

**Palm Beach State College**  
*Florida's First Public Community College*



**EMERGENCY CLOSING PLAN**

**2011**

## **Emergency Closing**

An emergency closing is an organized event that is the result of a natural or industrial incident. Upon notification of emergency closing, only those identified by Administration or Director of Facilities are to remain on campus.

**A. Notification of Emergency Closing.** The President or Vice President of Administration & Business Services will notify the following of an emergency closing:

- Vice Presidents
- Director of College Relations & Marketing
- Director of Facilities
- Campus Provosts

Vice Presidents will contact the College Division Staff.

Director of College Relations & Marketing will contact:

- Media
- Web Master for the College
- Human Resources
- College Information Center
- College Community through E-2 Campus Alert

Director of Facilities will contact:

- Facilities Department
- Purchasing
- Safety & Risk Manager
- Information Technology
- Director of Security

Campus Provosts will contact:

- Deans
- Campus Managers
- Faculty and Staff

## B. Emergency Closing Procedures

### ADMINISTRATION:

- Establish command center.
- Confirm the decision to close and if possible when to resume normal business.
- Identify members of Administration that will stay on site during the closing.
- Authorize Information Technology Department to install college closing message on each college phone and LED sign and e2Campus alert notification system.
- Authorize Theatre manager change LED sign to indicate temporary closing.
- Authorize College Relations & Marketing to coordinate media announcement.
- Notify faculty and staff of closing.

### FACILITIES:

- Assist Theatre staff/Information Technology Department in changing LED sign to indicate emergency closing and information on reopening if available.
- Install barricades and closing signs as indicated on Emergency Closing Maps.

### SECURITY:

- Assist in notifying faculty and staff of closing.
- Direct outgoing traffic and deflect incoming traffic.
- Secure campus buildings.

### CLOSING LEVELS:

- **Level 1 Closing** – No scheduled classes or College activities will be held. College offices, theatres and child care centers remain open and operating.
- **Level 2 Closing** – No scheduled classes or activities will be held, and all services are suspended. College offices are open to allow employees to engage in shutting down operations. Employees are to prepare their work areas for closure and will leave the campus by no later than the time designated. Theatre events are canceled and parents of children in the Early Learning Centers are contacted to pick up their children by the designated time.
- **Level 3 Closing** – College is closed. No classes, services or activities are being held. No employees or other persons are permitted on campus unless they are specifically designated to be there by the College Emergency Planning Group.

# Boca Emergency Closing Map

## PBCC AT BOCA RATON

3000 SAINT LUCIE AVENUE, BOCA RATON, FL 33431-6490

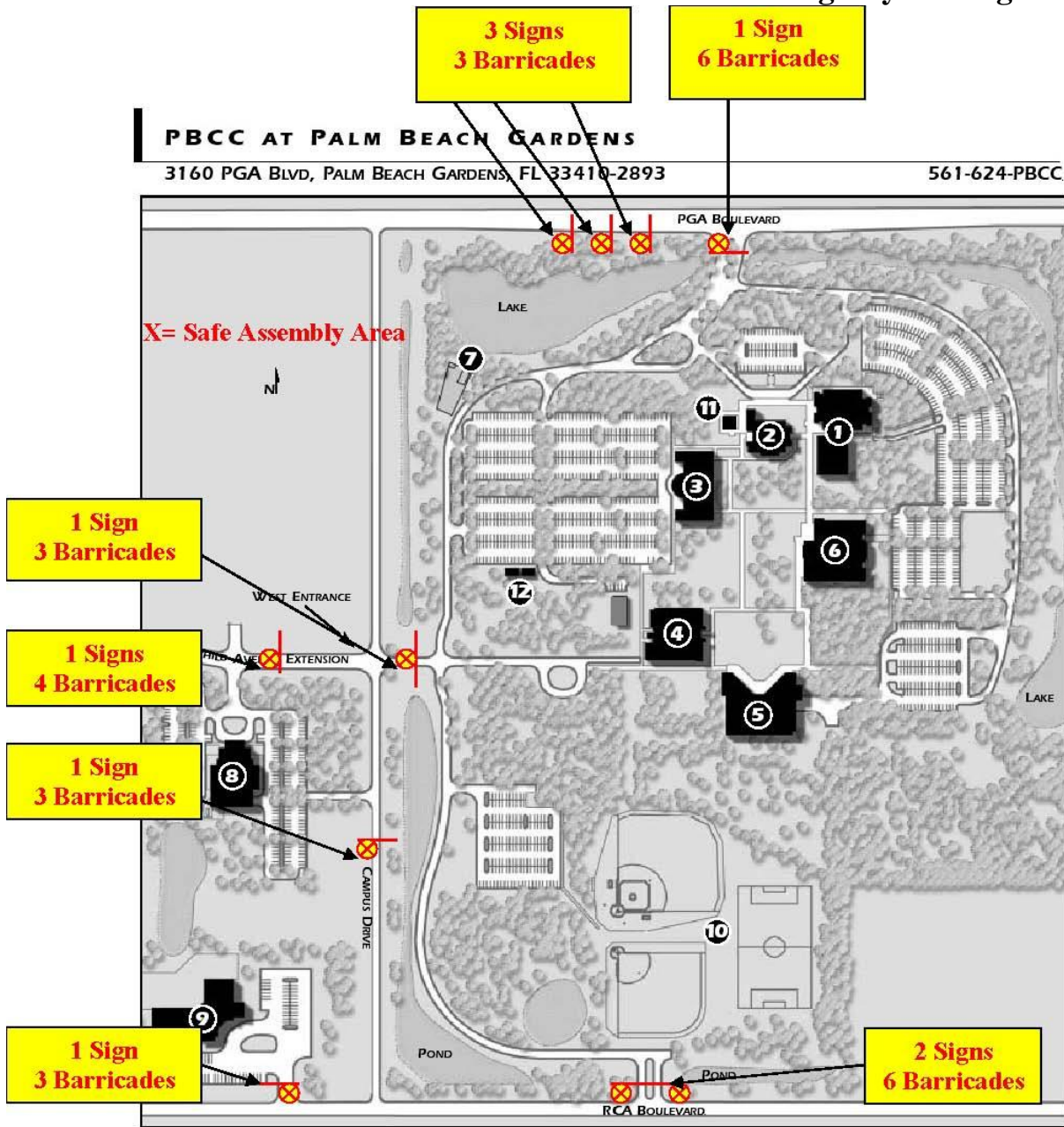
561-393-PBCC



- 1 Sports Complex  
Tennis Courts and Racquetball
- 2 Facilities Department
- 3 Bookstore
- 4 Administration
- 5 CB - Classroom Building B
- 6 CA - Classroom Building A
- 7 Modular Village

**16 Barricades**  
**4 or 8 "Temporarily Closed Signs"**

# Gardens Emergency Closing Map



**PBCC AT PALM BEACH GARDENS**

3160 PGA BLVD, PALM BEACH GARDENS, FL 33410-2893

561-624-PBCC

**X = Safe Assembly Area**

- |   |   |  |  |
|---|---|--|--|
| <p><b>1</b> AA Classroom Building<br/>Faculty Offices<br/>Campus Service Center</p> <p><b>2</b> Administration<br/>1st Floor:<br/>Student Services<br/>Admissions<br/>Registration<br/>Financial Aid<br/>Cashier<br/>Security<br/>2nd Floor:<br/>Provost<br/>Academic Dean<br/>Associate Dean<br/>Early Learning Services</p> | <p><b>3</b> BB Classroom Building<br/>Meldon Lecture Hall<br/>Art Gallery<br/>Art Lab<br/>CPI - Math Lab<br/>Career &amp; Technical<br/>Education</p> <p><b>4</b> Phillip D. Lewis Center<br/>Radiography<br/>Respiratory Care<br/>EMT<br/>Computer Science</p> | <p><b>5</b> Burt Reynolds Student Center<br/>Advisement<br/>Career Resources<br/>Disabled Students<br/>Student Activities<br/>Bookstore<br/>Cafeteria</p> <p><b>6</b> LLRC Building<br/>Library<br/>Law Library<br/>Media Services<br/>Science Lab<br/>Film Technology<br/>CPI-English/Reading Lab</p> | <p><b>7</b> Greenhouse</p> <p><b>8</b> Eissey Campus Theatre</p> <p><b>9</b> Center for Early Learning</p> <p><b>10</b> Sports Fields<br/>Baseball, Softball,<br/>Soccer</p> <p><b>11</b> Security</p> <p><b>12</b> Facilities</p> |
|---|---|--|--|

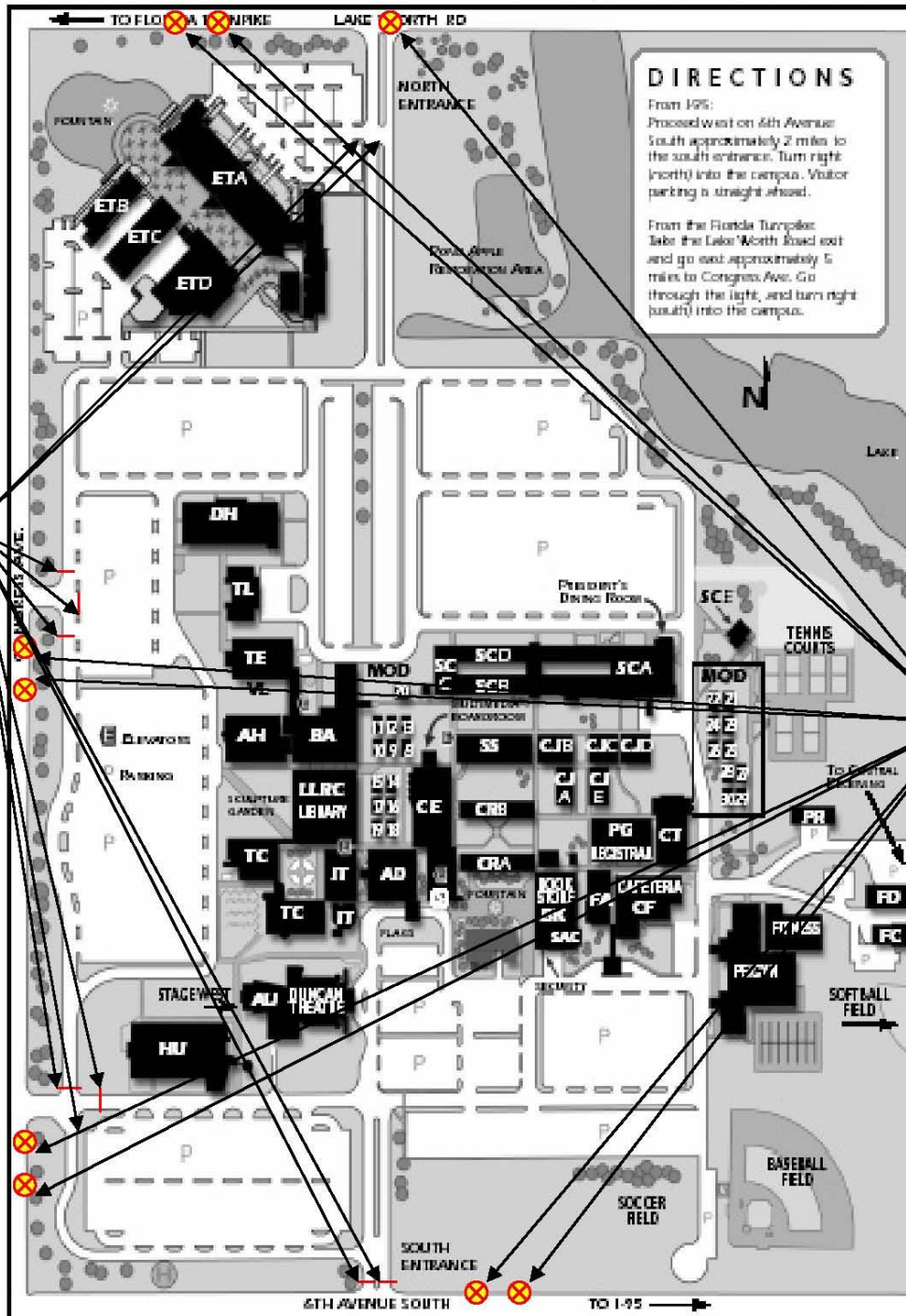
# Lake Worth Emergency Closing Map

## 8 GENERAL INFORMATION

## PBCC AT LAKE WORTH

561-967-PBCC

4200 Congress Avenue, Lake Worth, FL 33461-4796



**10**  
Barricades

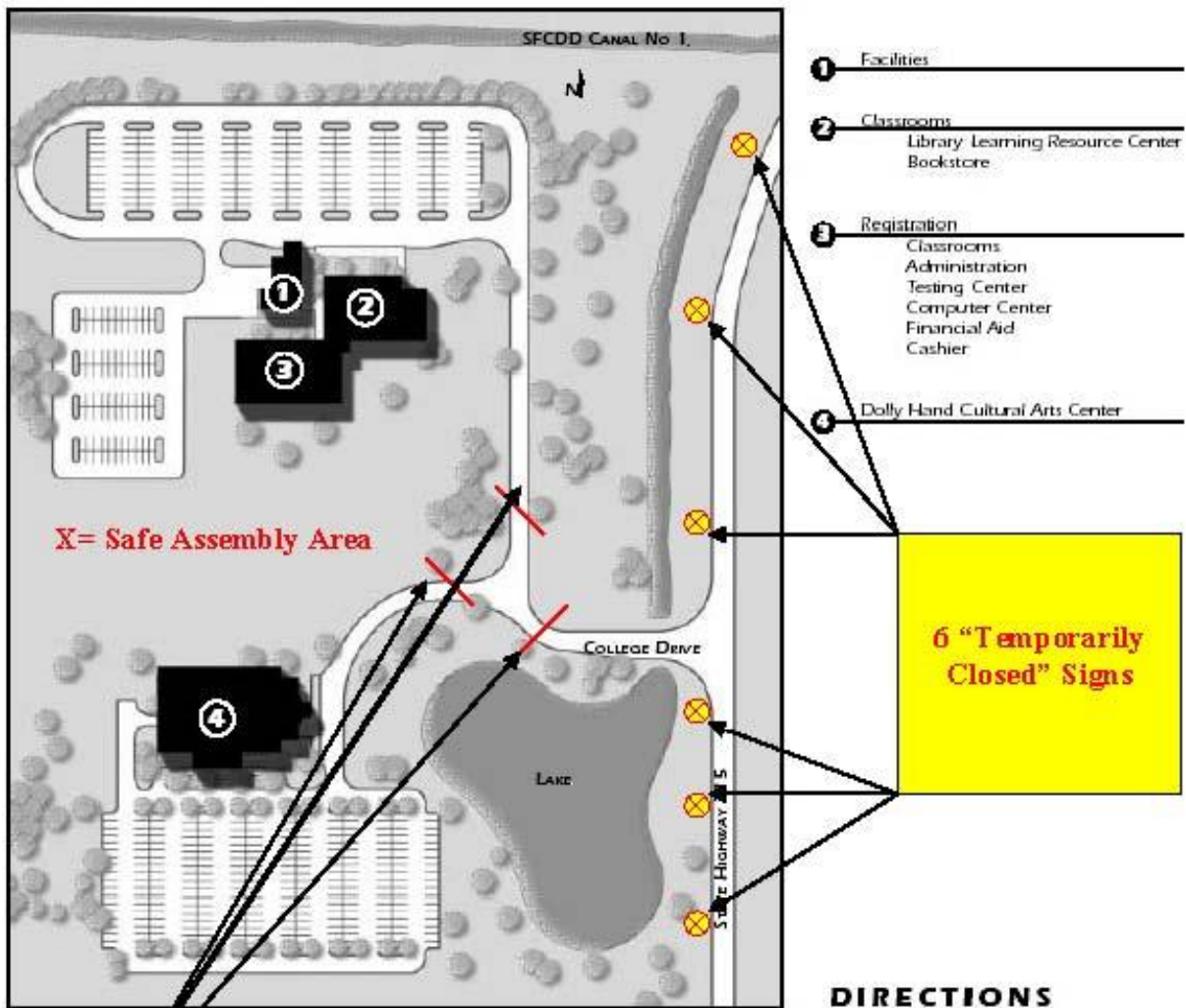
**9**  
"Temporarily Closed" signs

# PBCC AT BELLE GLADE

## Belle Glade Emergency Closing Map

1977 COLLEGE DRIVE, BELLE GLADE, FL 33430-3699

561-996-PBCC



### DIRECTIONS

**From I-95:**  
Proceed west on Southern Blvd. (State Road 80) approximately 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto Highway 715 and continue through the business area. PBCC is on the right.

**From the Florida Turnpike:**  
Exit at Okeechobee Blvd. go west to State Road 7. Proceed south on State Road 7 and turn west on Southern Blvd. (State Road 80). 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto Highway 715 and continue through the business area. PBCC is on the right.

