

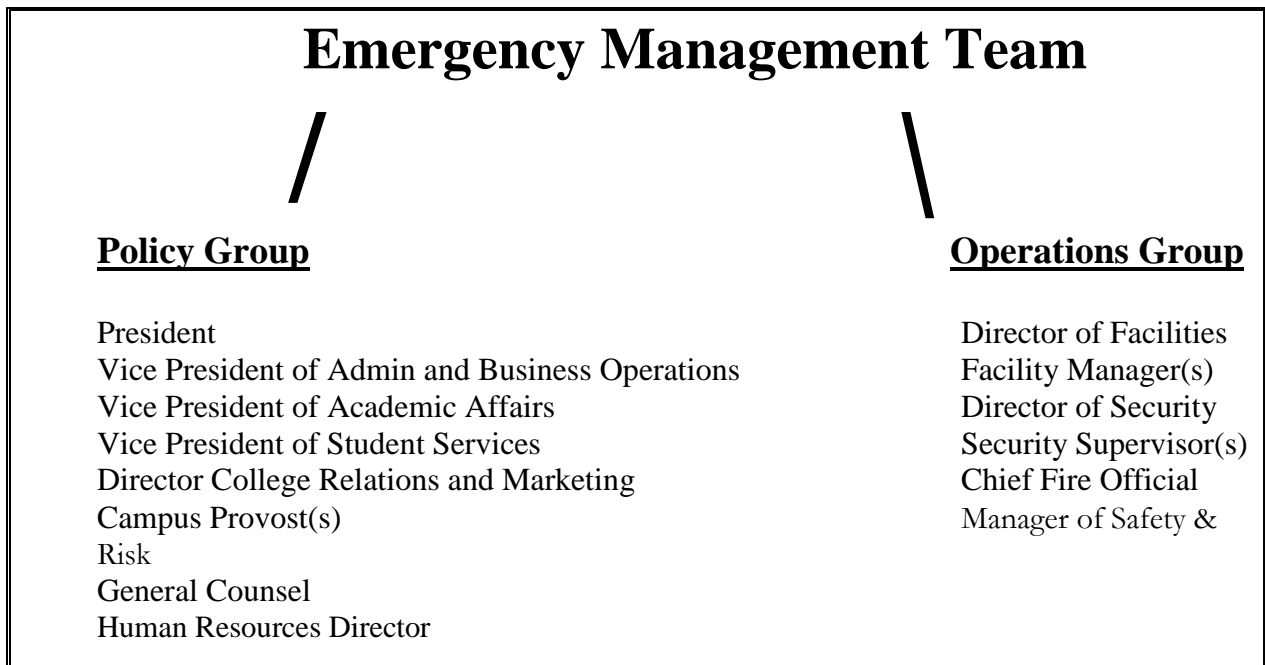
# I. PREPAREDNESS

There are three phases to Emergency Management: **preparedness, response and recovery.** Preparedness includes education, organization and communication about Emergency Management to all persons (students, faculty and staff) at Palm Beach State College. Effective and efficient response and recovery are dependent on preparedness.

Several disaster scenarios, such as hurricanes, are entirely predictable. We don't always know exactly when they'll hit, or how severe they will be, but we know they'll arrive sooner or later, and that we'd better be prepared for them. Other disasters seem more random, but preparedness is essential, even if we can't predict where or when.

## **Emergency Management Team**

Palm Beach State College will function during an Emergency under the direction of an Emergency Management Team. The team will consist of two groups – **Emergency Management Team Policy Group** and **Emergency Management Team Operations Group.**



**\*Additional Personnel will be added to each Group by the Team Leader as the specific Emergency requires.**

**The Emergency Management Team Policy Group** makes recommendations to the President and determines all Campus-wide policy matters as they relate to the Campus Emergency or disaster and maintains executive-level liaison with external resources within the city, county and state.

The **Policy Group** makes all decisions involving Campus evacuations, Campus closure or restrictions, postponements and resumptions and special circumstance personnel policies. In addition, it is responsible for approving any communications initiatives.

### **Policy Group Responsibilities**

- Support the President in formulating policy
- Assist the President in establishing Campus closures, postponements and resumptions
- Assist the President in establishing target date(s) for resumption of a limited academic schedule or other academic policy issues
- Assist the President in formulation of general public information
- Business Continuity Planning
- Academic Recovery Planning
- Manage financial issues
- Manage legal issues
- Policy interpretation
- Political and social concerns
- Survey of academic programs
- Survey of College records

Each Vice President is responsible for the coordination of all response-related activities that they would normally supervise in non-Emergency situations. **The Vice President of Administration & Business Services or his designee will become the Policy Group Team Leader in all Emergency situations.**

**Emergency Management Team Policy Group  
ROLES AND RESPONSIBILITIES**

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| <p><b>President</b></p>  | <ul style="list-style-type: none"> <li>• <u>If available, is responsible for the declaration of a Campus State of Emergency. In his absence the Vice President of Administration and Business Services will assume this responsibility.</u></li> <li>• Works with the College Relations and Marketing Director to prepare the College's specific communication response.</li> <li>• Determines College closures, postponements and resumptions.</li> <li>• Serves as liaison between Board of Trustees and Emergency Management Team.</li> <li>• Declares and ends, when appropriate, the Campus State of Emergency.</li> </ul>   |
| <p><b>Vice President of Administration &amp; Business Services</b></p>     | <ul style="list-style-type: none"> <li>• <b>Serves as Policy Group Team Leader</b></li> <li>• Convenes the Policy Group in an Emergency.</li> <li>• Directs the Emergency Management Team Operations Group during the time of the Emergency.</li> <li>• Works with the President and other administrators in allocating and managing necessary financial resources during an Emergency to allow the institution to continue critical services after a disaster.</li> <li>• Coordinates matters concerning authorization for Emergency funding and expenditures.</li> <li>• Coordinates with President to determine College closings, and directives to evacuation, Lock Down or shelter in place.</li> <li>• May serve as liaison between Board and Emergency Management Team.</li> </ul> |
| <p><b>Vice President of Academic Affairs</b></p>                           | <ul style="list-style-type: none"> <li>• Provides direction and coordination of all faculty matters and instructional facilities during an Emergency, including decisions concerning cancelling or resuming classes.</li> <li>• Coordinates the notification process to academic deans and faculty.</li> <li>• Responsible for all academic issues that arise during an Emergency.</li> <li>• Arranges for temporary classrooms or workspace.</li> </ul>  |
| <p><b>Vice President of Student Services and Enrollment Management</b></p> | <ul style="list-style-type: none"> <li>• Ensures all Emergency functions assigned to Student Services during an Emergency are coordinated and managed as appropriate, such as organizing a student information program for students and others on Campus.</li> <li>• Initiates organization of student volunteer services, if necessary.</li> <li>• Assesses the impact of the situation on students.</li> <li>• Supervises Student Affairs response.</li> <li>• Identifies individuals with special needs and implements plans for assistance.</li> </ul>  |
| <p><b>Director of College Relations and Marketing</b></p>                  | <ul style="list-style-type: none"> <li>• Serves as the official College Spokesperson and the central source of information to the general public.</li> <li>• Acts as the single point of contact with the news media.</li> <li>• Activates E2 alert system.</li> <li>• Determines the best channels for communication with news media, including written statements and media briefings.</li> <li>• Activates Emergency information on the website and the continual updating process during the Emergency.</li> <li>• Oversees communications to other stakeholders; including staff,</li> </ul>   |

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|  | <p>students, parents, elected officials, business and civic leaders.</p> <ul style="list-style-type: none"> <li>• Monitors all news coverage of the Emergency.</li> </ul>   |
| <b>General Counsel</b>                       | <ul style="list-style-type: none"> <li>• Provides legal advice to the President and the Emergency Management Team during an Emergency.</li> </ul>   |
| <b>Campus Provosts</b>                       | <ul style="list-style-type: none"> <li>• Coordinates Emergency response on their individual Campuses</li> <li>• Communicates with President and Policy Group Team Leader for decision-making.</li> <li>• Delivers critical Campus information and instructions to their staff.</li> <li>• Receives status reports and response information from Facilities and Security.</li> <li>• Forwards Emergency impact reports to the Vice President of Administration and Business Services and the President.</li> <li>• Communicates Emergency response activities to adjacent colleges.</li> </ul> |
| <b>Executive Director of Human Resources</b> | <ul style="list-style-type: none"> <li>• Arranges for expedited services of temporary employees when required.</li> <li>• Coordinates mental health assistance to faculty and staff in coordination with counseling services.</li> <li>• Assists faculty/staff where needed.</li> <li>• Coordinates any employee relations matters arising from an Emergency.</li> </ul>  |

**The Emergency Management Team Operations Group** reports directly to the Policy Group Team Leader and is responsible for collecting information and data about the full scope of the Emergency, coordinating support services and providing resources during the Emergency in support of Emergency Responders.

The Operations Group has the responsibility to provide information to the Emergency Management Team with respect to the impact the Emergency or disaster has had on the College's personnel, facilities, utilities, transportation and communications. It shall direct actions to resolve immediate concerns and plan for the interim continuity of Campus activities until such time as the normal resumption of activities and events are established.

The Operations Group shall identify the on-Campus resources available with which to respond to the disaster or Emergency and the off-Campus resources that will be necessary to mitigate additional losses. It shall provide the Policy Group with a list of priorities for its review.

The **Team Leader of the Operations Group or designee** acts as the liaison between outside responder agencies and Palm Beach State College. Additionally, the Team Leader of the Operations Group reports directly to the Team Leader of the Policy Group for updates, etc. Designation of the Operations Group Team Leader will be determined by the type of Emergency situation.

**Emergency Management Team – Operations Group  
ROLES AND RESPONSIBILITIES**

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| <p><b><u>Director of Facilities</u></b></p> <p><b>Acts (or designee acts) as Team Leader for:</b></p> <p><b>Hurricanes<br/>Tornados<br/>Natural Disasters<br/>Utilities Problems/Failures<br/>Wildlife/ Stray Animals<br/>Flooding</b></p>   | <ul style="list-style-type: none"> <li>• Responsible for the operational management of specified emergencies.</li> <li>• Oversees Facility Emergency preparation, response and recovery.</li> <li>• Oversees recovery after Emergencies, to include damage assessments, data collection and compilation of information for reporting and reimbursement.</li> <li>• Reports directly to Vice President of Business Services on all matters pertaining to the Emergency.</li> <li>• Directs all Facility activities College-wide.</li> </ul>  |
| <p><b><u>Director of Security</u></b></p> <p><b>Acts (or designee acts) as Team Leader for:</b></p> <p><b>Active Shooter<br/>Hostage Situation<br/>Terrorist Attack<br/>Bomb Threat<br/>Suspicious Packages<br/>Surveillance/Probing Activity<br/>Criminal Activity or Violence<br/>Sexual Assault or Battery<br/>Violence or Civil Disturbances<br/>Medical Emergencies</b></p> | <ul style="list-style-type: none"> <li>• Responsible for the operational management of specified emergencies.</li> <li>• Directs all Security activities College-wide.</li> <li>• Determines the type and magnitude of the Emergency and informs the Policy Group Team Leader.</li> <li>• Reports directly to Vice President of Business Services on all matters pertaining to the Emergency.</li> <li>• Conducts liaison activities with appropriate outside organizations such as fire, police, Emergency Medical Services, etc.</li> <li>• Performs other related duties as may be required.</li> </ul>  |
| <p><b><u>Campus Facility Manager(s)</u></b></p> <p><b>Acts as Team Leader designee to Director of Facilities for:</b></p> <p><b>Hurricanes<br/>Tornados<br/>Natural Disasters<br/>Utilities Problems/Failures<br/>Wildlife/ Stray Animals<br/>Flooding<br/>Hazardous Material Spill<br/>(Spill Team)</b></p>   | <ul style="list-style-type: none"> <li>• Reports directly to the Director of Facilities</li> <li>• Coordinates the response of the Campus Facilities Team.</li> <li>• Communicates continuously with the Provost, Director of Facilities and Security to provide assessments, recommendations and direction on matters related to the safety, security and operations of the Campus Facilities.</li> <li>• Manages damage control activities, reporting and repair.</li> <li>• Directs staff as required to return the Campus to operational condition.</li> <li>• Communicates with utility companies as required for Emergency operations.</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>• Manages damage assessment process during recovery and provides reports to the Director of Facilities.</li> </ul>   |
| <p><b><u>Security Lieutenant/ Campus Security Sergeants(s)</u></b></p> <p><b>Acts as Team Leader designee to Director of Security for:</b></p> <p><b>Active Shooter</b><br/> <b>Hostage Situation</b><br/> <b>Terrorist Attack</b><br/> <b>Bomb Threat</b><br/> <b>Suspicious Packages</b><br/> <b>Surveillance/Probing Activity</b><br/> <b>Criminal Activity or Violence</b><br/> <b>Sexual Assault or Battery</b><br/> <b>Violence or Civil Disturbances</b><br/> <b>Medical Emergencies</b></p> | <ul style="list-style-type: none"> <li>• Reports directly to the Director of Security.</li> <li>• Coordinates the response of the Security Team.</li> <li>• Communicates continuously with the Provost, Director of Security and Facilities to provide assessments, recommendations and direction on matters related to the Emergency.</li> <li>• Directs staff as required to return the Campus to operational condition.</li> <li>• Communicates/provides liaison with outside responding agencies during the Emergency.</li> </ul> |
| <p><b>Manager of Safety &amp; Risk</b></p> <p><b>Acts as Team Leader for:</b></p> <p><b>Pandemic Influenza</b><br/> <b>Hazardous Material Spill (Spill Team)</b></p>  | <ul style="list-style-type: none"> <li>• Responsible for the operational management of specified emergencies.</li> <li>• Provides technical and safety assistance to reduce hazards prior to and during Emergency or disaster conditions.</li> <li>• Investigates and evaluates Campus hazards for environmental health and industrial safety.</li> <li>• Coordinates Pandemic Flu response.</li> <li>• Provides safety recommendations and assistance during all phases of Emergency preparations, response and recovery.</li> </ul> |
| <p><b><u>Chief Fire Official</u></b></p> <p><b>Acts as Team Leader for:</b></p> <p><b>Fire</b><br/> <b>Explosion</b><br/> <b>Plane Crash</b><br/> <b>Hazardous Material Spill (Spill Team)</b></p>  | <ul style="list-style-type: none"> <li>• Responsible for the operational management of specified Emergencies.</li> <li>• Provides technical assistance to reduce fire hazards prior to and during Emergency or disaster conditions.</li> <li>• Investigates and evaluates Campus fire incidents and Emergencies.</li> <li>• Provides fire safety-related recommendations and assistance during all phases of Emergency preparations, response and recovery.</li> </ul>  |
| <p><b><u>Campus Security Staff</u></b></p>  | <p>Campus Security Officers' roles and responsibilities in an Emergency situation as outlined in this plan may include, but are not limited to, the following actions</p>   |

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|  | <p>and procedures:</p> <ul style="list-style-type: none"> <li>• Initial response and assessment of the incident.</li> <li>• Activate initial Emergency response procedures as deemed necessary.</li> <li>• Meet and escort Emergency Services to scene.</li> <li>• Liaise with Emergency Services / College staff</li> <li>• Assist Building Coordinators.</li> <li>• Secure / barricade to limit access to incident site.</li> <li>• Use radio log to record incident details/progress.</li> <li>• Security will contact the appropriate Emergency agencies depending on situations and will assist the Emergency agencies when they arrive on Campus.</li> </ul>   |
| <p><b><u>Campus Facility Staff</u></b></p> | <p>Campus Facilities Staff roles and responsibilities in an Emergency situation as outlined in this plan may include, but are not limited to the following actions and procedures:</p> <ul style="list-style-type: none"> <li>• Respond to Emergencies as necessary and assist Security with the assessment and the mitigation of the situation.</li> <li>• Follow the directions of the Facility Manager and will remain in radio contact throughout the Emergency.</li> <li>• Assist in directing the responding Emergency units such as Fire Rescue to the fire hydrants, sprinkler valves and appropriate panels.</li> <li>• Provide any necessary equipment that may be needed such as radios, ladders, ropes, bolt cutters, extension cords, etc.</li> <li>• Responds after an Emergency to conduct damage assessments.</li> </ul> |

## College Community Roles and Responsibilities

The success of any plan is dependent upon its users knowing and understanding the contents. Each member of the College community must take responsibility to become familiar with the Emergency Operations Plan and to understand their role during an Emergency.

| <b>College Community<br/>ROLES AND RESPONSIBILITIES</b> |   |
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| <b><u>Deans and Department Heads</u></b>                | <ul style="list-style-type: none"> <li>• Deans and Department Heads must be familiar with Campus Emergency and building evacuation procedures and follow all directions during an Emergency.</li> <li>• Assess the situation quickly and thoroughly, while still following common sense when determining how to respond.</li> <li>• Once out of harm's way, remain out of the way of the responders and do not interfere with response activities.</li> </ul>           |
| <b><u>Faculty and Staff</u></b>                         | <ul style="list-style-type: none"> <li>• Faculty and staff should understand Campus Emergency and building evacuation procedures in areas they work and teach.</li> <li>• Follow and comply with all College directions during and after the Emergency.</li> <li>• Once out of harm's way, remain out of the way of the responders and do not interfere with response activities.</li> </ul>  |
| <b><u>Students</u></b>                                  | <ul style="list-style-type: none"> <li>• Students are responsible for being aware of their surroundings and familiar with building evacuation routes and exits.</li> <li>• In the event of an Emergency, they are responsible for listening for and following directions provided by Emergency Responders and/or College staff</li> <li>• Once out of harm's way, remain out of the way of the responders and do not interfere with the response activities.</li> </ul> |

## Emergency Communications

Timely and accurate communication with the entire Campus population and the local community may occur in several ways:

- E2 Campus Alert System: The College has licensed a multi-modal alerting system to be used to notify the Campus community of pending or current Emergency situations and to provide direction (i.e. evacuation, Lock-Down, shelter-in-place, College closings, College delays, etc.).
- Web Page: The College web site provides a quick way to disseminate information within the organization to all users. During an Emergency, the web site will be updated continually with the most current and accurate information.
- LED Signs: Emergency information will be posted on the LED signs that are located throughout the Campuses.
- Voice Mail: Voice mail may be sent to everyone on Campus with hardwired phones
- E-Mail: All-users e-mail may be sent to everyone on Campus with computer access.
- Use of Local Media (TV, radio, newspapers, etc): When appropriate, a media briefing center will be established by College Relations and Marketing, and the local media will be advised and regularly updated. Written Emergency communications, both on- and off-Campus, will be coordinated by the College Relations and Marketing Director or their designee.
- Call-down list notifications: Each Campus is required to maintain procedures and lists that will enable the department to notify their staff in all locations of Emergency information 24 hours per day.
- Establishing a Campus Hotline: In times of Emergency, the ability to provide timely accurate information to students, faculty, and staff is very important. An Emergency hotline is one of the best means for disseminating current information to everyone who might be involved in an Emergency. All Campuses equipped with voice mail have the capability to record an Emergency hotline message.

# Evacuation Planning

## 1. Evacuation Route Planning

Evacuation route planning involves the development of floor plans that show the appropriate path to take to exit from a facility during an Emergency evacuation. The College requires development and posting of these plans, as well as their incorporation into the Campus-specific Emergency Operations Plan.

## 2. Facility Evacuation Plans and Routes

- Primary and secondary evacuation routes for each area within the Campus are located within each of the buildings and in each classroom to help guide egress during an evacuation.
- The primary evacuation route is typically the route to the nearest exit or exit stair. The secondary evacuation route is an alternate route to be used if the primary route is obstructed.
- The floor plan is oriented correctly to match the location it is posted in.
- The floor plan contains a “You are Here” mark, the primary evacuation route and the secondary evacuation route.
- Evacuation may need to be in a certain direction depending on circumstances and wind direction.

## 3. Evacuation Assembly Location

- All building evacuees are instructed to go to the nearest designated Safe Assembly Area once outside of the buildings. Safety Assembly Areas have been determined for each Campus and are shown in Campus maps in Appendix A.

# Supplies and Equipment

Each Campus shall maintain Emergency supplies and equipment to assist in a disaster or Emergency response situation. The equipment is stored at various locations on Campus, and is inspected and inventoried periodically. The Facility Manager(s) have responsibility for the inspection and inventory of Emergency equipment.