



Emergency Preparedness Plan

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EMERGENCY PREPAREDNESS PLAN

POLICY

The college will establish and maintain an Emergency Preparedness Program designed to manage the consequences of natural disasters or other emergencies that disrupt the college's ability to provide education.

PURPOSE

To conduct business normally, it is important for the college to have a strategy on preparation for emergencies. This plan must provide an organizational structure so that the college can effectively prepare for both external and internal disasters that can negatively affect its environment of education.

STRUCTURE

The scope of this college emergency plan, both internal and external, will determine the role of the college or its personnel in responding to an emergency. This plan contains processes for preparedness, response, mitigation, and recovery in the event of an emergency.

Mitigation activities are those an organization undertakes in attempting to lessen the severity and impact a potential disaster or emergency may have on its operation while preparedness activities are those an organization undertakes to build capacity and identify resources that may be utilized should a disaster or emergency occur. If a college's Hazard Vulnerability Analysis determined that the college was vulnerable to flooding and completed building construction to add exterior drainage to reduce the likelihood of future flooding this would be an example of mitigation.

The first step in preparing an effective emergency preparedness plan is to prepare a Hazard Vulnerability Analysis (HVA). This analysis assists the organization in determining where it is most vulnerable to emergencies. Completion of the HVA is the organization's first step in the development of mitigation strategy. A HVA is included in this plan. Also, an internet search under "hazard vulnerability analysis" will provide additional resources if needed.

DEFINITIONS

External Disaster: A civil catastrophe, either manmade or caused by an act of God. An external disaster may overwhelm normal facilities. This condition can occur as a result of fires and explosions, storms, civil disorders, multiple injury accidents, military action, among other causes.

Internal Disaster: An event such as a fire or explosion resulting in internal casualties or circumstances. If the situation requires the evacuation of students, such evacuation will be coordinated with emergency service personnel from the fire and police agencies.

It is the responsibility of the VP of Operations or his or her designee to activate the Emergency Preparedness Plan.

If total evacuation of the college is necessary, the VP of Operations or his or her designee will assume the responsibility for the college evacuation. Each student will be rated as to the type of transportation necessary:

- Ambulatory
- Ambulatory with assistance
- Wheelchair

If an internal disaster disables the college's essential utility services, the VP of Operations or his or her designee will determine whether a contracted service will be used so that reserve utility provisions such as emergency power can be provided. Emergency power will be limited to providing temporary lighting, so staff can perform essential functions, such as securing the doors of the college and backing up the computer data.

COMMUNICATIONS

All communication, both within and outside the college, will be coordinated through the receptionist desk in the lobby, or as directed by the VP of Operations or his or her designee.

DISRUPTION OF SERVICES AND MANAGEMENT OF SPACE, SUPPLIES, COMMUNICATIONS, AND SECURITY

If a portion of the college is incapable of supporting educational responsibilities but total evacuation is not required, the following procedures will be followed:

- Space Allocation: Students will be served in unaffected areas of the college that are able to safely provide services.
- Supplies: The VP of Operations or his or her designee will be immediately notified of any situation that necessitates an increased level of supply items. The existing supply areas will be automatically used to provide supplies to the extent possible.
- Communications: Both the phone system and cell phones will be used to provide communications between the college and outside agencies. If a total phone loss occurs, a messenger will be assigned to carry messages back and forth within the college until other arrangements could be made.
- Security: Needs that might exceed the capability of college will be relayed to the local police department or contracted security service.

DISASTER PROCEDURES FOR STAFF MEMBERS

In the event of either internal or external disaster, the VP of Operations or his or her designee, his or her designee, can initiate the Disaster Call List (telephone tree).

On arrival at the college, staff members will report to their respective supervisors to log in and be assigned to whatever tasks are required: direct student care, preparing for evacuation, or other assignment.

If a regular work shift ends during the declared emergency period, all staff members will stay at their respective assignments until officially relieved by order of the designee.

All staff members will report changes of address and telephone numbers, as well as their response time to the college, to the personnel coordinator as soon as a change becomes effective. The personnel coordinator will continually update the Disaster Call List and provide it to the VP of Operations or his or her designee and other designees.

The manager in charge or designee will verify that personnel are assigned to call the staff members listed on the Disaster Call List expediently.

These assignments will be conducted by identified staff members available for this task until the arrival of the personnel coordinator.

MANAGEMENT OF STUDENTS IN DISASTER SITUATIONS

If a disaster or an emergency involves the college or staff members, all less-than-essential services will be temporarily modified or discontinued until the situation allows for resumption of full program ability.

Staff members normally involved in administrative services determined by the VP of Operations or his or her designee to be less than essential will make themselves available for other duties. These duties may include helping move students from the affected area of college to an unaffected section. These staff members will also be responsible for providing any student transportation, to facilitate the movement or evacuation of students from the college.

All staff members will be familiar with the overall college Emergency Preparedness Plan.

TRAINING OF STAFF IN EMERGENCY PREPAREDNESS PROCEDURES

All college personnel are made familiar with the disaster, fire, and emergency plans during the orientation process.

INTERNAL DISASTER PROCEDURES

If there is an occurrence (explosion, bomb threat, fire) in which the number of people requiring care exceeds the immediate resources:

- The VP of Operations or his or her designee will evaluate the area or modality needs, including staff.
- Managers will send all available staff to the VP of Operations or his or her designee for assignment:
- Primary location: Lobby reception area, if this area has been compromised then use the secondary location, building lobby.
- Staff members will await further instructions from the VP of Operations or his or her designee.
- Staff members will activate the modality or service callback list, obtain approximate response times of employees, and have employees report to the staffing pool to be assigned as needed.
- The modality will maintain operation as normally as possible.
- If additional staff members are necessary, the VP of operations or his or her designee will evaluate contacting outside support
- Disaster alert status and function will be maintained until “Emergency all clear” is announced or indicated by the VP of Operations or his or her designee.

BOMB THREAT

- If a bomb threat is received, the receptionist and VP of Operations or his or her designee will be notified immediately. Staff members will maintain a calm environment.
- All personnel will passively search for items that look out of place but will not move items to search the college. The bomb squad will do this. Employees will make note of any unusual looking item but will not touch or disturb it in any manner.
- The VP of Operations will prepare an evacuation plan to be initiated on order of the bomb squad or his or her designee.
- All personnel will try not to upset students and will assist in evacuation, if not assigned to other duties by the VP of Operations or his or her designee.

EXTERNAL DISASTER PROCEDURES

If there is an occurrence in a location other than those listed previously in which the number of people requiring care exceeds the immediate resources of the college:

The command college will have a fixed location at the receptionist desk in the lobby with

mobile sites located at a freestanding site. The VP of Operations or his or her designee, will be the person in charge with the following duties:

- Approving the implementation of the Emergency Preparedness Plan and evacuations
- Maintaining information flow throughout the college
- Determining the extent of callback
- Identifying new designated areas if needed and communicating this information to the staffing pool (at the receptionist desk) and the VP of Operations or his or her designee at the college.

A staffing pool will be located at the receptionist desk in the lobby area. The staff conference room or kitchen area will be used if the waiting room has been affected by the disaster.

The VP of Operations or his or her designee will be the person in charge with the following duties:

- Maintaining a log of resources reporting to the staffing pool
- Maintaining a record of assignments made from the staffing pool (who, where, when returned)
- Maintaining a quiet, calm atmosphere
- Communicating needs for personnel to the VP of Operations or his or her designee or his or her designee
- Communicating availability of services status to the command college
- Making modality assignments and relaying information to the Information Officer. An information center will be located at the receptionist desk in the lobby.
- The VP of Operations or his or her designee will be the person in charge with the following duties:
 - Maintaining approved information flow to the public
 - Maintaining approved information flow to families of people involved in the disaster
 - Maintaining and distributing a log for the Red Cross, if appropriate. If treatment areas are undamaged, they will be used as usual.

EVACUATION PROCEDURE

Immediate Evacuation

- First move students and others who are closest to the danger.
- Separate an emergency area from people by a fire door.
- In event of fire, do not use elevators.
- Lead students to exit using the evacuation plan posted in the area.
- Notify the telephone operator of the nature of the emergency.

Planned Evacuation

Planned evacuation will be initiated by the VP of Operations or his or her designee only. The telephone operator or a runner will notify the modalities or services of need, extent, and timeframe of the evacuation.

Evacuation Areas

The parking lot will be the designated evacuation area except in inclement weather, the VP of Operations or his or her designee will indicate a secondary evacuation area.

FINANCE DISASTER PLAN

- All personnel assigned to the finance department will report to the supervisor or the staffing pool.
- At the “all clear” announcement, personnel will resume normal operational functions.

ADMISSION DISASTER PLAN

- One employee will report to the administration area to assist the admissions department with admissions of new students.
- The VP of Operations or his or her designee will be responsible for collection and safekeeping of valuables belonging to injured persons.
- Personnel with no specific assignments will report to staffing pool.

STAFFING DISASTER PLAN

- All personnel will remain at college.
- Available staff will assist the assigned staff member in callbacks of employees at the direction of the command college.
- On completion of callbacks, available staff will report to the staffing pool and will be prepared to take over the leadership role of the staffing pool if needed.
- At the “all clear” announcement, staff members will return to modality or service operations.

STAFF AND STAFF FAMILY SUPPORT ACTIVITIES

This plan acknowledges that the staff of this organization its greatest asset. If staff or staff family members are directly impacted by a community emergency or disaster, the college leadership will be sensitive to this and attempt to ameliorate this. Support of impacted staff and families may include: referrals to disaster relief organizations and referrals for incident stress debriefing. The VP of Operations or his or her designee will be available to discuss any staff or family needs based on staff family impact or community emergency or disaster.

PERFORMANCE STANDARDS

Performance standards for this plan will include, over time

- Emergency preparedness knowledge and skill for staff
- The level of staff participation in emergency preparedness management
- Monitoring and inspection activities
- Emergency and incident reporting procedures that specify when and to whom reports are communicated
- Inspection, preventive maintenance, and testing of applicable equipment
- Use of space
- Replenishment of supplies
- Management of staff.

At least one specific performance standard in this plan will be identified for measurement at any given time.

ANNUAL EVALUATION

An annual evaluation of the effectiveness of the Emergency Preparedness Plan undertaken at the college will include performance measures, using the previous year’s reports (if any); and other relevant sources of safety outcomes. The college leadership will prioritize opportunities for improvement in this function.

EVALUATION OF THE EFFECTIVENESS OF THE EMERGENCY PREPAREDNESS PLAN

EVALUATION OF OBJECTIVES OF PLAN

How effective was the Emergency Preparedness Plan in meeting its identified objectives? (Attach a copy of supportive data, including critiques.)

Objective A: Establish an Emergency Management Program to provide an effective response to disasters or emergencies affecting the environment of care:

Objective B: Maintain an Emergency Management Program to provide an effective response to disasters or emergencies affecting the environment of care:

EVALUATION OF THE SCOPE OF PLAN

Did the scope of the plan effectively include all the operations of the college, including implementation of procedures in response to disasters; role with communitywide emergency preparedness efforts; notifying external authorities; assigning personnel; managing space, supplies, and security; evacuation, if needed; alternate sites for care; managing students; operating the backup communication system; and orientation and education of staff?

EVALUATION OF PERFORMANCE OF PLAN

How successful was the college in meeting its emergency preparedness related performance standards for the year?

What was the most significant safety accomplishment of the plan last year? (Attach copies of Environment of Care Performance Measures data for the year and any reports done by outside agencies, including insurance companies, countywide emergency response agency, law enforcement, or fire department, that evaluate the emergency preparedness of the environment of care of the college.)

EVALUATION OF EFFECTIVENESS OF PLAN

How effective was the plan in preparing the college for internal and external disasters?

CONCLUSIONS AND RECOMMENDATIONS FOR THE PLAN FOR THE NEXT YEAR

What are the most important recommended areas of emergency preparedness for the plan and college to address during the next year?

Have any financial resources been asked for or committed to any of these recommendations?

COMMUNITY EMERGENCY TELEPHONE NUMBERS

Florida Division of Emergency Management: www.FloridaDisaster.org

Miami-Dade County / City of Doral:

Emergency Operations Center	311 / (305) 468-5400
Centers for Disease Control	(305) 526-2910
Sanitation	(305) 514-6666

Law Enforcement:

Police department	(305) 593-6699
Sheriff department	(305) 468-1315
Highway patrol/State police	(305) 234-2240
Medical Examiner/Coroner	(305) 545-2400

Fire Departments:

Fire department (Doral)	911 / (786) 331-5000
County fire department	911 / (305) 468-5400

Utilities:

Electricity	(800) 226-3545
Water	(305) 665-7477

Community Emergency Telephone Numbers:

American Red Cross (305) 644-1200
 Miami-Dade Ambulance Service (305) 779-0505
 Nearby Hospitals
 Hialeah Hospital (305) 693-6100
 Westchester General (305) 264-5252
 U of M Hospital (305) 325-5511
 Nicklaus Children’s Hospital (305) 666-6511

Name	Signature	Date of Last Update
Taima Gonzalez	On file	8/30/16
Sara Hekmat	On file	9/18/17

EMERGENCY WATER SUPPLY

DRINKING WATER

If the college’s drinking water supply is contaminated or unavailable, the VP of Operations or his or her designee will determine whether the college should remain open.

If the VP of Operations or his or her designee determines that it is appropriate for the college to remain open or open for just the day, additional bottled water will be made available to all students and staff from the nearest local source. The VP of Operations or his or her designee will identify a staff member to contact the water source and to arrange delivery or pickup of the water.

NONSTERILIZED WATER

Definition: a large base supply of water requiring sterilization if it is to be used for human consumption, that is, drinking water.

EMERGENCY ELECTRICAL POWER

EMERGENCY ELECTRICAL POWER

If the college’s electrical power supply is compromised or unavailable, the VP of Operations or his or her designee will determine whether the college should remain open or should open for just the day. If it appears that electrical power will be resumed in a short time, students and staff may be advised to wait.

If the VP of Operations or his or her designee determines that the power will not be resumed before the end of the business day, he or she may close the college. In such a case,

- Students will be directed to leave the premises, but to stay connected to email for notification of when the campus will reopen.

- Nonessential staff will be dismissed.
- Essential staff may be supplied temporary light sources to allow the campus facilities and resources to be secured before being dismissed.

If the VP of Operations or his or her designee determines that it is appropriate for the college to remain open for staff, but not students, emergency lighting and power can be supplied.

The VP of Operations or his or her designee will identify a staff member to contact the power supply company and/or to coordinate delivery of the required generator capacity. This temporary electrical power will usually be used to accomplish only essential business functions.

EMERGENCY PREPAREDNESS EVACUATION

When evacuation of students from threatened or affected areas of the college is required, the safety of lives is the primary concern. Therefore, the evacuation must be carried out as quickly and efficiently as possible.

Authority to Evacuate

Authority to order evacuation is vested in the VP of Operations or his or her designee.

Activation of Evacuation

- A control center will be activated to concentrate appropriate administrative personnel in one area near sufficient telephones, such as the reception area.
- The VP of Operations or his or her designee will assign staff at key intervals to ensure students traffic flows in an orderly fashion along the evacuation routes.
- The VP of Operations or his or her designee is responsible for shutting down the air-conditioning, heating, and other utilities to all or part of the facility.

Types of Evacuation

All students will be evacuated in the event of:

- Disruption or discontinuance of services
- Power outage or other calamity that causes damage to the facility or threatens the safety and welfare of students and staff
- Natural disaster of such magnitude or threat that it endangers the safety and welfare of students and staff members.

Evacuation will be partial or full, depending on whether an area is uninhabitable for student safety, requiring partial or complete closure of a modality or an area of service.

EMERGENCY PREPAREDNESS STAFF TRAINING

POLICY

All college employees will receive specific training at the time of employment (during orientation, onboarding) on their individual role during both internal and external disasters. Essential personnel and department leads will review the Emergency Preparedness Plan annually to refresh their knowledge.

PROCEDURE

The VP of Operations or his or her designee is responsible for scheduling emergency

preparedness training with each senior or lead modality and service manager for the respective modalities and services. It is the responsibility of the modality or service manager to ensure attendance by his or her employees. The VP of Operations or his or her designee is responsible for the content of the training to ensure that all employees know their roles as outlined in the Emergency Preparedness Plan. It is the responsibility of the VP of Operations or his or her designee to ensure that this training covers all employees annually.

Training will include:

- Specific roles and responsibilities during emergencies,
- The information and skills required to perform duties during emergencies,
- The backup communication system used during disasters and emergencies, and
- How supplies and equipment are obtained during disasters or emergencies.

EMERGENCY PREPAREDNESS PLAN ACTIVATION—EVALUATION FORM

PURPOSE

The integrity of the Emergency Preparedness Plan requires the college's experience during drills or actual disasters to be analyzed and opportunities for improvement to be identified.

PROCEDURE

The VP of Operations or his or her designee will complete an *Emergency Preparedness Plan Activation—Evaluation Form* for each drill or actual disaster. (See Appendix A)

The VP of Operations or his or her designee will present any recent *Emergency Preparedness Plan Activation—Evaluation Form* at the next general staff meeting for analysis and discussion. The leadership team will look for immediate opportunities for improvement and for any trends over time in staff and equipment performance.

BOMB THREAT

PROCEDURE

It is of the utmost importance to treat any threatening caller with the utmost seriousness. In the event of a phone call with a bomb threat, the person taking the call should perform the following actions:

- Take the message down, recording details as accurately as possible.
- Keep the caller on the line as long as possible. Ask him or her to repeat the message. As accurately as possible, record every word spoken by the person.
- If the caller does not indicate the location of the bomb or the time of possible detonation, ask him or her for this information.
- Inform the caller that the building is occupied, and detonation of a bomb could result in death or serious injury to many innocent people.
- Be alert for distinguishing background noises, such as traffic, music, voices, aircraft, church bells.
- Note distinguishing voice characteristics (sex, voice quality, speech impediments).
- Note whether the caller indicates knowledge of this college or insight by his or her description of locations or the company. Lead him or her on; kill time; learn whether the caller is knowledgeable about the college.

- Immediately call or text the VP of Operations or his or her designee's office, and state that you have received a bomb threat.
- Complete a Bomb Threat Call Report while you are on the phone or as soon as the party hangs up. (See Appendix B)
- Supply the details and follow instructions. Take the completed Bomb Threat Call form or notes from the call directly to the VP of Operations or his or her designee's office.

The VP of Operations or his or her designee or his or her designee will notify the police and fire departments and provide staff further instructions.

Students and other personnel should not be alerted that a threat was received until the VP of Operations or his or her designee gives such instructions.

Suspicious Package

- If a package that appears suspicious is received or found within the college, notify the VP of Operations or his or her designee. Do not handle the package. Clear the immediate area of students and personnel.
- If package appears suspicious to the VP of Operations or his or her designee will ask the designated staff person to send for the police and bomb squad.
- Keep the area clear until the police or bomb squad arrives and completes its inspection.

Intake Telephone Operator:

- All incoming calls from emergency agencies will be transferred to the VP of Operations or his or her designee or acting Manager.
- During the interval between a bomb threat and the arrival of officers, keep all staff and students away from the building.
- The receiver of a bomb threat will remain in contact with the VP of Operations or his or her designee or acting Manager for interview with the police.

Evacuation

Only the VP of Operations or his or her designee may order evacuation of the college. Emergency Preparedness Plan Evacuation Procedures (see p. 10) will be followed.

Staff will be instructed whether only a single area will be evacuated or if a general evacuation will be ordered:

- The public address or telephone system will be used to give instructions. In lieu of some form of public address, VP of Operations, his or her designee, or the ranking manager on site will instruct staff on how to notify other staff and students.
- If the person making the threat has given a time for the bomb to go off, the fire alarm system will be activated immediately before that time (for fire and damage containment in case of an actual bomb).

RIOT OR CIVIL DISTURBANCE RESPONSE PLAN

PURPOSE

A civil disorder may escalate from a minor disturbance to a major riot through the actions of one individual or a group of individuals who are well organized. The first ingredient is a "cause" or reason for upsetting the normal routine or committing aggressive action against the college or the company, its personnel, or one or more of its students.

PROCEDURE

General

As soon as it is suspected or determined that a person with no official business or related reason for being at the college is, in fact, circulating within the premises, he or she shall be challenged, preferably by an official of the college, and escorted out of the building as discreetly as possible, on the basis that he or she has no reason for being in any part of the facility except the waiting area and that the college is a private institution. If the person objects, the college official will notify the police department or security, and the challenged individual will be allowed to speak to the police department on the telephone. In most cases, the person will not take the opportunity, but the college will have protected itself from any charges of unfair treatment or discrimination.

When it has been determined that a group of individuals is at the college on other than official or related business, all entrances shall be secured, and, where possible, the group will be isolated and prevented from circulating through the rest of the site. The police will be summoned by the VP of Operations or his or her designee, who will brief the police watch commander over the telephone.

Responsibilities in a Potentially Violent Situation

The VP of Operations or his or her designee will maintain contact with the police and fire departments. If the college has a contract with a private security service, that service should be contacted and asked for assistance. If the college has a security contract or agreement with a nearby hospital, the hospital should be contacted and asked for assistance.

The VP of Operations or his or her designee need to be familiar with this policy. Because these individuals are often the first contact with participants in any type of civil disturbance, it is most important that they correctly estimate the situation and avoid aggravating it. They will be the first and most reliable sources of information needed by the police to properly respond to a potentially violent situation. Information about the circumstances surrounding the situation of unrest will help college leadership in dealing with the group or an individual ringleader in the early stages of the controversy. In the case of an organized group attempting to reach a student or a member of the staff with intent to harm, the college's leadership's only recourse is to prevent entry to the area where the target individual is located.

The responsible officers should be prepared to call the police, or outside security agency, if a trouble situation appears to be developing. If there is any doubt, it is better to sound an alert too early rather than too late because the situation can often be resolved before violence occurs.

Intake Telephone Line

The college will maintain a current list of phone numbers for the police; security agency, if contracted; fire departments; and key college personnel to be notified in an emergency situation, and a code designation, such as "Code Strong," familiar only to college personnel should be announced over the public-address system to alert staff members to a possible or actual civil disturbance.

Any disturbance will be reported in accurate detail. It is essential that the true nature of the disturbance be reported so that the appropriate course of action and corrective measures can be applied.

Responsibilities in a Violence Imminent or In-Progress Situation

The VP of Operations or his or her designee will contact the police; security agency, if one is contracted; and fire departments. Business phone numbers will be used if no violence has occurred. Emergency phone numbers will be used if violence has occurred or is imminent. The VP of Operations or his or her designee, will carefully report the incident in terms of numbers of participants, reasons for unrest, observed conduct of group leaders, and any other information requested by the police; write down any instructions given by the police; and follow their procedures precisely.

A designated staff member will contact the intake representative and report the nature and extent of the incident and notify the VP of Operations or his or her designee, or appropriate personnel to give details of the incident or disorder, including steps taken by security personnel. A designated staff member will follow instructions received from the VP of Operations or his or her designee.

The VP of Operations or his or her designee, will decide on the course of action to be taken pending arrival of police or security agency.

The VP of Operations or his or her designee will instruct the designated staff member to call 911 and inform them of the situation. Police personnel will be directed to report immediately to assist in coping with the situation. All except security personnel will be instructed to remain out of the college until further notice.

In the final analysis, any local condition of unrest or social upheaval that affects the orderly conduct of the college functions will be handled by the local public protection services with full assistance and cooperation from college staff members.

SEVERE WEATHER PROCEDURES

PURPOSE

When threatening weather arises, personnel should take precautions to ensure the safety of students, visitors, and staff members. Protective measures (as outlined below) should be taken when a Watch or Warning has been announced by local authorities.

DEFINITIONS

Tornado Watch: Conditions exist that could lead to the development of a tornado.

Tornado Warning: A tornado has been sighted by a trained weather spotter, or one is being indicated on Doppler weather radar.

Tropical Storm Watch: When conditions exist that could develop into a tropical storm situation.

Tropical Storm Warning: Conditions indicate that a tropical storm is a threat to the area within 24-36 hours.

Hurricane Watch: When conditions exist that could develop into a hurricane situation.

Hurricane Warning: Conditions indicate that a hurricane is a threat to the area within 24-36 hours. (Staff members should be take precautions immediately.)

RESOURCES

National Hurricane Center: <http://www.nhc.noaa.gov/>

National Weather Service: <http://www.weather.gov/>

Weather Channel: <https://weather.com/>

Local news agencies' websites

Procedure for Hurricanes and Tropical Storms

PLANNING

At the beginning of hurricane season, the executive team will:

- Review projections for the coming season.
- Discuss tentative timelines for decision making in the event of a storm.
- Verify that the staff telephone tree is up to date.

NOTIFICATION

When a staff member receives notification of a Watch or Warning through one of the weather alert systems, the staff member will immediately notify the VP of Operations or his or her designee who will ascertain the severity of the weather condition through official channels (NOAA, Weather Channel, local EOC, city or county announcements) and determine the best course of action based on the projected trajectory of the storm.

PROCEDURES

Cancellation of college services:

The college will announce, via all possible means, the closing of the school no less than one day before projected landfall. Priority will always be given to student and staff safety when determining whether the school should be closed.

General Rules

Employees should remain calm when dealing with students and visitors during a watch or warning. Panic is contagious and could lead to a more serious situation.

Directions should be given in a calm, firm manner, and shouting should be avoided.

Remain informed of the latest developments from local authorities.

Encourage others to follow the recommendations from local authorities and weather experts.

DO NOT dole out personal advice that is contrary expert opinions.

DO NOT make dismissive statements or act unconcerned about the potential threat(s).

Personnel Duties if a Watch is Announced

Ensure that students are aware of the Watch and reinforce that time should be used to take the necessary precautions to secure the safety of their families.

Help the college secure equipment in storage or areas away from windows and exterior walls.

Prepare to secure data, as necessary.

Personnel Duties if a Warning is Announced

Assist with finalizing security of any school equipment or data.

Ensure that VP of Operations or his or her designate has current contact information.

Notify the VP of Operations or his or her designate if s/he plans to evacuate the area (go out of town).

Personnel Duties When an All-Clear is Announced

Check in with the designated phone-tree contact to confirm personal safety.

Help administration in accounting for all personnel and students.

Report any damage or missing persons to the appropriate parties.

Report to work upon the reopening of the school.

Procedure for Tornado Watch or Warning

NOTIFICATION

When a staff member receives notification of a Watch or Warning through one of the weather alert systems, the staff member will immediately notify the VP of Operations or his or her

designee who will ascertain the severity of the weather condition through official channels (NOAA, Weather Channel, local EOC, city or county announcements) and determine the best course of action based on the announced impact-areas.

General Rules

Employees should remain calm when dealing with students and visitors during the tornado watch or warning. Panic is contagious and could lead to a more serious situation. Directions should be given in a calm, firm manner, and shouting should be avoided.

Personnel Duties if a Watch is Announced

Continue routine activities, but keep a close eye on the weather by tuning into your local TV or radio station, NOAA Weather Radio, or internet. Be prepared to take shelter quickly in the event a Tornado Warning is issued.

Personnel Duties if a Warning is Announced

Inform visitors and students of the warning and telling them to move to a designated area if they are not already in such an area.

DO NOT attempt to open any exterior windows or doors. Keep doors to areas with outside windows closed. Doors in non-designated areas should be left open.

If a tornado has been spotted or is imminent:

- Go to an interior room, bathroom, hallway or stairwell. Crouch as low as possible to the ground a cover your head and body with pillows, a mattress, or clothing to protect you from falling debris.
- Avoid windows. Stay off elevators.
- DO NOT PANIC!

Personnel Duties When an All-Clear is Announced

Return to normal areas (if possible).

Account for all personnel and students

Report any damage or missing persons to the person in charge

Report any problems, failures, or user errors to the VP of Operations or his or her designee for investigation, correction, and resolution.

TOXIC EXTERNAL ATMOSPHERE

PURPOSE

To protect students, staff members, and visitors from the effects of a potentially toxic external atmosphere that can include contamination by a chemical cloud, smoke, or other such pollutants to the extent it becomes a significant threat to life or health.

PROCEDURE

Notify the VP of Operations or his or her designee when the college is notified of a toxic external atmosphere. The VP of Operations or his or her designee will assign specific tasks.

Keep all doors to the outside closed.

Shut down all air handlers in the building, including outside air makeup where feasible. Direct the VP of Operations or his or her designee to lock all entrances.

Have the VP of Operations or his or her designee or his or her designee make an

announcement on the PA requesting that no one leave the college or open outside doors.

Keep all interior doors leading to different compartments closed.

When civil authorities have announced that the emergency situation has cleared, announce that it is safe for students to stay or leave.

ACTIVE SHOOTER SITUATION

DESCRIPTION

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. Active shooter incidents evolve rapidly, where seconds, rather than minutes, matter.

PROCEDURE

The Department of Homeland Security provides several pamphlets and documents with information designed to help manage or react in these situations. Appendix C of this document includes all the relevant documentation available from DHS. As soon as it is safe to do so, the VP of Operations or his/her designate will contact emergency services (911) and coordinate an evacuation.

General Rules

1. Evacuate
2. Hide Out
3. Take Action
4. Call 911

APPENDIX A

Emergency Preparedness Plan Activation—Evaluation Form

Event was a: Drill Actual Disaster/Emergency

Date: _____ Time: _____ Duration: _____

Type of Emergency:

Severe Weather Civil Disturbance Power outage Toxic Atmosphere

Other (explain): _____

Emergency Preparedness Plan was activated at: _____ by _____

Where were the following areas located?

First aid station _____

Command center _____

Media relations _____

Was there communication with: Police Fire/Rescue Hospital

Other (list all that apply): _____

Method of communication Land Line Cell Phone Pager

Other _____

Was the college's ability to function compromised? Yes No

If yes, explain: _____

Was a damage assessment made? Yes No

Damage assessment performed by: _____

Attach the damage assessment documentation to this evaluation form.

Was anyone within the college property injured? Yes No

If yes, explain: _____

What types of injuries were seen?

Were the needs of the victims met? Yes No

If no, why not? _____

If evacuation was necessary, how many students were evacuated? _____

To where: _____

Were there problems with the evacuation of students? Yes No

If yes, explain: _____

Were arrangements made with outside agencies to assist with transport? Yes No

If yes, list agencies: _____

How were students' locations accounted for?

What areas of the Emergency Preparedness Plan implementation worked well?

What areas of the Emergency Preparedness Plan implementation needs improvement?

Was staffing adequate to handle the situation? Yes No

Were they responsive? Yes No

Were additional staff members called to come in? Yes No

Were they responsive? Yes No

Additional comments:

Reported by Name	Signature	Date of Report

APPENDIX B

Bomb Threat Call Report

Call was answered by: _____ at ____:____ AM / PM

Call was received on _____ (ddd) _____ (mm/dd/yy)

What line/number did the call come in to: _____

Language Caller Spoke: English Spanish Creole Brazilian

As best you can, write the exact words of the caller or attach a transcription of the call:

Ask the caller to repeat the message: Confirm you got the key details down.

Other questions to ask caller (mark "N/A" if the caller did not answer):

Where is the bomb? _____

When will it explode? _____

What kind of bomb is it? _____

What does it look like? _____

Why did you do this? _____

Where are you calling from? _____

Was the voice familiar? Yes No If so, how or whose? _____

Caller's Voice and Speech Characteristics (pick all that apply)

- Male Female Young Aged/Old Deep Raspy
- Soft Fast Slow Slurred Stutter Loud
- Pleasant Nasal Distorted Intoxicated Muffled

Language, Accent, and Manner of Speaking (pick all that apply)

- Calm Rational Foul Angry Irrational
- Incoherent Nervous Laughing Joking Serious
- Tense Righteous Emotional Unsure Sure
- Ethnic/Foreign Heavily accented

Other distinguishing characteristics of the caller's voice or speech (describe): _____

Background Noise (pick all that apply)

- Voices Office Machines Animals Music Machinery
- Echo Planes Trains Cars/Traffic
- Static Bar/Restaurant Playground/Children

Other distinguishing characteristics of the caller's voice or speech (describe): _____

APPENDIX C

Active Shooter Brochures and Pamphlets

See attached Department of Homeland Security documentation.

[Active Shooter Booklet - How to Respond](#)

[Active Shooter Pamphlet - Quick Reference Guide](#)

[Active Shooter Poster](#)

[Active Shooter Pocket Card](#)