

# **Palm Beach State College**

*Florida's First Public Community College*



## **Emergency Operations Plan**

**2011**

<b>Prepared by</b>  _____ Director of Security  _____ Manager of Safety & Risk	<b>Signature</b>  _____  _____	<b>Date</b>  _____  _____
<b>Approved by</b>  _____ Vice President Administration & Business Services	<b>Signature</b>  _____  _____	<b>Date</b>  _____  _____
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## Glossary of Emergency Terms for Palm Beach State College

<b>Building Coordinators</b>	Designated by each Campus Provost, the Building Coordinators are Campus employees that assist during the Emergency with evacuations, Lock Downs and other Emergency-related activities.
<b>Campus Emergency Operations Center</b>	Location used by Campus Administration to coordinate Emergency operations.
<b>Command Post</b>	Location where the Incident Commander operates during response operations and where the Emergency Responders convene and coordinate Emergency efforts. There is only one Command Post for each incident or event, but it may change locations during the event. The Command Post will be positioned outside of the present and potential hazard zone but close enough to the incident to maintain control of the operations.
<b>District Emergency Operations Center (EOC)</b>	The Emergency Operations Center is the centralized facility where the Emergency Management Team convenes in response to an Emergency, and Emergency response and recovery activities are planned, coordinated and delegated.
<b>Emergency Coordinators</b>	Campus-level staff member that assists in developing the District Emergency Plan and collects and coordinates data for the development of the Campus Emergency Plans.
<b>Emergency Management Team</b>	The College administrators responsible for managing the Emergency Operations Plan, decision-making and resources during an emergency. The Emergency Management Team is comprised of two groups: <b>Policy Group and Operations Group.</b>
<b>Emergency Management Team Leader</b>	The administrator responsible for the Operational Management of the Emergency during all phases of the emergency. The Policy Group and the Operations Group will both have team leaders.
<b>Emergency</b>	An event that can cause death or significant injuries to Faculty, Staff, Students or the Public; or that can suspend business, disrupt operations, create significant physical or environmental damage; or that can threaten the College's financial standing or public image.
<b>Incident Commander</b>	The person responsible for the Emergency response. The role of Incident Commander <b>may</b> be assumed by the Palm Beach State College Emergency Operations Group Team Leader or Designee, or it may be taken over by an outside agency as the situation dictates. The Incident Commander may, at their own discretion, assign personnel, who may be from the same agency or from assisting agencies, to subordinate or specific positions for the duration of the Emergency.

<b>Incident Response Level (IRL)</b>	A ranking that classifies emergencies according to their severity and potential impact.
<b>Level 1 Emergency</b>	<p>Localized Emergency</p> <p>Unplanned event that is not likely to adversely impact or threaten life, health or property, or whose impact is contained to a small localized area. Duration of incident is short-term and does not affect Campus operations outside of the immediate incident area. Control of the incident is within the normal scope of Palm Beach State College operations.</p>
<b>Level 2 Emergency</b>	<p>Emergency that disrupts operations</p> <p>An Emergency that impacts portions of the Campus, and that may affect mission-critical functions or life safety. The Emergency Operations Plan is activated, and a subset of the Emergency Management Team determines the magnitude of the Emergency and responds accordingly. The Palm Beach State College Emergency Operations Center may be opened.</p>
<b>Level 3 Emergency</b>	<p>Emergency involving the entire Campus, College or surrounding community</p> <p>An Emergency that involves the entire Campus, College or surrounding community. The Emergency Plan is activated, and the entire Emergency Management Team mobilizes at the College Emergency Operations Center.</p>
<b>Safe Assembly Area</b>	Evacuation locations for each Campus building

## **Introduction**

Emergencies can occur at any time, without warning. Careful planning, with an emphasis on safety, can help members of the Palm Beach State College community handle crises and emergencies with appropriate responses, and may prevent injury and save lives. Every member of the Palm Beach State College community shares responsibility for Emergency preparedness. Each Campus Provost or designee is responsible for ensuring that the Emergency Operations Plan contains their Campus' site-specific information, and that all persons – including faculty, staff and students – are familiar with the Emergency Operations Plan. The Palm Beach State College Emergency Operations Plan fulfills the requirements of the Occupational Safety & Health Administration at Title 29, Code of Federal Regulations, Part 1910, paragraph 1910.38(b) for having an Emergency Action Plan.

The primary goals of the Palm Beach State College Emergency Operations Plan are:

- To prevent or minimize the impact of Emergencies and to maximize the effectiveness of the Campus community in responding to their occurrences.
- To protect lives, property and facilities.
- To provide for the continuity of Campus operations in pursuit of the Palm Beach State College mission.

## **Purpose and Scope**

This document establishes the Emergency Operations Plan for Palm Beach State College and assigns responsibilities for the development, implementation and maintenance of the Plan.

The Plan is designed to maximize human safety and survival, preserve property, minimize danger, restore normal activities of the College and assure responsible communications with College constituents.

The Palm Beach State College Emergency Operations Plan (EOP) applies to all Palm Beach State College personnel, buildings and grounds at all Campuses operated by the College. It serves as the guiding document for preparedness, response and recovery actions.

## **Policy Statements**

The College is committed to promoting the safety and welfare of its students, faculty, staff and visitors.

All members of the College community are expected to take personal responsibility for following the policies and procedures of the College in the event of an Emergency and for acting in accordance with instructions given by the Emergency Management Team.

The College will conduct continuous planning to minimize the risk of personal injury and property loss from critical incidents; will cooperate with local, state and federal agencies and public bodies that have responsibilities related to disaster preparedness, response and control;

and will take necessary and prudent steps to assure continuity of operations and restoration of normal activities as quickly as possible following an Emergency or disaster.

## **Maintaining and Updating the Emergency Operations Plans**

Emergency plans shall be reviewed annually in January and updated as necessary to reflect changes in faculty, staff, students and programs at each Campus. The plans should be available in both hard copy and electronic formats.

1. **District Emergency Operations Plan** will be updated annually by the Director of Security and the Manager of Safety & Risk. The Plan will then be submitted to the Emergency Management Team Leader (Vice President Administration and Business Services) or designee for approval. The College Emergency Management Team will manage the Plan and will provide it to authorities (local and state Emergency units) for incorporation into their plans.
2. **Campus Emergency Operations Plans (site-specific information)** will be updated by the Campus Emergency Coordinator(s) (designated by the Campus Provost). Individual Campuses are responsible for adding site-specific information to the Plan to maintain continuity. The Campus Plan will then be submitted to the Campus Safety and Security Committee, Director of Security and the Manager of Safety & Risk for approval.

Each Campus Provost will designate a Campus Emergency Coordinator(s) that will update the specific information for their Campus Plan. This person must be a full-time member of the administrative team, and an experienced employee who is thoroughly familiar with Campus procedures. Knowledge of programs and physical facilities at their Campus is also imperative. The Campus Emergency Coordinator(s) will gather and communicate Emergency information, ensure that all Emergency information in the Plan is accurate for their Campus and maintain Emergency response forms and other Emergency planning materials.

## **How to Use this Plan**

This is a District-Level Plan that is meant to be used as the basis for the Campus Emergency Operations Plans. The sections in this plan spell out the College-wide procedures and policies that apply for Emergency Operations and focus on College-wide concepts that apply to Emergency situations, to include: assignments and responsibilities, communications, evacuation, supplies and equipment, Emergency response actions and hazard reduction. **The Campus plans must contain site-specific information about dealing with specific types of emergencies and contain Campus-specific information on operations, notifications and response personnel.**

In an Emergency, it is critical that identified individuals are able to quickly access the Campus Plan. Therefore, it is important that all Campus Plans follow a uniform format that will be familiar to potential users of the Plans. Further, Campus Plans should exist on the website accessible by College staff.

It is the intent of the District Staff (Director of Security and Manager of Safety & Risk) to provide guidance on each specific Plan and work with the Campus Safety and Security/Facilities Committees and the assigned Campus Emergency Coordinator in the collection and inclusion of site-specific data.

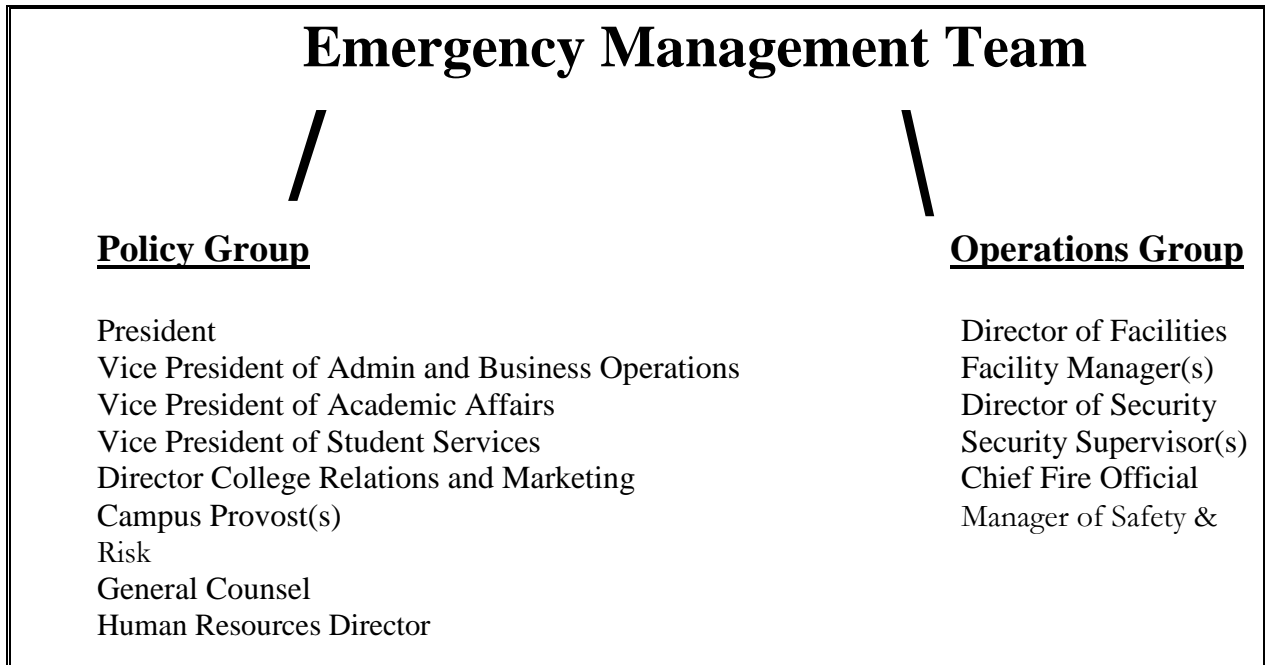
# I. PREPAREDNESS

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**

<b>President</b>	<ul style="list-style-type: none"> <li>• 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.</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>
<b>Vice President of Administration &amp; Business Services</b>	<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>
<b>Vice President of Academic Affairs</b>	<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>
<b>Vice President of Student Services and Enrollment Management</b>	<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>
<b>Director of College Relations and Marketing</b>	<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> </ul>

	<ul style="list-style-type: none"> <li>• Oversees communications to other stakeholders; including staff, students, parents, elected officials, business and civic leaders.</li> <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**

<p><b><u>Director of Facilities</u></b></p> <p><b>Acts (or designee acts) as Team Leader for:</b></p> <p><b>Hurricanes Tornados Natural Disasters Utilities Problems/Failures Wildlife/ Stray Animals 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 Hostage Situation Terrorist Attack Bomb Threat Suspicious Packages Surveillance/Probing Activity Criminal Activity or Violence Sexual Assault or Battery Violence or Civil Disturbances 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 Tornados Natural Disasters Utilities Problems/Failures Wildlife/ Stray Animals Flooding Hazardous Material Spill (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</li> </ul>

	<p>required for Emergency operations.</p> <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>  <b>Hostage Situation</b>  <b>Terrorist Attack</b>  <b>Bomb Threat</b>  <b>Suspicious Packages</b>  <b>Surveillance/Probing Activity</b>  <b>Criminal Activity or Violence</b>  <b>Sexual Assault or Battery</b>  <b>Violence or Civil Disturbances</b>  <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>  <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>  <b>Explosion</b>  <b>Plane Crash</b>  <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</p>

	<p>include, but are not limited to, the following actions 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 ROLES AND RESPONSIBILITIES</b>	
<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.

## II. RESPONSE

Palm Beach State College classifies Emergencies at three levels. The appropriate response depends upon how much of the Campus community is involved, what type of resources are required to mitigate the Emergency and the potential negative impact from resolution of the Emergency. The **Emergency Event Matrix** defines the levels of Emergency that Palm Beach State College may encounter and offer examples of each to indicate the appropriate response.

<b>Incident Level</b>	<b>Definition</b>	<b>Examples</b>	<b>Action</b>
<b>Level 1</b>	Localized Emergency or unplanned event that is not likely to adversely impact or threaten life, health or property, or impact is contained to a small localized area. Duration of incident is short-term and does not affect Campus operations outside of the immediate incident area.	<ul style="list-style-type: none"> <li>• Confrontation between two students</li> <li>• Student intoxication</li> <li>• Minor chemical spills</li> <li>• Water line breakage in confined area</li> <li>• Systems outage for limited time period</li> <li>• Wildlife/stray animal on Campus</li> <li>• Illness/Medical Emergency</li> </ul>	<p>The Emergency Management Team is not activated.</p> <p>Control of the incident is within the normal scope of Palm Beach State College operations.</p> <p>Resolved with internal resources or limited help from outside agencies.</p>
<b>Level 2</b>	Incident that disrupts operations and impacts portions of the Campus, and that may affect mission-critical functions or life safety. A subset of the Emergency Management Team determines the magnitude of the Emergency.	<ul style="list-style-type: none"> <li>• Violence involving physical assault or battery</li> <li>• Weapon possession</li> <li>• Bomb threat</li> <li>• Major gas leak/utilities failure</li> <li>• Fire in a confined area</li> </ul>	<p>President and Vice President of Administration and Business Services are notified.</p> <p>The Emergency Management Team may be convened.</p> <p>The Palm Beach State College Emergency Operations Center may be opened.</p> <p>Appropriate outside agencies will be called as necessary.</p>
<b>Level 3</b>	<p>A major Emergency that impacts a sizable portion of one or more Campuses.</p> <p>The incident is life threatening and/or affects mission critical functions.</p> <p>A disaster that involves the entire College or one of its Campuses and possibly the surrounding community.</p>	<ul style="list-style-type: none"> <li>• ActiveShooter(s)</li> <li>• Building(s) fire</li> <li>• Major explosion</li> <li>• Riot conditions</li> <li>• Major chemical spill</li> <li>• Systems outage longer than 1 day.</li> <li>• Terrorist attack</li> <li>• Bomb threats in multiple locations</li> <li>• Biological/chemical release</li> <li>• Complete systems outage</li> <li>• Plane crash on Campus</li> </ul>	<p>President and VP of Administration and Business Services are notified.</p> <p>The Emergency Management Team is convened.</p> <p>The Emergency Operations Center is opened.</p> <p>Appropriate outside agencies will be called.</p> <p>May require external disaster response services.</p>

## **Emergency Operations Center**

The Emergency Operations Center (EOC) is the centralized facility where the Emergency Management Team convenes in response to an Emergency, and Emergency response and recovery activities are planned, coordinated and delegated. Emergency situations that require extensive coordination of resources, personnel and information-sharing will be managed in part or in full from the EOC.

Activation of the EOC will be at the discretion of the College President and or the Vice President of Administration and Business Services. The decision to activate the EOC will be determined by the severity of the Emergency, the expected duration of the response and recovery and the need to direct and control personnel and resources from a single point.

Once opened, the Emergency Management Team Members, their alternates and others as designated should report to the EOC for a formal briefing by the President or designee. The EOC may operate on a 24-hour, 7-day basis during extended events with rotating shifts until the Emergency is over. The Policy Group and Operations Group Team Leaders jointly determine whether the event no longer needs to be managed from the EOC and so advise the President.

The purpose of the EOC is to centralize all relevant information and organize the information into a usable format to facilitate the coordination of resources needed to respond to the Emergency. The EOC will:

- Be located away from the areas of highest activity to avoid interference with operations, yet close enough to have reasonable access to information as it becomes available;
- Have the capacity to operate on a 24-hour basis if required;
- Have multiple forms of communication available;
- Be secured from unauthorized access;
- Have a recommended primary and back-up location.

In general, the major functions performed by the Emergency Management Team in the EOC include:

- Direction and control – The EOC is a single point where all information is received and analyzed, decisions made, priorities established and resources allocated.
- Information collection, evaluation and display – From information gathered, the entire situation can be reviewed and evaluated. Information gathered should be used to make assessments from which decisions can be made and priorities established. Also, rumors may be counteracted.
- Coordination – Coordination is facilitated among responding personnel, departments and off-Campus agencies. This is especially important in the area of communications.
- Establishment of priorities – Determining the order that problems should be addressed.

- Resource management – Facilitates the acquisition, distribution and use of equipment and supplies.

## **EOC Locations:**

### Lake Worth – District/Campus EOC

PRIMARY: Lake Worth Campus at Administrative Building Conference Room B.

SECONDARY: Lake Worth Campus at District Facilities Building Conference Room.

### Palm Beach Gardens Campus EOC

PRIMARY: TBD by Provost.

SECONDARY: TBD by Provost.

### Boca Raton Campus EOC

PRIMARY: TBD by Provost.

SECONDARY: TBD by Provost.

### Belle Glade Campus EOC

PRIMARY: TBD by Provost.

SECONDARY: TBD by Provost.

## **Activation of Emergency Management Team**

Depending on the severity of the Emergency, the Emergency Management Team may or may not be activated. However, if the Emergency calls for activation, the EOC must be opened.

- If the Emergency occurs during normal business hours, all designated Emergency Management Team members will report to the EOC as soon as possible.
- If the Emergency occurs after normal business hours, designated Emergency Management Team members will be called back to the Campus. A contact list of key personnel will be maintained at the Campus Security dispatcher's office.

Once the Team has been briefed in the EOC, the following activities will occur:

- The Operations Group will report to the Emergency scene as soon as possible, and Operations Group Team Leader will report to the On-Scene Command Post.
- The Operations Team Leader or designee will take over as the Incident Commander or the role of liaison to the Incident Commander (Incident Commander may be Law Enforcement or Fire Rescue depending on the nature of the Emergency).
- The Operations Group Team Leader will direct the action of the Operations Group Team members based on the circumstances and needs.

- Surveys of the situation will be initiated. The Operations Group members will focus on the mitigation of immediate hazards.
- Immediate assistance will be given to injured persons as necessary.
- The Operations Group Team Leader will continually update the Policy Group Team Leader as the events unfold.

## **On-Scene Command Post:**

As a **high level Emergency (Level 3)** situation unfolds at the College, an **On-Scene Command Post** will be set up in a safe area nearby or adjacent to the physical location of the Emergency. This is the location from which Emergency response activities take place. The person in charge is called the Incident Commander.

The **Incident Commander** may not always be linked directly to Palm Beach State College. The decision as to who is the Incident Commander depends upon the type of Emergency. For example, in the event of a structural fire, the Incident Commander would probably be the responding local Fire Department. In addition, this position may change from one organization to another. For example, in the event of a hostage situation, the Incident Commander would probably start out as the Palm Beach State College Security Department, switch to the local Police Department and conceivably end up with the FBI as the Incident Commander. The goals of the Incident Commander at the On-scene Command Post are tactical in nature, as the immediate on-scene needs are handled.

If the Palm Beach State College Operations Group Team Leader is NOT the Incident Commander, he/she must become a liaison to the Incident Commander, and contact must be maintained to offer information and resources to the outside agency Incident Commander. The Operations Group Team Leader continues to update the Policy Group Team Leader. Regardless of the On-Scene Command Post scenario, the Palm Beach State College Emergency Management Team structure remains basically the same.

The Incident Commander has the authority to evacuate a building, declare a Lock Down or declare shelter in place, based on threat to life safety. Incident Commanders also have the authority to deny access to facilities should there be evidence of a crime that may be disturbed or a hazard that is present.

## **Evacuation, Shelter in Place and Lock-Down**

Each type of Emergency will require a different response. It is critical to understand that based on the circumstances of the Emergency situation, the College community may be directed to: EVACUATE, SHELTER IN PLACE OR LOCK-DOWN. The following procedures explain each of these responses.

## ► Evacuation Procedure

Evacuation is required any time the fire alarm sounds, an evacuation announcement is made by the College Emergency Management Team or law enforcement agency or an Emergency situation warrants evacuation for safety and/or security. When an evacuation is necessary, building occupants should exit immediately to the Safe Assembly Areas, putting the Campus-specific evacuation plan into effect. After a building has been evacuated, occupants must wait for a safety inspection before re-entry or should follow directions to leave the Campus if necessary.

### Types of Evacuations

- Move horizontally or vertically inside the building.
- Vacate the entire building.
- Suspend operations and exit the Campus.

### If an evacuation is necessary:

EVACUEES need to:

- Remain calm.
- Take belongings (if feasible).
- Report any missing or trapped people to the Emergency Responders.
- Exit the building via the nearest safe exit route.
- Walk, do not run.
- Do not use elevators.
- Move away from the building, report to the Campus-specific designated Safe Assembly Area and await instructions.
- Listen to all directions given by Law Enforcement or Security.
- Do not reenter buildings until Emergency Responders advise that it is safe to do so.

BUILDING COORDINATORS need to:

- Give directions using a calm voice.
- Give directions to the Safe Assembly Area.
- Alert Security to assist with evacuation if possible.
- Do not use elevators.
- Assist persons with disabilities. **(Unless conditions do not warrant waiting, trained first responders should always be utilized in the evacuation of persons with disabilities).**
- Check offices, classrooms and restrooms to ensure that all personnel have exited.
- Close doors, but do not lock them.
- Take Emergency supplies, rosters.
- Keep exiting groups together.

- Gather at the evacuation site's Safe Assembly Area and await instructions. Account for faculty, staff and students.

**PERSONS UNABLE TO LEAVE THE BUILDING DUE TO A PHYSICAL DISABILITY NEED TO:**

- Go to the nearest call box assistance area if the area is free of hazards.
- Use a telephone to call 911 or Campus Security and give the room number.
- If necessary and possible, signal out the window to on-site Emergency Responders.

**TO ASSIST VISUALLY IMPAIRED PERSONS:**

- Announce the type of Emergency.
- Offer your arm for guidance.
- Tell the person where you are going, obstacles you encounter.
- When you reach safety, ask if further help is needed.

**TO ALERT PEOPLE WITH HEARING LIMITATIONS:**

- Turn lights on/off to gain the person's attention.
- Indicate directions with gestures.
- Write a note with evacuation directions.

**TO EVACUATE WHEELCHAIR USERS:**

- Non-ambulatory persons' needs and preferences vary.
- Individuals at ground floor locations may evacuate without help.
- **Unless conditions do not warrant waiting, trained first responders should always be utilized in the evacuation of persons with disabilities.**

**► Lock-Down Procedure**

Lock-Down is initiated in response to an imminent threat of violence believed to be on the premises and officials expect that these measures will minimize risk to the occupants. Lock-Down orders are normally given by Law Enforcement and necessitate Law Enforcement response and immediate intervention.

During Lock-Down, students and visitors are directed to remain in buildings and classrooms and staff is directed to lock doors and windows and not open doors until notified by Law Enforcement. Lock-Down does not allow movement within the building and is designed to keep building occupants confined indoors.

A threat of violence MAY include, but is not limited to:

- Active Shooter / mass shooting
- Hostage situation

- Riot / large uprising
- Other Emergency situations where evacuation may pose greater risk than Lock-Down
- Significant Law Enforcement action in the neighborhood adjacent to the Campus
- Lock-Down of nearby schools

When an announcement is made to initiate an Emergency Lock-Down, the following steps should be followed:

- Everyone is to stay where they are.
- If outdoors, go into the nearest safe building or proceed to an area that can be secured.
- Classroom teachers quickly glance outside the room to direct any students or staff members in the hall into the classroom immediately.
- Lock external doors of building (if possible).
- Lock internal doors to classrooms and offices (if possible).
- Secure and cover windows of classrooms and offices.
- Turn out lights and computer monitors.
- Keep students quiet.
- Occupants of the gym should move into a secure area in close proximity.
- Any students in the cafeterias should move to the nearest classrooms or other secure area.
- If in the bathroom, move to a stall, lock it and stand on the toilet.
- Anyone in a hallway should move to the closest classroom immediately.
- Stay in safe areas until directed by Law Enforcement officers or other responders to move or evacuate.
- Do not open doors during a Lock-Down, even in the event of a fire alarm.
- Law Enforcement, Security, or a College administrator will signal all personnel if the Lock-Down has been lifted by whatever resources are available.
- If an evacuation occurs, all persons/classrooms will be directed by a Law Enforcement Officer, Security or an Administrator to a safe location.
- After the Lock-Down order has been lifted, faculty and staff should then attempt to restore normalcy and comfort/assist the room occupants.

When applicable, Facility and Security personnel will secure all school gates against entry, except by Law Enforcement personnel. Gate monitoring will be done by Security and Facility personnel.

### ► Shelter-in-Place Procedures

Sheltering-in-place is similar to Lock-Down in that occupants are to remain on the premises, but may require that they be moved to a different part of the facility due to an environmental event taking place outside of the facility, for example, the release of a chemical cloud from a nearby plant, hazardous material release into the atmosphere, or severe weather that makes travel or being outdoors dangerous, or when there is not enough time to safely evacuate. To evacuate the occupants may put them at greater risk than sheltering them within the facility. However, it may be prudent to move all of the occupants to another part of the facility to further minimize the risk of harm.

The basic concept behind sheltering-in-place is to **put barriers** between yourself and the danger, while still maintaining safety and communications. The objective is to isolate staff from airborne hazards and contaminants in the environment and includes shutdown of the Heating, Venting, and Air Conditioning system (HVAC) by Facilities personnel, if possible.

### **Shelter-In-Place Procedures for Hazardous Material Incident**

In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to Shelter-In-Place may be the preferred method of safely waiting out the release. The following recommendations should be considered:

- Move to rooms with no windows that can open or are open.
- Rooms that have little or no ventilation are preferred.
- Stay low and away from windows in high winds.
- Do not use gas stoves, candles or other fire sources due to the dangers of carbon monoxide and the potential for a fire hazard.
- HVAC system may be shut down or changed to re-circulate air by Facility maintenance personnel.
- Close any open windows and doors if you cannot move to another location.
- Only come out when you are told that it is safe by Emergency Responders.

### **Shelter-In-Place Procedures for Adverse Weather**

A severe weather event such as a tornado or wind event during normal operating hours of the College may necessitate that you Shelter-In-Place until the weather threat has passed. Relocating from your normal work area to a space that has no windows or to a lower floor may increase your chances of survival. It is recommended that you:

- Go inside as quickly as possible.
- Move to the first floor of the building – they usually provide the best protection.
- Move to an interior room with no windows, or a hallway on the lowest floor possible.
- Move to an interior stairwell if all rooms have windows.
- Stay in the center of the room away from doors and windows.
- Stay in place until the danger has passed
- Close all doors and windows.
- Lock all windows and close blinds and shades *if there is time*.
- Lock doors if advised to do so.
- Use the phone only for Emergencies.
- Only come out when you are told that it is safe by College Administrator, Law Enforcement or Campus Security.

## III. RECOVERY

Recovery includes actions taken to return to a normal or a safer situation following an Emergency. The goal after an Emergency is to return to the business of learning and restore the infrastructure of the College as quickly as possible. There are four key components of recovery that need to be addressed so that a smooth transition can be achieved back to a relative state of normalcy and the healing process can begin. They are:

- **Physical/Structural Recovery**
- **Academic Recovery**
- **Business/Fiscal Recovery**

### **Physical / Structural Recovery**

Following an Emergency event, College Facilities personnel are responsible for conducting damage assessments and debris removal. After a major Emergency, **ONLY AUTHORIZED PERSONNEL are to be on Campus at this time.** Employees not authorized to be on Campus during this time should monitor local media sources and E2 Campus alerts for information on re-opening.

The President or Vice President of Administration and Business Services will issue a directive to reopen after conferring with the Director of Facilities regarding damage assessment and debris removal.

### **Damage Assessments**

The damage assessments following an Emergency or storm are conducted by the Facilities Department, with the assistance of the Safety & Risk Management Department, and the Director of Facilities is the leader that coordinates all assessment efforts. The Director of Facilities maintains constant contact with the President and Vice President of Administration and Business Services, giving status reports at each phase. Based on these status reports, the President will make decisions on reopening the College.

The overall objectives of damage assessments can be summarized as follows:

- Determine the immediate needs and priorities.
- Identify threats, for example, unsafe buildings or areas at risk to rising floodwaters, etc.
- Conduct a comprehensive physical assessment of all College structures, property and grounds.
- Estimate the economic impact of the disaster and provide documentation for reimbursement to insurance companies and FEMA.
- Monitor and mitigate hazards created by the Emergency that may affect the community.

- Determine the resources needed to restore structures and grounds back to a safe and inhabitable state and identify the gaps that need to be filled from outside resources.

### **Damage Assessment Teams**

The composition of the Damage Assessment Teams is the responsibility of the Facility Managers and will vary depending on the type and severity of the damage and the availability of personnel. Each Facility Manager will ensure that the team members have the proper forms, equipment and transportation. Training is conducted annually for the Facilities Department to ensure a full understanding of the use of the forms and how to conduct the assessments. Additionally, Facilities personnel will take inventory of Emergency equipment annually.

Depending on the nature of the Emergency, other authorized personnel may be called upon to respond during the Assessments. For example, the IT Department may be asked to assess the damage done to the computer system, or science personnel may be asked to assess hazards posed by damage to a Chemistry or Biology Lab, etc. The Safety & Risk Management Department may provide consultation regarding potential exposure risks to College personnel. However, unless a specific department is called, no one beyond Facilities and Security personnel would be deployed following an Emergency situation.

### **Assessment Reports**

After they are collected, the detailed assessment reports are compiled and submitted to the Director of Facilities. The data from the reports are compiled and ultimately turned over to the Safety & Risk Management Department for coordination of insurance claims and reimbursement. The insurance companies and FEMA require extensive documentation of damaged facilities, lost equipment and resources and special personnel expenses.

The reports help Facilities personnel to focus on specific areas that need to be repaired or reconstructed. The Director of Facilities will receive ongoing status reports from the Campuses during the Emergency recovery to determine when the Campuses can be fully operational, including detailed data for the Campuses to estimate temporary space reallocation needs and strategies.

Following a report from the Director of Facilities to the President and Vice President of Administration and Business Services, the re-opening of the College is determined based on whether the Facilities are safe and inhabitable.

### **Academic Recovery**

It is essential for school administrators to recognize that recovery is a long-term process of supporting normal people who have experienced abnormal stressors. Restoring structure and routine is the key purpose of academic recovery, and a quick return to a "normal school day" will enhance the healing process. College-based resources need to be in place to assist

individuals in getting back to normal. In the months and years that follow a critical incident, individuals may require additional assistance and continued academic support.

#### **Academic Considerations:**

- Quick decision-making regarding school/academic routines.
- Frequent briefing of Staff and Faculty on academic changes, events and planning.
- Communication with students and parents/guardians on events and planning.
- Maintaining the school routine as much as possible.
- Encouraging and supporting students in the hospital.
- Rearranging tests or assignments as needed.
- Encouraging counseling follow-up as needed.

### **Business/Fiscal Recovery**

Critical business functions within the College have to be restored as soon as possible after the occurrence of an Emergency or crisis. Administrative functions such as payroll systems, accounting departments and personnel records will be necessary for full operation of the College. Unexpected expenses can tax the budget or large dedicated donations and gifts can require time and resources to manage.

#### **Business Recovery Considerations:**

- Business Continuity Plan in place for exposure mitigation to include:
  - Pre-Incident Risk Assessment and Planning
  - Business Impact Analysis
  - Operational Readiness Review
  - Insurance and Risk Implications
  - At Time of Disaster Costs
  - Post-Incident Restoration and Recovery Costs
- Functional responsibilities identified
- Succession plans in place
- Systems in place for rapid contract execution in the event of an Emergency

## IV. EMERGENCY PROCEDURES FOR SPECIFIC EVENTS

This next section covers basic Emergency Procedures for specific Emergency events. It is impossible to include all Emergencies in this section, but this section outlines many of the Emergency possibilities. The Emergency procedures are basic guidelines to be followed, but it should be noted that each Emergency will be different, and, therefore, each response will be dictated by the unique circumstances.

### A. Active Shooter

An Active Shooter Emergency involves one or more persons with a firearm engaged in a random or systematic shooting spree. Pre-planning for such an incident will be your best chance for surviving an Active Shooter incident. Know your escape routes, know how you will respond and be prepared to "*flip the switch*" from being the prey to becoming the predator.

The guidelines below are based on the best available information. Palm Beach State College strongly urges each of you to familiarize yourselves with each scenario and the options provided. Ask yourself: "What would I do...?"

#### **When there is an Active Shooter incident...**

##### **...and you can evacuate the building:**

- **TRUST YOUR INSTINCTS!**
- If you can evacuate, **DO IT!**
- Run away from the building as quickly as possible.
- Call 911 as soon as it is safe to do so.
- Gather at a safe location away from the building.

##### **...and you are unable to evacuate the building AND your door opens to the inside of the room:**

- **TRUST YOUR INSTINCTS!**
- Take shelter in the nearest office, room, or closet.
- Lock and barricade the door with anything you have available (desks, chairs, etc.).
- Tie down the door, if possible, by using a belt attached to the door handle.
- Cover any windows that may be in the doors.
- Look for alternate escape routes (windows, additional doors in the area you are sheltered in, etc.).
- Call 911.
- Set your cell phone to vibrate or silent.
- Stay low to the ground and remain as quiet as possible.
- Breathe to manage your fear - focus your mind.

- DO NOT answer the door for anyone. The Palm Beach State College Security Department and Law Enforcement may enter the room after the incident is over.
- You may have to take the offensive if the shooter(s) enter your area. Gather weapons (pens, pencils, books, chairs, etc.) and mentally prepare your attack.
- Position yourself in the room in a location that will allow for the element of surprise if the shooter(s) enters.

**...and you are unable to evacuate the building AND the door opens to the hallway (outside the room):**

- **TRUST YOUR INSTINCTS!**
- Close and lock the door, if possible.
- Barricade the door with anything possible (desks, chairs, bags, etc.).
- Tie down the door, if possible, by using a belt attached to the door handle.
- Cover any windows that may be in the doors.
- Look for alternate escape routes (windows, additional doors in the area you are sheltered in, etc.)
- Call 911.
- Set your cell phone to vibrate or silent.
- Breathe to manage your fear - focus your mind.
- Position yourself in the room in a location that will allow for the element of surprise if the shooter(s) enters.
- Plan to survive -- Obtain weapons and attack as the suspect(s) enter your area

**...and you must evacuate the area where a shooter(s) is active:**

- **TRUST YOUR INSTINCTS!**
- Run Option:
  - Run.
  - Do not stop running until you are well clear of the building.
- Window Option:
  - Consider if a fall from the window will kill you.
  - Break the window, if necessary.
  - Make an improvised rope out of clothing, belts, or any other item that can be used to limit the distance you will fall.
  - Hang by your hands from the window ledge.
  - Attempt to fall into shrubs, mulch, or grass to decrease the potential for injury.
- If it is feasible, gather at the Safe Assembly Area designated on the Campuses or other safe area designated by Palm Beach State College Security Department and Law Enforcement.

**... and you cannot escape, but a shooter(s) is in your room: :**

- **TRUST YOUR INSTINCTS!**
- Options:
  - Run.

- Fight
  - Throw anything available at the shooter(s), aiming at the face to distract his/her aim.
  - Attack in a group (swarm).
  - Use all available weapons to attack and secure the shooter(s) - anything can be a weapon.
  - Grab the shooter's extremities (arms, legs and head) and take him/her to the ground using body weight to secure him/her.
  - **"Fight dirty"** to survive - bite, kick, gouge eyes, etc.
  - Continue to fight until the shooter(s) is no longer a threat.

### **When there is an active shooter incident...**

#### **...and you have incapacitated the shooter(s):**

- Call 911 and advise Law Enforcement that the shooter(s) is down.
- Provide your location and stay on the line, if possible.
- Secure the suspect (belts, body weight, etc.).
- Move any weapons away from the shooter, but **DO NOT HOLD A WEAPON**.
- **DO NOT RUN** from the room. Help will be there very soon.
- **RAISE YOUR HANDS and DROP TO YOUR KNEES**. Do not appear threatening to responding Law Enforcement officers.
- Provide first aid to others in the room, as needed.

#### **What to expect from responding Law Enforcement**

The objectives of responding police officers are:

- Immediately engage or contain the Active Shooter(s) to stop life-threatening behavior.
- Identify threats such as improvised explosive devices.
- Identify victims to facilitate medical care, interviews and counseling.
- Investigation.

Police officers responding to an Active Shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams. They may be dressed in civilian clothing or normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns or handguns. Regardless of how the police appear or sound, do not be afraid of them.

- Do exactly as the officers instruct.
- Put down any bags or packages you may be carrying and keep your hands visible at all times.
- If instructed to lie down, do so.
- If you know where the shooter is, tell the officers.

The first officers to arrive will not stop to aid injured people. The first responding officers will be focused on stopping the Active Shooter and creating a safe environment for medical assistance to be brought in to aid the injured. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene.

### **Keeping Updated**

If an Active Shooter situation develops, the College will implement its Emergency Operations Plan and will work with Law Enforcement to support their efforts to manage the incident. Updates on the situation may be obtained through:

- Text Alerts through E2 Campus Alert
- Updates on Palm Beach State College web page
- Your supervisor, department/College administrator or Building Coordinator
- Campus URL's
- Emergency Hotline
- Other means of notification available

## **B. Hostage Situation**

**Hostage situations are different than active shooter situations because the hostage taker is most interested in using the hostages for bargaining. It is recommended that the following actions be taken, unless the hostage taker starts to actively shoot or threaten the shoot hostages.**

- Be patient. Time is on your side. Avoid drastic action.
- The **initial 45 minutes** are the most dangerous. Follow instructions, be alert and be cooperative. Do not make mistakes which could endanger your well-being.
- If you are caught by the intruder and you are not going to fight back, do not look the intruder in the eyes
- Obey all commands.
- Don't 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.
- Remain calm. Avoid speculating. Comply with instructions the best you can. Avoid arguments.
- Expect the unexpected.
- Be observant. You may be released or get the opportunity to escape. The personal safety of others may depend on your memory.
- Be prepared to answer the Police on the phone.
- Attempt to establish rapport with the captor. If medications, first aid or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm the persons held by them. Such direct action further implicates the captor with additional charges.

## C. Hurricane

Dangers from hurricanes include high winds, flooding and flying debris. Hurricanes may also spawn tornadoes. A hurricane warning is issued when hurricane conditions (winds of 74 miles per hour or greater or dangerously high water and rough seas) are expected within 24 hours or less. The hurricane season in south Florida lasts from June through November.

**Palm Beach State College currently has a Hurricane Plan in place and this will act as the primary document for preparedness, response and recovery for a Hurricane Emergency. If a hurricane threatens Florida, go to the College's website for instructions and information. The HURRICANE PLAN is located at:**

[Hurricane Preparedness Plan 2010.doc](#)

SEE APPENDIX C

## D. Tornado

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is spawned by a thunderstorm and sometimes a hurricane. Tornado season is generally March through August; however, they can occur at any time of year. They tend to occur in the afternoons and evenings. Tornadoes strike with incredible velocity. Wind speeds may approach 300 miles per hour. These winds can uproot trees and structures and turn harmless objects into deadly missiles, all in a matter of seconds. Normally a tornado will stay on the ground for no more than 20 minutes; however, one tornado can touch ground several times in different areas. Tornadoes are most destructive when they touch ground.

### **Tornado Watch**

A tornado watch means that conditions are favorable for tornado formation. Remain alert and do the following:

- Review actions to take (below) should the situation change to a Tornado Warning, or if a tornado funnel is sighted.
- Ensure no physical restrictions exist that would prevent free movement to your nearest safe area. Clear any blocked doors, aisles, etc.

### **Tornado Warning**

A tornado warning means a tornado has been sighted. Do the following:

- Take cover. Proceed to the nearest safe area or shelter. Because of possible electrical failures, use the stairs, not the elevator.

- Stay away from windows and other glass.
- Avoid auditoriums and gymnasiums with large, long span-supported roofs.
- In multi-story buildings, move to the ground level. Inner hallways are usually safe areas.
- Do not phone Security or Police for information. Keep telephone circuits clear for Emergency messages.

## **E. Aircraft Crash on Campus**

Because of the location of airports in close proximity to our Campuses and the existence of the helipad on the Lake Worth Campus, the possibility of an aircraft crash on Campus must be considered.

Take the following actions if you are in a structure affected by an aircraft crash:

- Immediately take cover under tables, desks and other objects that will give protection from falling glass or debris.
- After the initial effect of the crash and/or fire has subsided, Call 911. Give your name, location and the nature of the Emergency.
- If necessary, or when directed to do so, activate the building alarm. You may have to use alternative methods of notifying building occupants to evacuate.
- Follow standard evacuation procedures and report to your designated Safe Assembly Area until an accurate headcount is taken.
- Depending on structural damage to facilities, Facilities Management may cut off utilities to the structure for safety purposes.

## **F. Bomb Threat**

Remain calm and obtain as much information as possible from the caller. Try to write down the caller's exact words and if possible, the number called from. Ask for and try to obtain the following information:

- When is the bomb going to explode?
- Where is the bomb located right now?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

Also record the following information:

- Exact time the call is received

- Information about caller including:
  - Sex - Age - Accent
  - Education - Location of caller - Background noises
  - Caller's attitude - Speech impediments or traits

Immediately notify local Law Enforcement by calling 911 and then notify Security. Always call from a safe location. Provide the police with the context of the threat, telephone number on which it was received, your name, room number and telephone number where you can be reached.

**Take no other action unless directed to by Law Enforcement.**

**The Palm Beach State College Bomb Threat Assessment Form can be found on the Palm Beach State College Website at the following address:**

[www.palmbeachstate.edu/x10596.xml](http://www.palmbeachstate.edu/x10596.xml)

(SEE APPENDIX F)

## **G. Suspicious Packages**

If you receive or observe a suspicious letter or package that is unexpected or unknown with the following characteristics:

- Excessive postage
- Misspellings of common words
- Excessive weight
- Rigid envelope
- Foreign mail, air mail or special delivery
- Hand written or poorly typed address
- Restrictive markings such as confidential, personal, etc.
- Excessive securing - material such as masking tape, string, etc.
- Incorrect titles
- Oily stains or discoloration
- Visual distractions
- Lopsided or uneven
- Titles but no names
- No return address
- Protruding wires, bumps or tinfoil

**Notify local Law Enforcement immediately by calling 911 and notify Security. Always call from a safe location.**

**Move people away from the package.**

## **DO NOT**

- **Move or open the package.**
- **Investigate too closely.**
- **Cover, insulate or place the package into a cabinet or drawer.**
- **Pass the letter or package to others to look at.**
- **Disturb any contents in the letter or package. Handling the letter/package may only spread the substance contained inside and increase the chances of it getting into the air.**
- **Ignore the threat; it must be treated as real until properly evaluated.**

**If you inadvertently open a suspect package/letter or if it is leaking liquid or an unknown substance, you should:**

- Immediately set the item down gently at the location where it was opened and move away from the area to avoid exposure.
- All potentially exposed persons should leave the area and wash exposed skin with soap and water.
- Return to an area within the building adjacent to the initial exposure and wait for Law Enforcement and Security (For example, a hallway outside the original room).
- Do not allow others into the area. Remember that this is NOT a Medical Emergency yet, but it is a potential contamination problem.
- This is also a potential crime scene - preserve evidence and pay attention to what you have seen or done.

## **H. Hazardous Materials Spill**

### **1. Large Spill – Hazardous Materials**

**A Large Spill exists when any of the following occurs:**

- Cleanup of a spill of a hazardous material is beyond the level of knowledge, training or ability of the staff in the spill area.
- The spill creates a situation that is immediately dangerous to the life and health of persons in the spill area or facility.
- There are injuries as a result of the spill.

The following procedures should be followed for a Large Spill:

- CALL 911 if the spill is immediately dangerous to life and health, there are injuries from the spill or if there is a chance of explosion.

- ALERT people in the immediate vicinity of the spill and evacuate the room or area. If an explosion hazard is present, take care not to create sparks by turning on or off electrical equipment.
- CONFINE the hazard by closing doors as you leave the room or area. Use eyewash or safety showers in other areas as needed to rinse spilled chemicals off people
- EVACUATE any nearby rooms that may be affected. If the hazard will affect the entire building, then evacuate the entire building. **If there is a chance of explosion from the chemical spill, do not activate the building fire alarm.** Evacuate the building manually by alerting others by voice. Take care not to turn electrical equipment on or off or otherwise cause sparks. If there is no chance of explosion, activate the building fire alarm system by pulling the handle on a local fire alarm box.
- NOTIFY the Facilities Manager – the Facilities Manager will obtain assistance from outside spill response and clean-up contractors if necessary.
- NOTIFY Security.
- ISOLATE contaminated persons. Avoid contamination or chemical exposure.

## 2. Small Spill – Hazardous Materials

**If there is a Small Spill in the area and personnel trained in hazardous material clean-up and the appropriate personal protective equipment and spill kit are available and there are NO injuries, then the following procedures should be followed:**

- EVACUATE the immediate area, or the entire building if necessary.
- KEEP others out of the area.
- ASSIST others to safety.
- NOTIFY the Manager of Safety & Risk.
- NOTIFY Security.
- CONTAIN AND LABEL waste from the spill for disposal. (To be performed by personnel trained in clean-up, using appropriate spill kit and personal protective equipment.)
- Store waste in designated area until waste pick-up is scheduled.

### **Information to have readily available when reporting a spill**

- Your name and incident location.
- Details of the incident including:
  - Type of incident, liquid spill, gas leak, biohazardous material, etc.
  - Type and quantity of hazardous material involved, if known.
  - Type of exposure to personnel, skin or eye contact, inhalation, etc.
  - Extent of injuries or damage, if any.

# I. Fire

A fire can strike quickly and without warning. When the fire alarm sounds, **YOU MUST EXIT THE BUILDING!** All faculty, staff, and students must evacuate during an Emergency. Failure to evacuate and comply could result in injury or death, as well as, disciplinary actions.

In the event of a fire alarm and/or reported fire, Faculty and Staff members should use the following guidelines to ensure the organized evacuation of all Students, Faculty and Staff.

- **THE FIRST STEP IS TO USE YOUR COMMON SENSE - If the fire is small, you may use a nearby fire extinguisher to control and extinguish the fire. Attempt to use fire extinguishers ONLY if the following apply:**
  - The fire is small, contained and not spreading beyond its starting point.
  - The exit is cleared and there is no imminent peril.
  - The proper extinguisher is readily available.
  
- **Do not attempt to fight a fire if the following conditions exist:**
  - You don't know what's burning.
  - The fire is in a lab with chemicals or biohazards.
  - There is potential for explosion.
  - The fire is spreading rapidly.
  - You don't have the proper equipment.
  - You can't do so with your back to an exit.
  - The fire might block your means of escape.
  - You might inhale toxic smoke.
  - The fire is too large to handle.
  - Your instincts tell you not to do so.

Portable fire extinguishers are installed throughout all Palm Beach State College buildings, and you should be familiar with their locations. Fire extinguishers can only be used for small fires that can be easily contained, and the proper extinguisher must be used for the fire.

To operate the extinguisher, remember the word **PASS**.

- **P - Pull the pin**
- **A - Aim low**
- **S - Squeeze**
- **S - Sweep**

**All fires must be reported to Security immediately.**

**After the use of a fire extinguisher, please contact Facilities, so that the extinguisher can be replaced.**

**If the first attempts to put out the fire do not succeed, evacuate the building immediately.**

- **THE NEXT STEP IS EVACUATION**

- Alert people in the immediate area of the fire and evacuate the room.
  - Confine the fire by closing doors behind you as you leave the room, ensuring that everyone is out of the room.
  - Activate the building fire alarm system by pulling the handle on a local fire alarm box located along the exit routes. This will automatically notify the fire department and get help on the way. It will also sound the fire alarm bells to evacuate the building and shut down the air handling units to prevent the spread of smoke.
  - FOLLOW YOUR EVACUATION ROUTE and evacuate the building through the nearest exit. **DO NOT USE ELEVATORS!**
  - Advise students to evacuate building and proceed to **the Safe Assembly Areas** as indicated on the room evacuation map.
  - A faculty or staff member should position themselves at the safe assembly area to initiate accountability.
  - Faculty/staff members should not instruct students to proceed in a direction towards obvious danger unless there is no other direction in which to proceed. If no other option exists, the faculty/staff member should instruct the students to crawl on their hands and knees past or under dangerous conditions.
  - If possible faculty/staff member should check bathrooms to ensure everyone is aware of the evacuation process.
  - Faculty and staff should position themselves at intersections of the building to direct pedestrian traffic to safe assembly areas.
  - Assist any person in immediate danger to safety, if it can be accomplished without risk to you.
  - If the Hallway or stairway is filled with smoke, you may have to evacuate horizontally or use a secondary stairway.
  - If you encounter smoke on your way out, **stay low and crawl if necessary**. You are more apt to find breathable air close to the floor. Cover your nose and mouth with a wet cloth, if possible.
  - **Do not use elevators-** Should the fire involve the control panel of the elevator or the electrical system of the building, power in the building may be cut and you could be trapped between floors. Also, the elevator shaft can become a flue, lending itself to the passage and accumulation of hot gases and smoke generated by the fire and they may stall in the event of a power failure or deliver you to the floor where the fire is actually located.
- If you are trapped in a building, the following procedures should be followed:
    - **Feel all doorknobs you encounter before opening any door.**

- **If the doorknob is hot, do not open the door.** Stay in that room.
  - Seal the cracks around the door with any available material.
  - Call 911 and let them know your location and that you are unable to exit.
  - Keep low to the floor and await evacuation by Emergency personnel.
- **If the doorknob is not hot,** brace yourself behind the door and open it slightly. If heat or heavy smoke is present, close the door and stay in that room.
- If smoke and heat fill the hall, close the door, stay in that room, and wait for help.
  - Call 911 and let them know your location and that you are unable to exit.
  - Leave by the nearest clear Exit stairway.
  - If you are able to move around within the building, but **can't exit**, find a safe room farthest from the fire.
- Once outside, you must go directly to the Safe Assembly Area and stay there.
  - If Emergency Responders have not arrived, call 911 immediately.
  - Advise Emergency Responders of the location, nature and size of the fire.
  - If advised that an entire area of the Campus will need to be evacuated, proceed to the identified area and/or shelter location.

**PLEASE NOTE that once the Emergency Responders arrive, they are in charge of the scene and you must comply with their directions. Failure to comply with Emergency Responders can lead to criminal arrest or citations.**

- Specified Palm Beach State College staff will act as Liaisons to the Emergency Responders. Palm Beach State College Emergency Liaisons will include:
  - Palm Beach State College Chief Fire Official or designee
  - Campus Security Supervisor
  - Facilities Manager
  - Manager of Safety & Risk
  - Academic Program Representative
  - Provost or academic designee
- If you are asked, you may speak to the Responders about the location, type of fire, and number of persons that were in the area. **DO NOT** attempt to talk to the Emergency Responders or ask questions that are not related to the situation. Once the Palm Beach State College liaisons are in place, all other personnel, students and visitors must stand back in the safe assembly area and not interfere with the Emergency.
- **If media approaches you,** refer them to the Palm Beach State College College Relations and Marketing Department.

- Staff, Students and Visitors must stay in the Safe Assembly Area and **under no circumstances should anyone try to go back into the building until the all clear is given by the Fire Department.**

**To minimize the risk of fire, please note the following and always be mindful of fire hazards at all times and report hazards to Facilities or Palm Beach State College Chief Fire Official:**

- Smoke only in designated areas and extinguish smoking materials properly.
- Candles or other sources of open flame are prohibited on Campuses.
- Fireworks are prohibited on Campuses.
- Avoid overloading circuits and outlets with office equipment and look for exposed wires. If you see any electrical hazards, report to facilities or the Palm Beach State College Chief Fire Official.
- Extension cords must be in good condition and of proper rating. Use only Underwriters Laboratory-approved extension cords. Cords should not run through doorways, partitions or covered with rugs.
- No storage is allowed under stairs or in a means of egress.
- Always store flammables in approved flammable cabinets.
- Gasoline, propane and other fuel items are prohibited in College buildings.
- Cooking is only permitted in approved areas with permanent cooking facilities
- Do not install refrigerators in closets or bathrooms since they require ventilation. Do not cover them with blankets, tablecloths or other materials.
- Means of egress must never be blocked by storage. Make sure all exits are unobstructed and clearly marked.
- Avoid excessive clutter in your workspace.
- Know and practice *at least* two ways out of your building. Take note of how you can reach these exits.
- When you hear a fire alarm, get out!

## **J. Criminal Activity or Violence**

**If you witness criminal activity or violence or are a victim (Assault and/or Battery, etc.) you should:**

- Attempt to remove yourself from any danger.
- Notify Law Enforcement by calling 911 immediately. **Try to call from a safe location if possible.**
- Notify Security of incident.
- If possible, provide Law Enforcement with the following information.
  - Location of crime
  - Nature of crime and specifics (number of people involved, weapons, etc.)
  - Any injuries
  - Description of suspect(s) (height, weight, sex, race, clothing, hair, etc.)
  - Direction of travel of suspects

- Description of any vehicles involved in the crime

**DO NOT pursue or attempt to detain suspects.**

**If you witness suspicious activity or persons on Campus, or persons who have made threats to commit a crime, call Security immediately.**

## **K. Sexual Assault or Battery**

**If you are the victim of a sexual crime, you should:**

- **Immediately contact Law Enforcement (911), and, *if possible***
- **Call Security**
- **Call a nearby relative or friend for assistance.**

After contacting the police, you should remain calm to avoid destroying or contaminating any available evidence. It is best **NOT** to bathe, shower, brush your teeth, urinate, defecate, douche, change or launder clothing or bedding where evidence may be found. Clothing may be kept as evidence.

If you choose **NOT** to contact Law Enforcement, it is still important to take good care of yourself. You may consider making an appointment with a physician to be screened for sexually transmitted diseases and pregnancy. A police report is **not necessary** to receive victim services.

**The Palm Beach State College District Counseling Center offers confidential services at no cost to all students and employees, both male and female.** The Counseling Center can recommend resources to deal with the emotional and psychological trauma of sexual crimes. The Palm Beach State College Counseling Center number is 561-868-3980.

## **L. Violent or Civil Disturbances**

Disturbances can encompass a range of behaviors from civil disobedience and mass nonviolent resistance, to violent and organized attempts to destroy an established authority.

A threatening disturbance requires the following action:

- Call Security.
- Call 911 if the disturbance is dangerous or threatening.
- Alert others in the area to the situation.
- If necessary, shelter in place or evacuate the building based on the circumstances of the disturbance.

**DO NOT TAKE ANY UNNECESSARY CHANCES** by confronting the individuals yourself. When you notify Security, please provide the following:

- Nature of incident.
- Location on campus.
- Description of person(s).
- Description of property.

**Avoid provoking or obstructing anyone participating in a disturbance.**

- Assist Law Enforcement and Security when they arrive by supplying them with any additional information and ask others to do the same.
- Security will evaluate the situation upon their arrival.

## **M. Medical Emergency**

**A Medical Emergency includes any serious injury or illness that requires immediate medical attention. If a major Medical Emergency/illness occurs with any student, employee or visitor:**

- NOTIFY 911 for paramedics and ambulance service and if possible, contact Palm Beach State College Security.
- STAY, or have someone else stay, with the patient until help arrives.
- DO NOT move the patient; keep the patient still and comfortable.
- PROTECT victim from injury by removing any potential safety threat to the victim, if possible.
- PROVIDE first aid until help arrives if you have appropriate training and equipment and it is safe to do so.
- SEND someone outside to escort Emergency Responders to the appropriate location, if possible.
- STAY out of the way unless assistance is requested once help arrives.
- Inform Emergency Responders of the following information:
  - Building or location where aid is needed.
  - Specific location within the building.
  - Type of problem, individual's condition.
  - Medical history, if known.
  - Sequence of events.

► ***A report must be made as soon as possible to Palm Beach State College Security for injuries/illnesses that occur with STUDENTS, VISITORS or EMPLOYEES.***

► ***Security must prepare an Accident – Incident Report to be submitted as soon as possible to Human Resources and the immediate Supervisor for injuries/illnesses that occur with EMPLOYEES.***

If a minor injury/illness occurs with any student, employee, or visitor:

- Assess the need for medical attention. If immediate medical attention or medical transport is required, then follow the procedures outlined above.
- **All incidents on Campus involving students, visitors and employees must be reported to Security.**
- **Employees must notify Security and Human Resources of an incident/injury and file a report. Also, employees must notify their immediate supervisors that an incident has occurred.**
- After hours, all incidents should be reported to Security.

## N. Wildlife/Stray Animals on Campus

Palm Beach State College Campuses are home to wildlife species. Some of the more common species are: raccoons, opossums, fox, squirrels, bats, snakes, iguanas, alligators, skunks and many birds.

Palm Beach State College Campuses also may have stray animals, i.e., cats and dogs.

- **Wildlife on Campus is protected, and all students, staff and visitors are asked to not harass them in any way. Do not feed wild animals.**
- **Stray animals (dogs and cats) need to be reported to the Campus Facilities Department who will notify Animal Control. Do not feed stray animals.**

While an effort is made to protect wildlife on our Campus, personal contact with wildlife or stray animals can pose a health risk. Never feed, touch or try to pick up any animals.

### **Stray Animals - Feral Cats & Dogs**

Feral cats and dogs are stray and wild (i.e., not domesticated) animals that survive on their own by eating whatever they can catch -- rats, mice, moles and even sick bats. Feral cats and dogs have not been spayed or neutered and multiply rapidly. These animals have not been vaccinated and may be infected with rabies.

### **Wild Animals (*raccoons, squirrels, etc.*)**

Raccoons feed out of dumpsters and also on food left out for feral cats. Rabies is an infectious viral disease that affects the nervous system of humans and other mammals. People get rabies from the bite of an animal with rabies (a rabid animal) and any wild animal (mammals) can have rabies and transmit it to people.

Signs of rabies in animals include:

- Changes in an animal's behavior
- General sickness
- Problems swallowing
- An increase in drool or saliva
- Wild animals that appear abnormally tame or sick
- Animals that may bite at everything if excited
- Difficulty moving or paralysis

**If you are bitten by an animal, you should:**

- Immediately wash the wound with soap and water for at least 15 minutes to try and rinse away the animal's saliva.
- **Seek medical attention immediately.** All animal bites, regardless of the species or the severity, should be examined by a physician.
- Call 911 if bite is severe.
- Report animal bites to Epidemiology at the Palm Beach County Health Department (561-671-4184).
- Try to remember what the animal looks like, so it can be caught and tested for rabies.
- If the animal is wild, or a stray, call Rabies Control immediately so they can trap the animal.
- Notify Security of incident.

**DO NOT**

- Try to trap the biting animal yourself.
- Try to kill the animal.
- Approach any wild animal.
- Feed any wild animals.
- Attempt to take action yourself.
- If the animal is someone's pet, you should still call Rabies Control. They will speak to the animal's owner and make sure the animal does not have rabies.
- If the animal is dead - DO NOT TOUCH IT.

**If the biting animal tests positive for rabies (or if the biting animal can't be found), you will need to get the rabies vaccine (medicine) as soon as possible.** DON'T WORRY; it's not twenty shots in the stomach anymore. Today, the rabies vaccine has only 5-7 shots in the arm and the butt. The shots are spread out on different days, and they help your body fight the rabies virus, so you don't catch the disease. If you get the shots started in time (usually within 7 - 10 days), you shouldn't catch the virus at all. Your body fights it off. Without the treatment, a person bitten by a rabid animal will probably die.

## O. Utilities Problems and Failures

**All utility problems and failures need to be reported to the Facilities Manager and Security immediately. Please follow the procedures outlined below in the event of Utilities Emergencies.**

### **Power Outage**

- Report any power failure immediately.
- Move students to a lit area near windows & entrances during the day (unless there is a severe storm) or to hallways that have Emergency lighting.
- Remain where you are until the extent of the problem is determined. An assessment of the situation will be made and you will be informed of any evacuation or closures.
- Be prepared to evacuate to a Safe Assembly Area upon direction of the College. Loss of power to fume hoods may require the evacuation of laboratories and surrounding areas.
- Take actions to preserve safety and health.
  - Evaluate the Campus work areas for hazards created by power outage.
  - Secure hazardous materials.
  - Turn off and/or unplug non-essential electrical equipment, computer equipment and appliances.
  - Keep refrigerators and freezers closed throughout the outage to help keep them cold.
  - If needed, open windows (in mild weather) for additional light and ventilation.
- If directed to evacuate, follow Palm Beach State College evacuation procedures.
- During a power failure or possible power failure, never use an elevator. If you become trapped in an elevator during a power outage, use the Emergency phone in the elevator to contact Security. Wait for assistance. Try not to panic. Help will be on its way.
- If evacuated or College is closed, do not remain on or reenter the Campus or Campus buildings until an official announcement that it is safe to do so. Closing of the Campus requires an evacuation of everyone with the exception of key staff (Facilities and Security).

### **Plumbing Problem/Flooding**

- Cease using all electrical equipment until repairs have been made.
- If necessary, vacate the area and prevent anyone else from entering by using signs or barricades.
- AVOID standing water due to the potential for electrical shock.
- Call Facilities.
- Call Security.

### **Gas Leaks – If you smell natural, propane or other compressed gases, you should:**

- Cease all operations!
- Do not switch on the lights or any electrical equipment. Remember, electrical arcing can trigger an explosion.

- LEAVE the area immediately.
- Keep others out of the area.
- Call Facilities.
- Call Security.
- Monitor wind direction and ensure the Safe Assembly Area is up wind from the gas fumes.
- Wait for Emergency Responders and inform them of the Emergency.
- Do not reenter area until Emergency Responders have made an announcement that it is safe to do so.

### **Elevator Failure**

#### **If you are trapped in an elevator:**

- REMAIN CALM!
- Use the Emergency phone or a cell phone to notify Security ( phone number will be posted).
- Do not attempt to pry open doors.
- Do not attempt to use the overhead hatch.
- An elevator mechanic will be called to take care of the problem.

#### **If others are trapped in an elevator:**

- Immediately call Security and Facilities.
- Make an effort to locate the elevator car by going floor-to-floor and listening at the door for sounds such as banging, crying or yelling.
- Talk to the person inside by yelling through the door.
- Inform them to remain calm and not to try to escape. Remain in contact with the trapped individuals and inform them of the steps being taken to get them out of the elevator.
- If safe to do so, remain with the person(s) until help arrives.

## **APPENDICES**

**APPENDIX A:** [Safe Assembly Areas / AED Locations](#)

**APPENDIX B:** [Emergency Closing Plan](#)

**APPENDIX C:** [Hurricane Plan](#)

**APPENDIX D:** [Pandemic Flu Plan](#)

**APPENDIX E:** [Chemical Hygiene Plan](#)

**APPENDIX F:** [Biological Safety Manual](#)

**APPENDIX G:** [Biological Waste Plan](#)

**APPENDIX H:** [Security Plan](#)

**APPENDIX I:** [Bomb Threat Assessment Form](#)