and belongings by:
 - Moving furniture away from windows.
 - Putting all loose objects in drawers or closet.
 - Unplugging everything and putting electrical equipment in the closet, if possible.
 - Closing all closets, doors and drawers. Closing windows tightly; opening blinds completely. (They shall 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 choosing to stay on campus:
 - Remain indoors and follow the instructions of the Safety and Security Department and the RDs.
 - If necessary, the RDs shall 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 shall be provided when the storm passes or power is restored. Emergency meals and water shall be provided in the residence hall.
 - All accidents, injuries, broken windows, excessive water damage, etc., are to be reported by the CC to the ECP as soon as possible.
 - Telephone calls shall be made only in case of emergency.
- For those students choosing to leave the campus:
 - Ensure a Hurricane Sign Out with destination address, contact numbers, etc., is completed.
 - Verify their destination, departure and arrival times. Recommend that they call their parents or guardian BEFORE leaving.

2.8.6 POST HURRICANE

- The SERT shall 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 and Security shall notify the Chief of Staff of the results of this assessment. Once it is determined to be safe on campus an “All Clear” shall be provided to the Chief of Staff. Upon receipt of the “All Clear” message the Chief of Staff shall advise their staff to have the student body return to normal campus operations.
- When directed by the SERT, the Safety and Security Department shall issue a text alert message, via the SEU Alert system, and make the appropriate administrative notifications. The Media Relations team will issue any additional needed communications.
- It shall be the responsibility of the Chief of Staff 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 shall 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. The Office of Human Resources shall assess faculty and staff availability, assisting with the appropriation of personnel. Offer assistance to faculty and staff through the Employee Assistance Program EAP as provided through the university's health insurance program, and referral to other resources as needed.
- The Office of the Provost shall notify the faculty when classes will resume.

2.9 SERIOUS INJURY/ILLNESS

- 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. Security will notify the Chief of Staff, who will implement the crisis communication plan as needed.
- Do not move a seriously injured person unless there is an immediate life-threatening situation (e.g., falling debris, fire, etc.).
- In the event of a minor injury, call the Health Services Office and notify the supervisor in charge of your area. Contact the Safety and Security Department, 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 bloodborne 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 qualified 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 (1st floor lobby)
 - 3 B&E (outside the doors to faculty offices by the restrooms)
 - 4 Destino (1st floor lobby)
 - 5 Central Laundry Room (across from South Pointe)
 - 6 Bolin (1st floor by the restrooms)
 - 7 Bush Chapel
 - 8 Steelman Library (by the main east entrance)
 - 9 Athletic Trainer (mobile unit)
 - 10 Director of Safety and Security (mobile unit)
 - 11 Health Services
 - 12 Facilities Management Building
- If necessary the Safety and Security Department shall secure the immediate area for the safety of the victim and generate a report.

2.10 MENTAL HEALTH EMERGENCY

2.10.1 GENERAL GUIDELINES

Mental health emergencies can be defined as situations in which an individual is threatening harm to self or others, severely disoriented or out of touch with reality, out of control, or so distraught that functioning is significantly impaired.

- 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.
- If violent behavior is observed, call 9-1-1.
- 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 shall notify the Campus Counseling Center by forwarding them a copy of the Safety and Security Incident Report within 24 hours.

2.10.2 SUICIDAL PERSON

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

- Unless an individual is a trained and qualified mental health or health professional, they shall 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 shall take place as soon as possible.
- All suicide threats where a physical attempt has been made shall be immediately reported to 9-1-1. The Safety and Security Department must generate an incident report documenting the circumstances surrounding the incident. The primary officer shall notify the Director of Safety and Security who shall notify the Chief of Staff.
- All student suicide threats during normal business hours are to be reported to the appropriate CC, who will screen the student. After evaluating the seriousness of the situation, the CC shall enact a safety plan or contact the Campus Counseling Center at ext. 5436. For high risk situations the CC shall contact Safety and Security at ext. 5190 and request an immediate law enforcement response.
- All suicidal threats after normal business hours are to be reported to the appropriate CC, who will screen the student. After evaluating the situation, the CC shall either enact a safety plan or contact the Peace River Crisis Response Team. For high risk situations the CC shall contact Safety and Security and request a law enforcement response.
- For any faculty and staff suicide threats, call 9-1-1 immediately and then notify the Safety and Security Department.

2.10.3 SUICIDE EMERGENCY

In the event you discover or are informed by the student themselves that they have just attempted to take their own life (regardless of details and type of self-harm inflicted) proceed with the following:

- Request assistance from staff immediately. One staff member shall stay with the student at all times while one or more coordinate and initiate emergency procedures.
- Designated RA or CC shall call 911 and provide descriptive information to the operator. Be ready with your name, position, location and nature of the emergency (suicide attempt) along with the name and age of the student, location, circumstances of event, who is the point of contact person (you or person with student) and a telephone number you/they could be reached at.

- Designated RA or CC shall notify the Safety and Security Department, informing the need for assistance (i.e.: direct 911 personnel to scene and to help secure the location).
- Safety and Security shall notify the Director of Safety and Security, who will notify the Associate Provost, Chief of Staff and the Senior Vice President of Student Development and Campus Services.
- The RA or CC shall contact the Director of Campus Counseling Services at x5436 or x518. If after-hours, call the Director of Campus Counseling Services via the on-call number (863-417-5308).
- Director of Campus Counseling Services shall notify any additional campus officials as deemed appropriate.
- The Chief of Staff will implement the crisis communications plan as needed.

2.11 TORNADO

2.11.1 POLICY STATEMENT

Southeastern University 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 tornados. It is the policy of the university to notify all employees of the elements of this plan and to expect them to read and understand its contents. The university's tornado policy is published in the ERP and posted on the intranet (<http://sfnet.seu.edu>).

2.11.2 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 shall 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 shall immediately take cover inside a sturdy building on the lowest floor in an interior room or hallway away from windows.

2.11.3 PROCEDURES

- There is not a sufficient warning period to close the university or to effectively protect university assets. Therefore no special effort shall be made to protect university assets; **all attention shall be directed towards life safety procedures.**

- When notified, either by Polk Emergency Operations Center (EOC) or by the weather broadband radio located in Security headquarters, that conditions are favorable for the development of a tornado the appropriate SEU Alert system text alert message shall be sent out and the Safety and Security Department shall monitor the status and projected path of any possible tornadoes.
- When a tornado warning has been declared the Safety and Security Department shall issue the appropriate SEU Alert text alert message.
- If a tornado warning has been declared the CC/RA shall 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 shall seek shelter immediately. Security shall make all safe attempts to verbally communicate the warning to people outside.
- During a tornado warning, persons shall 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 Activities Center Gym, Bush Chapel, Modular Buildings, Tuscana Restaurant, or other places with wide-span roofs and large unprotected windows.
- Residence Life staff shall direct resident students to seek shelter in their bathrooms. The Bauer and Bethany Hall students shall 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 and unplug electrical equipment.
- Close all doors and stay away from windows and items that may 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 shall remain in the shelter areas until advised that the danger has passed.

2.11.4 POST TORNADO

- The SERT shall 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 and Security shall notify the Chief of Staff and the Senior Vice President of Student Development and Campus Services of the results of this assessment.
- Once it is determined to be safe on campus the Chief of Staff shall advise their staff that it is safe for the student body to go outside and return to normal campus operations.
- It shall be the responsibility of the Chief of Staff to report any pertinent information to the media and implement the crisis communications plan as needed.
- 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 shall issue a text alert message, via the SEU Alert system, and make appropriate administration notifications to the staff and administration when to return to work, and the faculty and students when to resume classes.

2.12 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 shall be communicated.

PROCEDURES

- For power, water, and sewage service disruptions, contact the Facilities Department during normal business hours or 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, 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 or the Safety and Security Department are responsible for contacting the proper utility authorities.
- In a power outage, turn off and unplug 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 disabled persons in exiting the building. Do not use elevators. Once outside, move to a clear area 150 feet from the building.
- Keep fire lanes and walkways clear for emergency responders.
- The Safety and Security Department shall call the university's alarm monitoring company 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 ECP. Keep clear unless requested to assist.

2.13 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

Polk County Emergency Management

863-298-7000

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

Board of County Commissioners

863-534-6000

City of Lakeland- City Hall

863-834-6000

County and State Health Department (Lakeland Clinic)	863-413-2620
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	
(Only to be contacted by the C a or their designee)	
Bay News 9 - Channel 9 (Lakeland/Tampa)	727-329-2300
WFTS (ABC) - Channel 11/20 (Tampa)	813-354-2828
WTSP (CBS) - Channel 10 (Tampa)	727-577-1010
WTVT (FOX) - Channel 13 (Tampa)	813-876-1313
WFLA (NBC) - Channel 8 (Tampa)	813-228-8888
WLKF 1430 AM Radio (Lakeland)	863-682-3452
WONN 1230 AM/107.1 FM Radio (Lakeland)	863-682-3452
WPCV 97.5 FM (Lakeland)	
Florida Public Radio Emergency Network	
WMFE 90.7 FM (Orlando)	
WMNF 88.5 FM (Tampa)	
WUSF 89.7 (Tampa)	
Lakeland Electric Power Restoration Information	863-834-1226 or
(SEU Account Executive - Authorized By the SERT Only)	352-408-2118
Lakeland Electric Tree and Lawn Debris Removal	863-834-8773

Section 3: Appendices

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

3.1 APPENDIX 1: QUICK REFERENCE TELEPHONE GUIDE

Title	Phone Number	Campus Extension
Director of Safety and Security	863-667-5310	5310
Assistant Director of Safety and Security	863-667-5073	5073
Administrative Assistant of Safety and Security	863-667-5779	5779
President	863-667-5002	5002
Chief of Staff	863-667-5425	5425
Executive Director of Administrative Planning	863-667-5146	5146
Office of the Provost and Senior Vice President	863-667-5003	5003
Executive Assistant to the Provost	863-667-5004	5004
Senior Vice President of Strategy and Operations	863-667-5251	5251
Executive Assistant to the Senior Vice President of Strategy and Operations	863-667-5933	5933
Senior Vice President of Finance	863-667-5437	5437
Executive Assistant to the Senior Vice President of Finance	863-667-5006	5006
Senior Vice President of Advancement and Innovation	863-667-5493	5493
Senior Vice President of Student Development and Campus Services	863-667-5654	5654
Executive Director of Student Experience	863-667-5603	5603
Executive Director of Campus Life and Event Services	863-667-5195	5195
Director of Campus Life	863-667-5826	5826
Campus Medical Director	863-667-5043	5043
Executive Director of Facilities	863-667-5129	5129
Director of Maintenance Operations	863-667-5230	5230
Director of Special Projects and Purchasing	863-667-5235	5235
Executive Director of Auxiliary and Legal Affairs	863-667-5468	5468
Director of Dining Services	863-667-5095	5095
Assistant Director of Dining Services	863-667-5392	5392
Dining Services Coordinator	863-667-5147	5147
Director of Human Resources	863-667-5182	5182
Administrative Assistant of Human Resources	863-667-5249	5249
Chief Technology Officer	863-667-5197	5197
IT Help Desk Administrator	863-667-5028	5028
Director of Student Outreach and Support	863-667-5218	5218
Director of Counseling and Wellness	863-667-5504	5504
Wellness Coordinator	863-667-5205	5205
Receptionist/Switchboard Operator	863-667-5000	5000

3.2 APPENDIX B: EMERGENCY SITUATION CHECKLISTS

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ACTIVE ASSAILANT ON CAMPUS CHECKLIST

Check Each Item Below

Time Completed:

- _____ 1. Assess the situation and obtain information verifying the situation. Gather as much information as possible describing the subject, to include gender, race, height, build, hair color/style, clothing, weapons seen or implied, and any other identifying features.
- _____ 2. Call 911.
- _____ 3. Call the Safety and Security Department at 863-667-5190 or extension 5190.
- _____ 4. The Safety and Security Department shall:
 - _____ a. Call 911 to relay any updated information as it is gathered.
 - _____ b. Make all Security personnel aware of the incident via radio, including assigned PCSO personnel; confirm that PCSO receives this transmission.
 - _____ c. BOLO any pertinent suspect and location information.
 - _____ d. The Safety and Security Department shall send out an SEU Alert text alert message and implement campus lockdown and shelter in-place action:
 - _____ i. Secure all gates and do not allow anyone other than first responders and authorized personnel to enter campus.
 - _____ ii. Contact Campus Card personnel to remotely lock all buildings equipped with electronic locks. Have Security personnel physically secure buildings that only have mechanical locks.
 - _____ iii. Vehicles leaving campus should be inspected to determine if the suspect is inside. If a suspicious vehicle is identified leaving campus, gather and relay all descriptive information, including color, make, model, tag number, and direction of travel to law enforcement.
 - _____ e. Notify the Director of Safety and Security, who shall:
Notify the Chief of Staff or their Executive Director, who shall:
 - _____ i. Notify President (if deemed necessary)
 - _____ ii. Notify the Senior Vice President of Student Development and Campus Services.
 - _____ iii. Implement the crisis communication plan as needed.
- _____ 5. When law enforcement arrives, they shall assume management of the incident.

- _____ 6. The Director of Safety and Security shall send out an SEU Alert text alert message when declared “ALL CLEAR” by law enforcement.
- _____ 7. The Safety and Security supervisor/lead officer shall conduct a team debrief.
- _____ 8. The Safety and Security primary officer shall document all actions related to the incident.

ARMED PERSON ON CAMPUS CHECKLIST

Check Each Item Below

Time Completed:

- _____ 1. Assess the situation and obtain information verifying the situation. Gather as much information as possible describing the subject, to include gender, race, height, build, hair color/style, clothing, weapons seen or implied, and any other identifying features.
- _____ 2. Call 911.
- _____ 3. Call the Safety and Security Department at 863-667-5190 or extension 5190.
- _____ 4. The Safety and Security Department shall:
 - _____ a. Call 911 to relay any updated information as it is gathered.
 - _____ b. Make all Security personnel aware of the incident via radio, including assigned PCSO personnel; confirm that PCSO receives this transmission.
 - _____ c. BOLO any pertinent suspect and location information.
 - _____ d. The Safety and Security Department shall send out an SEU Alert text alert message and implement campus lockdown and shelter in-place action:
 - _____ i. Secure all gates and do not allow anyone other than first responders and authorized personnel to enter campus.
 - _____ ii. Contact Campus Card personnel to remotely lock all buildings equipped with electronic locks. Have Security personnel physically secure buildings that only have mechanical locks.
 - _____ iii. Vehicles leaving campus should be inspected to determine if the suspect is inside. If a suspicious vehicle is identified leaving campus, gather and relay all descriptive information, including color, make, model, tag number, and direction of travel to law enforcement.
 - _____ e. Notify the Director of Safety and Security, who shall:
Notify the Chief of Staff or their Executive Director, who shall:
 - _____ i. Notify President (if deemed necessary)
 - _____ ii. Notify the Senior Vice President of Student Development and Campus Services.
 - _____ iii. Implement the crisis communication plan as needed.
- _____ 5. When law enforcement arrives, they shall assume management of the incident.
- _____ 6. The Safety and Security Department shall send out an SEU Alert text alert message when declared "ALL CLEAR" by law enforcement personnel.

- _____ 7. The Safety and Security supervisor/lead officer shall conduct a team debrief.
- _____ 8. The Safety and Security primary officer shall document all actions related to the incident.

ARMED ROBBERY/AGGRAVATED ASSAULT CHECKLIST

Check Each Item Below

Time Completed:

- _____ 1. Assess the situation and obtain information verifying the situation.
- _____ 2. Call 911.
- _____ 3. Call the Safety and Security Department at 863-667-5190 or extension 5190.
- _____ 4. The Safety and Security Department shall:
 - _____ a. Call 911 to relay any updated information as it is gathered.
 - _____ b. Make all Security personnel aware of the incident via radio, including assigned PCSO personnel; confirm that PCSO receives this transmission.
 - _____ c. BOLO any pertinent suspect and location information.
 - _____ d. The Safety and Security Department shall send out an SEU Alert text alert message and implement campus lockdown and shelter in-place action:
 - _____ i. Secure all gates and do not allow anyone other than first responders and authorized personnel to enter campus.
 - _____ ii. Contact Campus Card personnel to remotely lock all buildings equipped with electronic locks. Have Security personnel physically secure buildings that only have mechanical locks.
 - _____ iii. Vehicles leaving campus should be inspected to determine if the suspect is inside. If a suspicious vehicle is identified leaving campus, gather and relay all descriptive information, including color, make, model, tag number, and direction of travel to law enforcement.
 - _____ e. Notify the Director of Safety and Security, who shall:
Notify the Chief of Staff or their Executive Director, who shall:
 - _____ i. Notify the President (if deemed necessary)
 - _____ ii. Notify the Senior Vice President of Student Development and Campus Services.
 - _____ iii. Implement the crisis communication plan as needed.
- _____ 5. When law enforcement personnel arrive, they shall assume management of the incident.
- _____ 6. Security shall send out an SEU Alert text alert message when declared "ALL CLEAR" by Law Enforcement personnel.

- _____ 7. The Safety and Security supervisor/lead officer shall conduct a team debrief.
- _____ 8. The primary Safety and Security officer shall document all actions relative to the incident.
- _____ 9. The Director of Safety and Security shall comply with the Clery Act notification procedure and post the appropriate communication at the location of and surrounding the area(s) of incident.

ABDUCTION, ATTEMPTED ABDUCTION, OR MISSING STUDENT CHECKLIST

Check Each Item Below

Time Completed:

- _____ 1. Assess the situation and obtain information verifying the situation.
- _____ 2. If an abduction or attempted abduction occurred, immediately call 911.
- _____ 3. Call the Safety and Security Department at 863-667-5190 or extension 5190, which shall:
 - _____ a. **IF** an abduction or attempted abduction occurred, call 911 to relay any updated information as it is gathered.
 - _____ b. For abductions, attempted abductions or missing student incidents, make all Security personnel aware of the incident via radio, including assigned PCSO personnel; confirm that PCSO receives this transmission.
 - _____ c. BOLO any pertinent suspect and location information.
 - _____ d. Obtain the facts from the reporter.
 - _____ e. Notify the Director of Safety and Security, who shall:
Notify the Chief of Staff or their Executive Director, who shall:
 - i. Notify the President (if deemed necessary)
 - ii. Notify the Senior Vice President of Student Development and Campus Services.
 - iii. Implement the crisis communication plan as needed.
- _____ 4. When law enforcement arrives, they shall assume management of the incident.
- _____ 5. The Safety and Security supervisor/lead officer shall conduct a team debrief.
- _____ 6. The primary Safety and Security officer shall document all actions related to the incident.
- _____ 6.

VIOLENT/DISRUPTIVE BEHAVIOR CHECKLIST

Check Each Item Below

Time Completed:

- _____ 1. Assess the situation and establish the degree of support necessary to bring the person(s) under control.
- _____ 2. Call 911.
- _____ 3. Call the Safety and Security Department at 863-667-5190 or extension 5190.
- _____ 4. The Safety and Security Department shall:
 - _____ a. Dispatch a Safety and Security officer(s) to the scene to evaluate.
 - _____ b. Notify the Director of Safety and Security, who shall:
 - 1) Notify the Chief of Staff or their Executive Director, who shall:
 - i. Notify President (if deemed necessary)
 - ii. Notify the Senior Vice President of Student Development and Campus Services.
 - iii. Implement the crisis communication plan as needed.
 - iv. Determine whether a lock down/shelter-in-place plan will be utilized and an SEU Alert message is sent out.
 - _____ c. If it is determined that the situation poses a threat to the campus community, the Safety and Security Department shall send out an SEU Alert text alert message and implement campus lockdown and shelter in-place action:
 - _____ i. Secure all gates and do not allow anyone other than first responders and authorized personnel to enter campus.
 - _____ ii. Contact Campus Card personnel to remotely lock all buildings equipped with electronic locks. Have Security personnel physically secure buildings that only have mechanical locks.
 - _____ iii. Vehicles leaving campus should be inspected to determine if the suspect is inside. If a suspicious vehicle is identified leaving campus, gather and relay all descriptive information, including color, make, model, tag number, and direction of travel to law enforcement.
- _____ 5. If called, when law enforcement personnel arrive, they shall assume management of the incident.

- _____ 6. The Safety and Security Department shall send out an SEU Alert text alert message when declared “ALL CLEAR” by law enforcement.
- _____ 7. The Safety and Security supervisor/lead officer shall conduct a team debrief.
- _____ 8. The primary Safety and Security officer shall document all actions related to the incident.

TRESPASSING/UNWELCOME GUEST CHECKLIST

Check Each Item Below

Time Completed:

- _____ 1. Assess the situation and obtain information verifying the situation.
- _____ 2. Notify the Safety and Security Department.
- _____ 3. The Safety and Security Department shall:
 - _____ a. Dispatch Security personnel, including assigned PCSO personnel, to make contact with the subject.
 - _____ b. Attempt to obtain identification information from the individual. If the subject refuses to provide identification, gather a complete description of the subject, to include gender, race, height, build, hair color/style, clothing, and any other identifying features.
 - _____ c. Notify the Director of Safety and Security, who shall obtain approval for trespass warning from the Chief of Staff or their Executive Director.
 - _____ d. If a trespass warning is approved, inform the responding PCSO personnel or contact the Lakeland Police Department at 863-834-6900 if a deputy is not on-duty.
 - _____ e. If the individual chooses to leave the campus, let them leave. The Director of Safety and Security or their designee may give the individual a trespass warning and provide the information to the Lakeland Police Department when they arrive. PCSO personnel will also complete an FIR for the subject.
- _____ 4. If the individual is an SEU student, contact the Senior Vice President of Student Development and Campus Services.
- _____ 4. When law enforcement arrives, inform them we are requesting a trespass order be issued to the individual.
- _____ 5. Re-notification shall be made to:
 - Director of Safety and Security, who shall then notify
 - Chief of Staff or their Executive Director
- _____ 6. The Safety and Security supervisor/lead officer shall conduct a team debrief.
- _____ 7. The Safety and Security primary officer shall document all actions related to the incident.

FIRE EVACUATION CHECKLIST

Check Each Item Below

Time Completed:

- _____ 1. Upon report of a fire, assess the situation and establish the degree of support.
- _____ 2. If needed, call 911.
- _____ 3. Call the Safety and Security Department at 863-667-5190 or extension 5190.
- _____ a. If the **fire is small**, attempt to extinguish it with a fire extinguisher. Follow P-A-S-S procedures:

P – Pull the pin located in the handle of the extinguisher.

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 and upwind of the building.
- _____ c. The Safety and Security Department shall:
- _____ 1) Call 911
- _____ 2) Dispatch an officer, to include assigned PCSO personnel, to the scene to assist with evacuation of the building.
- _____ 3) Send out SEU Alert® text alert message to clear the area.
- _____ d. Notify the Director of Safety and Security who shall:
- _____ 1) Notify the Chief of Staff or their Executive Director who shall:
- _____ a) Notify the President (if deemed necessary).
- _____ b) Contact the Senior Vice President of Student Development and Campus Services.
- _____ c) Implement the crisis communication plan as needed.

- _____ 2) Keep all fire lanes and walkways clear for emergency personnel.
- _____ 4. When emergency personnel arrive, they shall assume management of the incident.
- _____ 5. The Safety and Security Department shall send out an SEU Alert® text alert message when declared “ALL CLEAR” by law enforcement personnel.
- _____ 6. The Safety and Security supervisor/lead officer shall conduct a team debrief.
- _____ 7. The Safety and Security primary officer shall document all actions related to the incident.

MEDICAL EMERGENCY CHECKLIST

Time Completed:

- _____ 1. Assess the situation.
- _____ 2. Call 911
- _____ 3. Call the Safety and Security Department at 863-667-5190 or extension 5190, who will.:
 - _____ a. Contact Health Services, if onsite at 863-667-5391.
 - _____ b. Dispatch a Safety and Security officer(s) to the scene.
 - _____ c. Notify the Director of Safety and Security, who shall:
Notify the Chief of Staff or their Executive Director, who shall:
 - i. Notify President (if deemed necessary).
 - ii. Implement the crisis communication plan as needed.
 - _____ d. If the person is an SEU student, contact the Senior Vice President of Student Development and Campus Services.
 - _____ e. If the person is an SEU employee, notify Human Resources to contact Workers Comp.
- _____ 4. Assist the victim in any way, within your level of training, until Health Services staff or EMS arrives on scene.
 - Do not move the victim, particularly if back or neck injury is suspected.
 - Keep people from crowding the victim.
- _____ 5. Possible information from victim may include:
 - Any medications being taken
 - Age/date of birth
 - Any medical history that may be relevant
 - Symptoms
- _____ 6. Provide as much detailed information as possible regarding the event to rescue personnel.
- _____ 7. Safety and Security Department - Complete a Medical Report.
- _____ 8. Safety and Security supervisor/lead officer - Conduct an after-action team debriefing with all incident members.

HOSTAGE SITUATION ON CAMPUS CHECKLIST

Check Each Item Below

Time Completed:

- _____ 1. Assess the situation and obtain information verifying the situation. Gather as much information as possible describing the subject, to include gender, race, height, build, hair color/style, clothing, weapons seen or implied, and any other identifying features.
- _____ 2. Call 911.
- _____ 3. Call the Safety and Security Department at 863-667-5190 or extension 5190.
- _____ 4. The Safety and Security Department shall:
 - _____ a. Call 911 to relay any updated information as it is gathered.
 - _____ b. Make all Security personnel aware of the incident via radio, including assigned PCSO personnel; confirm that PCSO receives this transmission.
 - _____ c. BOLO any pertinent suspect and location information.
 - _____ d. The Safety and Security Department shall send out an SEU Alert text alert message and implement campus lockdown and shelter in-place action:
 - _____ i. Secure all gates and do not allow anyone other than first responders and authorized personnel to enter campus.
 - _____ ii. Contact Campus Card personnel to remotely lock all buildings equipped with electronic locks. Have Security personnel physically secure buildings that only have mechanical locks.
 - _____ iii. Vehicles leaving campus should be inspected to determine if the suspect is inside. If a suspicious vehicle is identified leaving campus, gather and relay all descriptive information, including color, make, model, tag number, and direction of travel to law enforcement.
 - _____ e. Notify the Director of Safety and Security, who shall:
Notify the Chief of Staff or their Executive Director, who shall:
 - _____ i. Notify President (if deemed necessary)
 - _____ ii. Notify the Senior Vice President of Student Development and Campus Services.
 - _____ iii. Implement the crisis communication plan as needed.
- _____ 5. When law enforcement arrives, they shall assume management of the incident.

- _____ 5. The Safety and Security Department shall send out an SEU Alert text alert message when declared “ALL CLEAR” by law enforcement.
- _____ 6. The Safety and Security supervisor/lead officer shall conduct a team debrief.
- _____ 7. The Safety and Security primary officer shall document all actions related to the incident.

SEVERE WEATHER CHECKLIST

Check Each Item Below

Time Completed:

- _____ 1. Upon receipt of notification of severe weather Security shall:
 - _____ a. Verify incoming weather using NOAA radios located in Post #1 and Security Headquarters, the FEMA or Weather Channel mobile applications/websites, or TelVent Weather Detection System.
 - _____ b. The Safety and Security Department shall send out an SEU Alert® text alert message.
 - _____ c. Notify the Director of Safety & Security, who shall:
 - 1) Notify Chief of Staff or their Executive Director who shall:
 - i. Notify President (if deemed necessary)
 - ii. Notify the Senior Vice President of Student Development and Campus Services.
 - iii. Implement the crisis communication plan as needed.
- _____ 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 ensure that there are no conditions that shall create a danger.
- _____ 5. The Safety and Security Department shall send out an SEU Alert® text alert message when severe weather has passed. (Notification will be sent out through the TelVent Weather Detection System.)
- _____ 6. The Safety and Security supervisor/lead officer shall conduct a team debrief.
- _____ 7. The Safety and Security primary officer shall document all actions related to the incident.

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

BOMB THREAT CHECKLIST

Check Each Item Below

Time Completed:

- _____ 1. Upon receipt of a call advising of a bomb on the SEU campus, immediately access and begin completing a **Bomb Threat Information Checklist (page 60)**.
- _____ 2. Call the Safety and Security Department at 863-667-5190 or extension 5190. If the threat was received via email, also forward the email to security@seu.edu.
- _____ 3. The Safety and Security Department shall:
 - _____ a. Make all Security personnel aware of the incident via radio, including assigned PCSO personnel; confirm that PCSO personnel receive this transmission. Officers should be advised to limit the use of cell phones due to the possibility of detonation around certain types of explosive devices.
 - _____ b. Secure all gates and do not allow anyone other than first responders and authorized personnel to enter campus.
 - _____ c. Begin patrolling the campus to look for any suspicious activity, persons, or objects.
 - _____ d. Notify the Director of Safety and Security or his designee, who shall assess the information gathered and:
 - i. Notify the Chief of Staff or their Executive Director, who shall:
 - 1. Notify the President (if deemed necessary)
 - 2. Notify the Senior Vice President of Student Development and Campus Services.
 - 3. Implement the crisis communication plan as needed.
 - ii. Send out an SEU Alert text message advising that a threat was received and the campus is on heightened security until the threat can be further assessed.
 - iii. Request a bomb-trained K9 unit to respond to campus to inspect high traffic areas.
- _____ 4. When law enforcement arrives, they shall assume management of the incident.
- _____ 5. **IF** a suspicious package or potential bomb are located, or if the decision is made to evacuate the building, the Safety and Security Department shall:
 - a. Send another SEU Alert advising of the evacuation.
 - b. Direct occupants of the building to a safe location at least 500 feet from the affected building. Prevent anyone from re-entering the building until the “all-clear” is given.

- c. Assist with the evacuation of any disabled persons requiring assistance.
- d. If the building is a residence hall, ensure that Residence Life staff have been notified so that they may assist.
- e. If there are any injured persons, direct first responders to their location. Do not move seriously injured persons unless they are in immediate danger.
- f. Keep roadways and fire lanes clear to ensure that first responders are able to access the scene, put up caution tape as necessary.

_____ 6. The Safety and Security supervisor/lead officer shall conduct a team debrief.

_____ 7. The Safety and Security primary officer shall document all actions relative to the incident.

BOMB THREAT INFORMATION CHECKLIST

SAFETY & SECURITY 863-667-5190 or 863-712-3950

Bomb Threat Information Checklist



A copy of this checklist should be maintained near all university telephones

☐ Exact wording of the threat: _____

☐ Date: _____ Time call began: _____ ☐ AM ☐ PM Time call ended: _____ ☐ AM ☐ PM

☐ Caller ID/ telephone display information: _____

☐ Do not interrupt caller, except to ask the following questions:

a) When will the bomb go off? _____ ☐ AM ☐ PM

b) Precisely where is the bomb located? _____

c) What kind of bomb is it? _____

d) What will cause it to explode? _____

e) Did you plant the bomb? ☐ Yes ☐ No Why? _____

f) Where are you calling from? _____

g) What is your name? _____

Caller's Voice		Background Noise	
Gender:			
Approximate age range:		☐ Street noises	☐ Other:
☐ Accent:	☐ Rambling	☐ Animal noises:	
Accent Type:	☐ Soft	Type:	
	☐ Loud	☐ Machinery	
☐ Calm	☐ Incoherent	Type:	
☐ Angry	☐ Lisp	☐ PA System	
☐ Excited	☐ Raspy	☐ Voices	
☐ Laughter	☐ Stutter	☐ Music	
☐ Crying	☐ Joking		
☐ Normal	☐ Slurred		
☐ Disguised	☐ Whispered		

☐ Name of person receiving the call _____

☐ Title or position of person receiving the call _____

☐ Contact number for person receiving the call (cell preferred) _____

☐ Phone number or extension where the call was received _____

SUSPICIOUS PACKAGE/LETTERS CHECKLIST

Check Each Item Below

Time Completed:

- _____ 1. If someone suspects there is a suspicious package/letter contact the Safety & Security Department at 863-667-5190 or extension 5190.
- _____ 2. Assess the situation and obtain information verifying the situation.
- _____ 3. If determined that the package/letter is not an innocent item the Safety and Security Department shall:
 - _____ a. Call 911.
 - _____ b. Make all Security personnel aware of the incident via radio, including assigned PCSO personnel; confirm that PCSO receives this transmission.
 - _____ c. Clear the immediate area around the suspicious package/letter (the decision to evacuate a building can only be made by the Director of Safety and Security or other law enforcement personnel).
 - _____ d. The Safety & Security Department shall send out an SEU Alert text alert message to inform the campus community.
 - _____ e. Notify the Director of Safety and Security, who shall:
Notify the Chief of Staff or their Executive Director, who shall:
 - i. Notify President (if deemed necessary)
 - ii. Notify the Senior Vice President of Student Development and Campus Services.
 - iii. Implement the crisis communication plan as needed.
- _____ 4. When law enforcement arrives, they shall assume management of the incident.
- _____ 5. **IF** it is determined that a suspicious package/letter is a bomb/biological threat **OR** if the decision is made to evacuate the building, the Safety and Security Department shall:
 - a. Send another SEU Alert advising of the evacuation.
 - b. Direct occupants of the building to a safe location at least 500 feet from the affected building. Prevent anyone from re-entering the building until the “all-clear” is given.
 - c. Assist with the evacuation of any disabled persons requiring assistance.
 - d. If the building is a residence hall, ensure that Residence Life staff have been notified so that they may assist.

e. If there are any injured persons, direct first responders to their location. Do not move seriously injured persons unless they are in immediate danger.

f. Keep roadways and fire lanes clear to ensure that first responders are able to access the scene, put up caution tape as necessary.

_____ 6. The Safety and Security supervisor/lead officer shall conduct a team debrief.

_____ 7. The Safety and Security primary officer shall 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.

HAZARDOUS MATERIALS/CHEMICAL SPILLS CHECKLIST

Check Each Item Below

Time Completed:

- _____ 1. Assess the situation and establish the degree of support needed. Gather as much information about the incident as possible, including the location of the incident, type of hazardous substance (flammable, explosive, or toxic), name and quantity, and the presence of injured, sick, or contaminated persons.
- _____ 2. Call 911.
- _____ 3. Evacuate the building 500 feet upwind of the hazardous material site, do not use cell phones or radios within 500 feet of the hazardous item or material. **DO NOT ACTIVATE FIRE ALARM PULL STATIONS TO EVACUATE THE BUILDING.**
- _____ 4. Contact the Safety and Security Department at 863-667-5190 or extension 5190.
- _____ 5. Upon notification of hazardous material the Safety and Security Department shall:
 - _____ a. Call 911 to provide any update information as it is gathered.
 - _____ b. Dispatch Security personnel, including assigned PCSO personnel, to the scene to assist with evacuation of the building.
 - _____ c. Send out an SEU Alert® text alert message to clear the area.
 - _____ d. Notify the Director of Safety and Security, who shall
 - 1) Notify the Chief of Staff or their Executive Director who shall:
 - _____ i. Notify the President (if deemed necessary).
 - _____ ii. Notify the Senior Vice President of Student Development and Campus Services.
 - _____ iii. Implement the crisis communication plan as needed.
 - _____ e. Contact the Facilities Department for HAZMAT support.
 - _____ f. Allow Health Services to conduct first aid as necessary
 - _____ g. Keep all fire lanes and walkways clear for emergency personnel.
- _____ 6. When emergency management personnel arrive, they shall assume management of the incident.
- _____ 7. The Facilities Department shall supervise the HAZMAT cleanup.
- _____ 8. The Safety and Security Department shall send out an SEU Alert® text alert message when declared “ALL CLEAR” by law enforcement.
- _____ 9. The Safety and Security supervisor/lead officer shall conduct a team debrief.

_____ 10. The Safety and Security primary officer shall document all actions related to the incident.

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 the situation and obtain information verifying the 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.)
- _____ 3. The Safety and Security Department shall:
 - _____ a. Call 911.
 - _____ b. The Safety and Security Department shall send out an SEU Alert text alert message.
 - _____ c. Notify the Director of Safety and Security, who shall:
Notify the Chief of Staff or their Executive Director, who shall:
 - _____ i. Notify the President (if deemed necessary)
 - _____ ii. Notify the Senior Vice President of Student Development and Campus Services.
 - _____ iii. Implement the crisis communication plan as needed.
 - _____ d. Secure all gates; do not allow anyone other than first responders and authorized personnel to enter the campus.
 - _____ g. Check identification, and conduct random inspection of vehicles entering or exiting the campus.
- _____ 4. When law enforcement arrives, they shall assume management of the incident.
- _____ 5. The Safety and Security Department shall send out an SEU Alert® text alert message when declared “ALL CLEAR” by law enforcement.
- _____ 6. The Safety and Security supervisor/lead officer shall conduct a team debrief.
- _____ 7. The Safety and Security primary officer shall document all actions related 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, the Safety and Security Department shall:
 - _____ a. Call 911
 - _____ b. Notify the Director of Safety and Security, who shall:
 - _____ 1) Notify the Chief of Staff or their Executive Director, who shall:
 - _____ a) Notify the President (if deemed necessary).
 - _____ b) Contact the Senior Vice President of Student Development and Campus Services.
 - _____ c) Implement the crisis communication plan as needed.
 - _____ c. Determine the appropriate muster area for accountability.
 - _____ d. Select either the West Lot or North Bethany Lot as a muster point.
 - _____ e. The Safety and Security Department shall send out an SEU Alert® text alert message.
 - _____ f. Residence Life shall establish a location for the accounting of resident students.
 - _____ g. Relocate students to the muster point if required (either north or south).
 - _____ h. Contact either Facilities or Athletics for bus driver support for evacuations
 - _____ j. The Safety and Security Department shall send out an updated SEU Alert® text alert message
 - _____ k. Close the north gate and conduct building checks to ensure that no students are still remaining inside.
 - _____ 3. When law enforcement arrives, they shall assume management of the incident and assist with traffic control and/or escort the evacuees.
 - _____ 4. The Safety and Security Department shall send out an SEU Alert® text alert message when declared “All Clear” by law enforcement.
 - _____ 5. The Safety and Security supervisor/lead officer shall conduct a team debrief.
 - _____ 6. The Safety and Security primary officer shall write a report with all of the established timelines related to the incident.

MENTAL HEALTH CRISIS CHECKLIST

Check each item below

Time completed:

- _____ 1. Assess the situation to determine the apparent needs of the subject and whether or not they are an immediate danger to themselves or others. If they are not an immediate danger but a timely response is needed to de-escalate the situation, contact the Safety and Security Department at 863-667-5190 and ask for a Student Outreach Services wellness screener. If a screener is not needed, an SOS referral can be completed on SF Net.
- _____ 2. If the subject is an immediate threat to themselves or others, call the Safety and Security Department at 863-667-5190 or extension 5190, who will:
 - _____ a. Make all Security personnel aware of the incident via radio, including assigned PCSO personnel; confirm that PCSO receives this transmission and are enroute to the incident location.
 - b. If PCSO personnel are not on campus:
 - i. Call 911 and request a law enforcement response.
 - ii. If the subject has injured themselves, also request EMS.
 - iii. Dispatch a Security officer to standby with the subject until law enforcement arrives.
 - _____ c. Notify the Director of Safety and Security, who shall:
Notify the Chief of Staff or their Executive Director, who shall:
 - i. Notify President (if deemed necessary)
 - ii. Notify the Senior Vice President of Student Development and Campus Services (if necessary)
 - iii. Implement the crisis communication plan as needed.
 - d. Notify the appropriate Residence Life staff:
 - i. On weekdays, regardless of the hour, contact the Community Coordinator of the subject's assigned dorm or the Commuter Director, if a commuter is involved.
 - ii. On weekends contact the on-call Residence Life staff.
- _____ 3. Safety and Security Department - Complete a report detailing the outcome of the incident.

3.3 APPENDIX C: HURRICANE DECISION MAKING MATRIX

Hurricane Preparedness Decision Making Matrix

Category	Time/Distance	By Department	Action Steps	Communication/Notification
Sub Cat 1 (50 mph+)	4 days out	Student Development & Media Relations		Communicate to the campus community that the university is aware that a storm has formed and appears to have Florida in its projected path. The university is monitoring the storm and shall communicate information concerning any pertinent information to our community (students and employees).
		ResLife	Tier 1 Action Plan (Update RDs on Hurricane Procedures and forms, check hurricane items: flashlights, first aid kits, and rain coats.)	
	4 days to 6 hours out	Information Technology	Ensure that the systems are running and communications sent by other departments reach the intended recipients. Review IT Disaster Recovery Document with IT Department Members.	None
	3 days	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.
		ResLife & Media Relations	Tier 2 Action Plan (Update RDs 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 shall be further communication.
Cat 1-4	4 days	ResLife & Media Relations	Tier 1 Action Plan (Update RDs on Hurricane Procedures and forms, check hurricane items: flashlights, first aid kits, and rain coats.)	Communicate to the campus community that the university is aware that a storm has formed and appears to have Florida in its projected path. The university is monitoring the storm and shall communicate information concerning any pertinent information to our community (students and employees).
	3 days	Facilities	Tier 2 Action Plan (Remove globes from gooseneck light-posts, fill all available water tanks, order extra dumpsters, ck plant bracing, remove empty bike racks, inspect equipment,	Communicate to the SERT that Facilities Dept. is actively taking steps to begin the Tier 2 level of actions.
		Food Service	No actions needed at this time	
		ResLife & Media Relations	Tier 2 Action Plan (Update RDs 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 university has a plan and further information will be coming concerning instructions and/or evacuation within 24 hours.
		Security	Initial meeting with the Executive Vice President	Communicate with the Executive Vice President 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.
			Monitor Tropical Storm/Hurricane path patterns	Provide the Executive Vice President with daily updates of the storm path(s) / patterns.
	Student Development		Coordinate with Media Relations on an informative statement to be presented to the students/staff and faculty (SEU community).	This proposed statement shall be prepared and approved by the Chief Communications Officer s and the Executive Vice President before being published on university's web pages.
	Info Tech		Start working on full backup of network. Email faculty/staff.	Communicate that users need to backup business files to Google Drive.
	HR		Coordinate with Media Relations on content to be prepared for faculty/staff communication Communicate with supervisors to verify their employee's emergency contact information is correct.	
	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.) Prepare Tuscarora for use as a shelter (shutters, etc.) Assist Security with installing generators for ECC.	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 Chartwells vendor to stock up our food supply; vendors shall be notified that additional product and supplies will be needed. We shall 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 shall be updated if any unforeseen issues arise that would affect our plan at this point in time.
	ResLife		RDs 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 shall be established in The Pathways Section of the Education Building. Coordinate with Facilities, Media Services, and I.T. for equipment (generator, radios, phones, TV, bedding). All hurricane preparations shall be implemented not less than 24 hours prior to the arrival of hurricane force winds.	The Executive Vice President or Director of Safety and Security shall 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.
	Info Tech	Assist with establishing ECC (phones, data connection/laptops).	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.).
	HR	Confirm with ERT on decision (made by EVP) to close campus and timing of notification to faculty/staff. Work in conjunction with Media Relations who will work with local media.	Department heads shall verify contact information for their teams and communicate reporting expectations to essential personnel
	Academics	Confirm with Security, in coordination with ERT, on decision (made by EVP) whether on-campus classes will be cancelled.	In the event classes are cancelled, Faculty shall notify students of any assignment deadline changes.
	Media Relations	Confirm with ERT on decision (made by EVP) to close campus and whether on-campus classes will be cancelled. Create statement to post online, share on social media, update SEU Central message, Create communication for Inside SEU.	
24 hours	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 shall be cleared of any items that may become an airborne threat in the event of high winds. Management shall determine based on the severity of the storm if all associates shall be reporting to work the day of the event or if only essential personnel shall be needed.	Chartwells management shall inform associates of their work schedules in the event that the University is shut down. Only essential personnel shall 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.	Coordinate with the Executive Vice President for implementation of a campus lockdown. All accesses to be approved by Student Life (Director of Student Life/Resident Directors).
		Activation of the Emergency Command Center with Safety / Security and Facilities.	The activation (preparation and set up) of the ECC (Emergency Command Center). This shall be located in the Pathways Section of the Education Building.
		Coordination of the phone lines.	All Security phones are to be redirected to the ECC and monitored and calls shall be documented by the officer posted at the ECC immediately after the closing of campus main entrance. Media Relations will record a message for incoming calls advising details about campus being closed.
		Send out Informative Text Message	A SEU alert shall be sent out advising our 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 buildings and grounds to insure that there are no existing safety concerns. This shall be conducted with support from Facilities personnel.
	Info Tech	Ensure full backup is in place in backup appliance and PhoenixNAP data center.	None
	HR	Ensure faculty/staff have been notified of decision to close campus and be prepared to address questions.	
	Academics	Ensure students have been notified of cancelled classes and that specific course questions shall be directed to the individual professor(s).	
	Media Relations	Post statement online, social media, SEU Central	
12 hours	Facilities	Complete all Tier 3 Action Items to include setting up EOC, and Tusculana Shelter.	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 shall be parked away from trees and branches. Based on the threat level of the storm, plans on what food service items shall be produced, where and when they shall be available shall 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 Pathways section of the Education Building), upon activation by the SERT.	An officer shall be relocated to the ECC from the Main Security office. Radios/chargers and keys shall be relocated to the ECC. All equipment in the Main Security office shall be turned off and unplugged. The Main office shall 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 Education Building 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 shall remain indoors unless assigned specific tasks with authorization.
		Facility Securing	Assist in the evacuation of non-essential personnel.
			All of the non-essential buildings shall be checked and locked.
		Coordination of the phone lines.	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 shall be coordinated through the ECC. Serious injuries shall be coordinated through EMS (911).
		Send out Informative Text Message	An SEU 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 shall be conducted with Facilities personnel support. This also shall be a comparative gauge to the initial inspection conducted 12 hours earlier.
	Info Tech	Verify Backups	
	HR	No action needed	
	Academics	No action needed.	
	Media Relations	Update communication as needed.	
6 hours	Facilities	Add: Perform follow up of all Tier level items, and final inspection of campus grounds	
	Food Service	Essential personnel shall be assigned times to report to campus based on weather conditions before storm impacts area. Personnel shall be instructed to work	Communicate to Student Life that all plans are in place for storms arrival and impact on campus

		only in kitchen and salon areas to avoid exposure to windows in the main areas of Tuscania.		
	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.		
	Media Relations	Update communications as needed.		
Post Hurricane	Security & Facilities	Campus Safety Inspection		A post hurricane inspection shall 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 SEU alert shall 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 shall then be advised that they shall resume normal activities. If they observe any unsafe conditions, they shall be reported to Security immediately. Once services are restored, communicate that to all areas on campus.
	Information Technology	If power is lost to the campus, transfer data center servers to PhoenixNAP.		
	Media Relations	Update community through online statement, social media and other avenues. Report to local media outlets.		

Hurricane Preparation Facilities

7-25-18

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 are filled with fuel including all emergency equipment (e.g., chainsaws, 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, including rental equipment and generators.
- Pre-test generators. (Tuscan & 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/door mats and place inside their adjacent facility. Band and strap down flap cans at the Victory Field.
- 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. gloves, safety glasses.
 - 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 disposable mops (kept clean & ready to be used at any time).
 - 1 box of unopened rubber gloves.
 - 1 sponge
 - J-fill dispenser stocked with all chemicals
 - 1 unopened bottle of Crew Rejuvenator (for any code 1 issues)
 - Toilet Paper (enough for 5 days)
 - Paper Towels (enough for 5 days)
 - Trash Bags (for every size can located in the building of said closet)
 - Working batteries in flashlight (if closet contains one)
 - Mop bucket filled $\frac{3}{4}$ full with Crew disinfectant
- 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 gooseneck 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 are to have tire pressures checked, and fluid levels checked.
- Begin removing all banners, small sidewalk signage, parking cones and un-necessary barricades.
- Check tennis courts 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 and Facilities white waste dumpster gates to be closed and secured with pins.
- Conduct a safety briefing with all personnel to include the possibility of downed power lines, flooded mechanical/electrical rooms, etc.

Tier 3 Action Plan Outline:

Within 48hrs:

- Remove the baseball/softball field and tennis court windscreen.
- 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 remaining material items needed from vendors and secure them in the warehouse.
- Chartwells to clear all items from the loading dock at Tuscana and food court. Facilities to review and communicate this information to their staff.
- Prepare Tuscana for use as a shelter(shutters, etc.)
- Assist security with connecting generator and setup of ECC to be located at Pathways

Within 24hrs:

- Shut down Aquatics Center Pool pumps.
- Stow away all loose campus furniture(In facilities bay area)
- Stow away Tuscana patio umbrellas, (In facilities bay area on a trailer)
- Stow away butterfly statue and all other outdoor décor to include glass table tops, (In facilities bay area)
- 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) Pool furniture is to be put in between (Men's and Women's bathrooms and band-down)
- 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 N-bethany apartment yard and sunset house.

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 the department to the command center.
- Fill any water cooler containers and ice coolers with fresh water for drinking.

Pre-Hurricane Preparedness Plan HVAC-R

- Check every outdoor unit and rooftop unit on campus to make sure all access panes are properly fastened to the unit. Replace missing or stripped screws on: RTU's, Condensers, ventilation hoods, freezer and ice condensers, exhaust shields, etc.
- Make sure all rooftop condensate lines are buckled to their chairs and attached to the roof

- Remove any loose objects on roofs or near units on the ground that can be blown into the unit.
- Coordinate with leadership and other departments a campus wide shutdown of ALL HVAC equipment before winds on campus reach dangerous speeds.
- Coordinate with leadership means of keeping comfort in areas that will remain occupied during the storm.

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.

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

Tuscana Restaurant will become the "Command Center " during such a time if power or a generator could not be obtained for the Facilities & Security Building. The radio batteries and other electronic equipment could be charged from Tuscana along with the use of 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. Desktop computers could be relocated to Tuscana in the event power failure to the Facilities Building is not likely to be restored promptly.

2. 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.

3. 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.

4. Post-Hurricane Action Plan:

Activity Log (ICS 214) Purpose. The Activity Log (ICS 214) records detailed activities at the ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An (ICS 214) can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable event or communications

Distribution. Completed (ICS 214) are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Units, which maintains a file of all (ICS 214). It is recommended that individuals retain a copy for their records.

Where To Access This Information. Please go to Google Drive, then go to the shared folder in Google Drive, find the Facilities folder, open this folder then look for the folder that says FEMA Documentation (Building). There you will find the Activity Log (ICS 214).

5. Post Hurricanes: Recovery Resources and Safety Guidelines.

Meeting With key Facilities Personnel. To go over the emergency phases of the response and recovery, the recovery phase can take the longest due to the extent of the damage across the campus and accessibility on to the campus after the storm.

Below are instructions for accessing the talk-around channels on our radios. Should we lose power to the repeaters for an extended period of time? We have just installed upgraded battery backups and estimate that we have around 18-24 hours of backup capacity before this will be an issue.

To access talk-around channels:

1. Press P0 button to access the zone menu
2. Use up/down button on side of radio to select the "Talk Arnd" zone
3. Press P0 button again to confirm
4. Use channel up/down button (or knob) to select correct talk around channel below:

The list of channels should match or closely resemble this list. Please choose the channel appropriate for your department. If you need to contact security, please use their TA channel. There will also be radios monitoring the common channel at the hurricane command post. This can be used as a main calling channel for any issues that need to be brought to our attention:

1. SecureTA - Security - monitored by Post 1
2. Facil TA - Facilities
3. HouskpTA - Housekeeping
4. Media TA - Media Services
5. IT TA - InfoTech
6. StuSrvTA - Student Services
7. House TA - Housing
8. SLife TA - Student Life/DSE/DSF
9. GroundTA - Grounds
10. AthletTA - Athletics
12. CommonTA - Common Channel - monitored by Command Post

To return to normal repeater operation (when power is restored), repeat the procedure above but select the "SEUTrunk" zone.

Please keep in mind that range will be reduced when using talk around and there will be other users sharing the channels (even though you may not hear them), so please keep communications as brief as possible. If you experience "talking on top of" other users, It is helpful to hold the small button above the talk button down briefly before speaking, which will check the channel for other users before you transmit. In talk-around mode you will not get a double-beep connect tone when you press the talk button; this is normal, you can just begin speaking.

Protect Yourself. Always be careful when entering a damaged building. If there is serious structural damage contact Facilities before entering.

Post-Hurricane Building Inspection. Facilities Maintenance Department will go through every building structure on campus and inspect and evaluate each area for damages that occurred during the hurricane, Facilities department will be working diligently to prepare the campus for the return of our students and staff

Report Any Electrical or Gas Issues. If you see any downed or swaying power lines or smell any gas odors, please inform Facilities our Security of these issues.

Report Any Roof Issues. Safety inspection of all buildings that have concrete tile- roof or asphalt shingle, report any loose or hanging tile that can cause serious injuries; these loose tiles can become projectiles along with aluminum fascia board and soffits due to the strong winds.

Report Any Water Intrusion. All accidents, injuries, broken windows, or excessive water must be reported to the Facilities Maintenance Department, then we can access the right course of action needed to make the necessary repairs or temporary repairs, (Or until we contact our preferred contractor).

7. Post-Hurricane assessment and action plan HVAC

- In the event campus power was lost due to the storm, verify all power disconnects and/or breakers have been turned off to ALL HVAC equipment, if not done previously in preparation.
- Visually assess units, looking for downed trees or limbs on or in equipment. Make sure unit panels have stayed secured and drains are attached. Make sure debris is not in fan blades. Make sure the unit has not moved from its properly mounted position. Note if units are in standing water.
- When power has been restored to the campus and has been verified reliable, then begin the process of restoring power to HVAC equipment. Verify proper voltage and phase on each individual unit before restoring power. Do not restore power to damaged units or units in standing water.

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3.4 APPENDIX D: EMERGENCY DRILLS

A. Purpose: The purpose of the Southeastern University (SEU) emergency drills procedure is to define the types of drills to prepare for in a real world emergency event, the frequency for conducting those drills, and the minimum protocols SEU must have in place to carry out a drill. This procedure provides guidance for fire exit and life safety drills.

B. Scope: This procedure shall apply to Southeastern University.

C. Discussion: Drills are an instrument to train and improve in a very low risk environment. Drills have multiple real world scenarios where they would be implemented. Evacuation drills practice for events such as fires, bomb threats, and hazardous emissions/spills. The examples provided are not a comprehensive list for when either type of drill might be used. Since the specific cause for an evacuation event can dictate objectives, it is important to anticipate the potential reasons for executing and prepare with appropriate practical application during drills.

D. Procedure:

1. It is the Senior Vice President of Student Development and Campus Services' responsibility to ensure that this procedure is adhered to. The Senior Vice President of Student Development and Campus Services (or designee) is responsible for scheduling, planning, implementing and evaluating all drills. If a question arises during the planning phase that the Senior Vice President of Student Development and Campus Services does not know how to address, the Senior Vice President of Student Development and Campus Services should consult with the Director of Safety and Security. Although emergency response personnel, to include law enforcement, fire and EMS, may be present during a drill, their role is only to observe and provide feedback.

1. Each drill has three main components:

a. The Planning phase - Each drill must be planned ahead of the scheduled drill in order to keep students, faculty and staff safe, to make proper notifications and to implement lessons learned from the evaluation phase of previous drills. The actions of all individuals participating in the drill must be identified during the planning phase. The planning phase must also include the following:

- Drill type
- Objectives
- Identify decision makers whose actions need to be evaluated
- Locate evaluators strategically to observe the actions identified
- Brief evaluators on what to look for and how to evaluate so there is consistency

b. The implementation phase - Each drill must be practiced as though it is a real world event with key individuals identified and in place to observe the drill for evaluation.

c. The evaluation phase – In order to prepare, it is important to practice, to understand what was effective, what was not effective and how to improve. The evaluation includes assessment of overall goals, identifying problems and areas for improvement and implementing a plan to avoid and overcome those in the future. It is also important to identify where performance met or exceeded expectations so success is continued and repeated. Remember to focus on “what” not “who”.

3. All occupants of the building are required to participate in all drills. As preparation for all drills, each affected building must complete the following:
- a. Assign staff to answer phones and tell callers that the university is conducting a drill. The staff may tell callers that there is no threat to the campus, that it is a drill and the drill type.
 - b. Although you should not give advance notice to all your staff, you must notify key personnel who will act as evaluators.
 - c. When you initiate a drill, announce, **"This is a drill"**. You should prepare your staff ahead of time to conduct themselves during the drill, as they would during a real exercise.
 - d. Meet with your key personnel, including safety and security, prior to any drill to discuss the roles and responsibilities of each individual. The purpose of a drill is to prepare the students and staff for a real life scenario and to evaluate the university's performance during the drill so that process improvements may be made. The role of Safety and Security during a drill is to help evaluate the university's performance and provide feedback to the administration, based on their observations, it is **not** a law-enforcement training opportunity. *(Law-enforcement training is done during times when class is not in session and students are not on campus)*
4. After the drill is complete you are required to report the drill to the Safety and Security administrative assistant. The Safety and Security department is responsible for keeping a current log that records the drill type, date initiated, time initiated and for evacuation drills, the location of the evacuation point.
5. The University is required to conduct the following drills:
- Fire** – In accordance with the Emergency Response Plan, the university is required to conduct two (2) evacuation drills each year; 1 during the fall semester and one during the spring semester. It shall be the duty of Resident Directors and assigned building leaders to inspect all exit facilities daily to ensure that all stairways, doors and other exits are in proper condition. It is important to train staff that evacuation drills for other events such as a bomb threat or a chemical spill will involve the same basic procedures as a fire drill. In all circumstances, the location of the evacuation point must be of sufficient distance so as to prevent injury due to proximity.
6. When a personnel or process deficiency is identified, the Senior Vice President of Student Development and Campus Services (or designee) is responsible for addressing and correcting the problem using the various resources available. It is also important to provide process improvement information to the Director of Safety and Security so relevant information can be distributed system wide.