

Annex 3

New College of Florida Human-Made Hazards Emergency Operations Plan (EOP) 2019

Executive Summary

Comprehensive emergency management involves a cycle of phased, coordinated and mutually supporting activities conducted by the New College of Florida (NCF) Office of Emergency Management (OEM) before, during and after an emergency situation. The Comprehensive Emergency Management Plan (CEMP):

1. Defines the functional roles and responsibilities of each entity that partners in New College's disaster organization;
2. Provides a comprehensive approach to reducing the effects of disasters on its population and physical environment;
3. Provides guidance to New College officials on procedures, organization and responsibilities for an integrated and coordinated response;
4. Is in compliance with the criteria issued for CEMP revisions by the Florida Division of Emergency Management and;
5. Addresses National Incident Management System (NIMS) Compliance.

The CEMP is organized into a Basic Plan and complemented by hazard specific Emergency Operations Plans (EOPs) and the New College Continuity of Operations Plan (COOP).

1. **The Basic Plan** – provides an overall strategy. It outlines the general purpose, scope and methodology of the plan; coordination, control and organizational structure; concept of operations; and identifies responsibilities of agencies and resources mobilized by New College to respond in a disaster.
2. **Annex I – Natural Hazards EOP.** Result from acts of nature, such as hurricanes, earthquakes, tornadoes, animal disease outbreak, pandemics, or epidemics.
3. **Annex II – Technological Hazards EOP.** Result from accidents or the failures of systems and structures, such as hazardous materials spills or dam failures.
4. **Annex IV – Human Caused Threats EOP.** Result from the intentional actions of an adversary, such as a threatened or actual chemical attack, biological attack, or cyber incident.
5. **Annex V – New College COOP.** Provides a management framework, policies and objectives for the New College faculty, employees and students to ensure the continuity of New College essential services and/or critical operations during any emergency.
6. **Annex VI – Appendices.** Appendices provide additional information associated with the CEMP such as supporting procedures, mutual aid agreements, etc.

Each EOP is outlined to address the five mission areas of Emergency Management:

- a. **Prevention.** Preparedness activities include utilizing lessons learned from previous disasters, obtaining information on threats, planning to prepare an organized response to emergencies, providing disaster preparedness training, conducting emergency drills and exercise to test plans, obtaining and maintaining emergency equipment and facilities, establishing interagency coordination agreements, and conducting public education outreach.

- b. **Protection.** Focuses actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health surveillance; immunizations, isolation or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting or disrupting illegal activity and apprehending potential perpetrators.
- c. **Mitigation.** New College’s mitigation involves identifying preventative and/or corrective measures and initiatives to prevent or limit bodily injury, loss of life or property damage from hazards. It includes policy issues as well as infrastructure projects.
- d. **Response.** Covers the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.
- e. **Recovery.** Outlines specific tasks or functions that may be carried out after a disaster and details control, coordination, planning efforts, and policies designed to facilitate both immediate and long-term recovery after a disaster. Provides for the rapid and orderly start of rehabilitation and restoration anywhere on campus. Specific tasks may be augmented in EOPs or other operational plans utilized within New College.



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1. Introduction

This Emergency Operations Plan (EOP) provides guidelines and establishes protocols for an organized response to a human-made hazard or event. It addresses pre-event preparation and post-event recovery as well as management of all campuses during an emergency. The primary objectives of the plan are to ensure the safety and security of faculty, staff, students and visitors; mitigation of damage and protection of College assets; and restoration of business and academic operations as quickly as possible.

New College of Florida Human-Made Hazards EOP, along with hazard specific plans for the campus, establish College-wide response strategies to be used in the event of a major human-made driven emergency. In addition, we strongly urge all students and College personnel to take this plan and the threat of a human-made disaster to our College very seriously. It is especially important that all faculty, staff and students maintain a sense preparedness and develop personal contingency plans to reduce the impacts of these types of emergencies.

1.1. Purpose

This EOP is designed as a guideline to coordinate and control the College's preparation and response steps to a human-made hazard. The timing and implementation of any or all steps may be altered based upon the facts and circumstances surrounding any individual event. The plan's appendices provide key contact information, definitions of terms and a listing of essential departmental responsibilities.

1.2. Scope

This EOP applies to all New College of Florida personnel, including its trustees, administrators, students, faculty, staff, contractual service providers, mutual aid providers, visitors and families. This plan applies to all New College's related facilities and programs:

- 1.2.1. Bayfront Campus
- 1.2.2. Pei Campus
- 1.2.3. Caples Campus
- 1.2.4. Other College owned or leased facilities

1.3. Planning Assumptions

- 1.3.1. Human-made hazards may occur with little or no warning.
- 1.3.2. This EOP serves as a practical guide with modifications made to meet the demand of each emergency. Because no plan can anticipate or predict every scenario, crisis management personnel must be able to quickly adapt to events as they unfold.

- 1.3.3. For this plan to be effective, it requires continual public awareness and education programs.
- 1.3.4. A human-made hazard event may easily exceed the resources and capabilities of the College to respond without external assistance.
- 1.3.5. Close coordination with local city and county jurisdictions is critical.
- 1.3.6. An emergency or disaster on campus is likely to call upon some College staff members to perform roles and responsibilities that are different from their normal daily operations.
- 1.3.7. Some scenarios may disrupt the College's core educational and research missions for an extended period of time.
- 1.3.8. Response costs and uninsured losses may likely exceed the New College's budget and means to recuperate financially without outside aid.

2. Human-Made Hazards

2.1. Active Shooter:

According to the Department of Homeland Security (DHS): "An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims." In 2018, there were 24 shootings on school grounds across the United States where someone was hurt or killed. Active shooter incidents in a higher education setting present unique challenges: a potentially large and diverse vulnerable population, individuals with disabilities, and individuals from diverse cultures. The physical environment presents challenges as well, with many large, open gathering spaces and multiple buildings on campus.

2.2. Civil Disturbance:

As with many campuses around the country, New College is vulnerable to civil disturbances; however, because New College has not documented recent cases of civil disturbances, it creates a moderate possibility of occurrence. In case of civil disturbance, CPD may coordinate with local, state, and federal law enforcement agencies to manage these types of events. In the event of demonstrations, Campus Police Department (CPD) may coordinate with staff, faculty, and students in an attempt to defuse the situation, if appropriate and applicable. It is the goal of New College to allow peaceful demonstrations while balancing the need for security and safety of the community.

2.3. Cyber Incidents:

New College's IT have computer systems protected by multiple security layers and has personnel on staff that are in positions to stop or denigrate this type of incident. An ongoing effort to keep outside entities from hacking into the systems is a continuous process.

2.4. Special Events:

New College holds numerous events that draw large crowds of people. The venues include, but are not limited to: Graduation ceremony, which host approximately 1,000 people; the Center of Universe Parties (COUP), with approximately 300 attendees; multiple fundraisers or gatherings; and visits from high profile individuals. Even though the probability of an incident occurring during any special event is high, New College has not had any major incidents during its special events. Preplanning for these events is conducted by CPD and proper coordination is made with local authorities who are well prepared to support, respond, and manage most incidents that may occur during these events.

2.5. Terrorist Acts:

Any violent or dangerous act done to intimidate or coerce any segment of the general population to include government or civilian for political or social objectives constitutes terrorism. Historically, there have been few successful acts of terrorism committed in the State. With the heightened level of national terrorism awareness, the potential is always high nationwide; however, New College has no recorded terrorist events nor any type of terrorist activity.

3. Prevention

Although human-made hazards may be unpredictable, in many cases they may be prevented through good situational awareness and adequate planning. New College has taken steps to lessen the impact of human-made hazards on its campus by identifying potential threats and improving response capabilities. The following section summarizes preparedness and prevention activities that have been undertaken at New College:

3.1. National Incident Management System (NIMS) Compliance:

- 3.1.1. New College continually works to ensure compliance with NIMS training standards. Ongoing participation by virtually every College unit is necessary. NIMS training is facilitated through the Office of Emergency Management (OEM) and the connection with the FEMA Emergency Management Institute (EMI) Website.
- 3.1.2. College personnel who have any role in emergency mitigation, planning, response, or recovery are required to complete assigned NIMS training.

3.2. Training and Exercise:

- 3.2.1. As part of NIMS compliance, the OEM will exercise the CEMP and associated plans to ensure all plans are actionable and that critical personnel have received the proper training and understand how to implement the plan. As part of the NIMS process, OEM will establish a Multi-Year Training and Exercise Program (MYTEP). Specific objectives of a MYTEP Program are to:
 - 3.2.1.1. Validate plans, policies, and procedures.
 - 3.2.1.2. Ensure compliance with Homeland Security Exercise and Evaluation Program (HSEEP).
 - 3.2.1.3. Ensure personnel are familiar with alert, notification, and response procedures.
 - 3.2.1.4. Ensure personnel are sufficiently trained to carry out response operations, duties, and functions.
 - 3.2.1.5. Test and validate equipment to ensure both internal and external interoperability.
 - 3.2.1.6. Ensure personnel understand the procedures to phase down operations and transition to recovery or normal activities when appropriate.
 - 3.2.1.7. As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. Section 1092(f)), the MYTEP program encompasses at least one test of the Emergency Notification System (ENS) per year, in addition to at least one exercise per year with New College's Emergency Operations Team (EOT).

3.3. Public Awareness and Education:

- 3.3.1. The OEM offers "In Case of Emergency" presentations to the New College community to familiarize them with emergency management resources, campus emergency procedures, notifications systems in place, and emergency contact numbers and devices.
- 3.3.2. Brochures about preparedness and planning are distributed and/or made available throughout campus.
- 3.3.3. Building evacuation routes are in place.
- 3.3.4. The OEM helps to coordinate classes and training for any students and staff that are interested in emergency preparedness information, as well certifying in CPR and/or volunteering for the Community Emergency Response Team (CERT).
- 3.3.5. Upon request, the Campus Police Department (CPD) provides Safety Talks and Active Shooter/Acts of Violence training to the New College community.

3.4. Critical and Essential Staff:

- 3.4.1. The College has designated certain personnel as "Critical." These employees are required to remain on campus at a designated sheltered location during a major

emergency, which might require the rest of the New College community to evacuate. The number of Critical Staff will be kept at a minimum and shall be limited to personnel who are absolutely vital to the campus' security and sustainability. (Appendix 5)

3.4.2. "Essential Staff," which are directed to work before, during, or after a natural emergency when other employees have been released are essential staff.

3.4.3. Each Office/Department Director is responsible for managing their personnel during an emergency, as well as assigning them roles and responsibilities to best support any emergency functions that are required.

3.5. Building & Floor Emergency Coordinator Program

3.5.1. The Resident Hall Directors (RHDs) shall serve in the capacity of Building Emergency Coordinators (See NCF Building Emergency Coordinator Handbook) and during an emergency event they shall:

3.5.1.1. Serve as a point of contact for safety and emergency preparedness information provided by New College OEM and other officials.

3.5.1.2. In the event of an incident in their building, serve as a liaison with the New College OEM, CPD, and other officials.

3.5.1.3. Ensure completion of closure procedures and checklists prior to a New College closure.

3.5.1.4. Provide damage information to New College following a large-scale incident.

3.5.1.5. Act as an information conduit to building occupants for facilities related issues (e.g., scheduled utilities outages, building maintenance problems).

4. Protection

4.1. General:

4.1.1. To protect New College's population and infrastructure, the following fire protection systems are in place throughout its multiple buildings: fire sprinklers, smoke detectors, Kitchen Hood suppression systems, fire extinguishers, fire-rated doors, fire hydrants, and fire department hose connections. In addition, monthly and annual inspection programs are in place to ensure the systems remain operational.

4.1.2. CPD personnel are required to attend scenario-based training events where structured script of real world experiences and encounters exposes them to these types of operational environments. They also use an interactive firearms simulator to allow for intense situational training, enhancing their judgmental decision-making and geometry of fire.

4.1.3. CPD vehicles are equipped with rifles to provide officers with greater reach, rate of fire, and the ability to respond quickly without having to wait for external support.

4.1.4. Mutual aid agreements are in place with state and local agencies, including all law enforcement agencies in Manatee and Sarasota counties. This provides the College

with a robust and redundant police force capability in case of a major law enforcement related event and/or for any type of augmentation requirement.

4.2. Warning and Dissemination: See New College CEMP Basic Plan, Section 4.4. pg 16.

4.3. Protective Actions Plans

4.3.1. New College has developed a series of measures intended for the safety and wellbeing of the College. Because these measures have multi-hazard applicability, they are compiled in the New College CEMP under Section 4.7. Protective Action Plans and include:

- 4.3.1.1. Campus Closure Plan.
- 4.3.1.2. Campus Evacuation Plan
- 4.3.1.3. Campus Emergency Sheltering Plan
- 4.3.1.4. Building Emergency Evacuation Plan
- 4.3.1.5. Shelter in Place Plan

5. Mitigation

5.1. Pre-Disaster Mitigation Activates:

- 5.1.1. Safety Talks and Active Shooter classes provided by CPD are intended to make the New College a more resilient community and prepare them, as much as possible, for these types of unfortunate events.
- 5.1.2. Campus Information Technology (IT) Infrastructure upgrades include the College's IT network currently being supported via core switching equipment located in three campus buildings plus data closets located in each campus building, all linked together via data wiring. In addition, it has the capability to move critical IT systems to the Winter Haven data center to be independent of New College infrastructure, which allows New College to maintain critical IT services throughout a major disaster.
- 5.1.3. A robust security camera system and emergency "Blue Phones" have been strategically placed throughout the campus, helping CPD maintain situational awareness and enabling them to respond quicker and better informed.
- 5.1.4. Local law enforcement agencies, as well as unarmed security officers are all integrated in the planning and execution process whenever New College is hosting a Special Event.
- 5.1.5. New College Physical Plant has blanket purchase orders to expedite and execute emergency contracts in case of an emergency.

5.2. Post-Disaster Mitigation Activities:

- 5.2.1. The goal of a post-disaster mitigation program shall be to rebuild resilient, focus on long-term, and use capital improvement programs to fund safety measures.

6. Response

6.1. General:

- 6.1.1. In case of fire and mass casualties, New College depends solely on the local fire and Emergency Medical Services (EMS) districts.
- 6.1.2. For complex emergency operations, New College relies on Sarasota County Fire Station 8; specialized in hazardous materials response, heavy vehicle extrication, technical rescue, and structural fires. Station 8 is located approximately 15 miles from New College and has an approximate 20-minute travel time.
- 6.1.3. In case of a civil disturbance event, CPD will coordinate with Local, State, and Federal Law Enforcement agencies to manage these types of situations.
- 6.1.4. CPD Officers will initially deal with active Shooter and/or Terrorist Acts while support from local authorities arrive on scene.
- 6.1.5. Cyber Incidents are dealt with internally by New College's IT office, which is also responsible for executing an external contract if necessary.

6.2. Notifications and Warnings:

- 6.2.1. Upon receipt of information indicating a potential threat, the Director of Emergency Management notifies the President or the next available senior officer in the Executive Management Team chain of command. That senior administrator, in consultation with those he or she deems necessary, determines the next steps for response and preparation based on the recommendations of the Emergency Management Director.
- 6.2.2. If necessary, CPD shall warn all personnel by use of the NCFSSafe Emergency Notification system. Depending on the type of threat or hazard, personnel will be advised to either seek immediate shelter, shelter in place, or evacuate.
- 6.2.3. Once the emergency level is decided, the Emergency Operations Center (EOC) is activated and the IC will ensure all EOT members are notified on when and where they need to report to for EOC operations.
- 6.2.4. CPD shall be responsible for communicating with the pertaining law enforcement agencies and requesting their support as needed.

6.3. Communications:

- 6.3.1. Upon direction from the IC and the Executive Management Team chain of command, the Public Information Officer (PIO) will issue a warning message to the New College community, advice of the potential for suspension of classes, and provide them with precautionary instructions.
- 6.3.2. Emergency updates will be made available on the New College website, directing people to the Campuswide Alert page where they can find, at a minimum, the following information:

- 6.3.2.1. Official College instructions regarding class cancellation and/or campus closure.
- 6.3.2.2. Links to information related to the event.
- 6.3.2.3. Update on projected opening of the College and resumption of classes after the emergency.
- 6.3.2.4. Time the next update can be expected.
- 6.3.3. CPD shall be required to link up and establish communication lanes with supporting agencies and local first responders to ensure a common operating picture with the EOC is maintain at all times.
- 6.3.4. The preferred communication method between personnel dealing with the emergency shall be via radio with personal cellphones being the alternate.

6.4. Initial Action by College Personnel:

6.4.1. **Campus Police Department (CPD):**

- 6.4.1.1. As first on the scene, act as IC until properly relieved.
- 6.4.1.2. Ensure all pertinent personnel are informed of the situation and be prepared to establish and maintain communications with an EOC.
- 6.4.1.3. CPD Officers shall direct vehicular and pedestrian traffic to safe locations while awaiting any emergency assignments.
- 6.4.1.4. As much as possible, maintain order throughout the affected area.
- 6.4.1.5. As soon as possible, cordon off the affected area to ensure the safety and/or security of bystanders.
- 6.4.1.6. The Chief of Police will assume Incident Command and shall request for an EOC to be activated.

6.4.2. **OEM:**

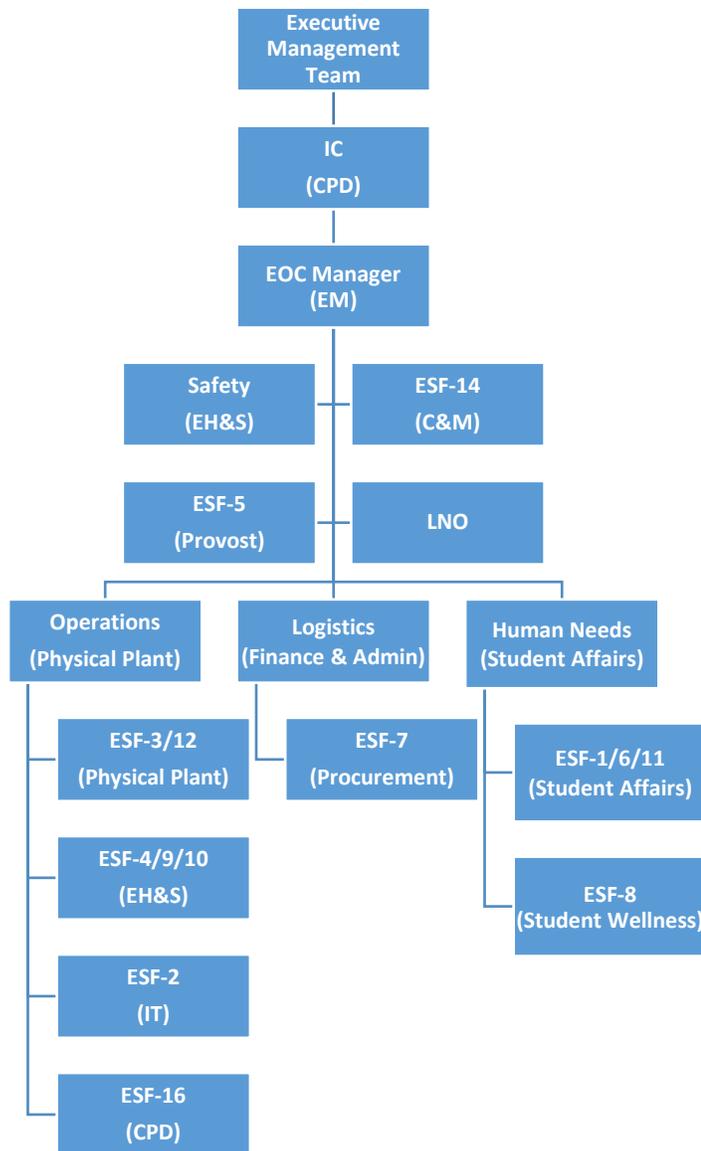
- 6.4.2.1. The Director of OEM shall act as EOC Manager and ensure all EOT members have been notified.
- 6.4.2.2. Ensure communications are established and maintain with the IC throughout the event.
- 6.4.2.3. Ensure communications are established and maintain with the Executive Management Team throughout the event.
- 6.4.2.4. Once the EOT is assembled, the EOC will initiate support operations for the IC.

6.4.3. **All staff, faculty, students, concessionaire employees and visitors:**

- 6.4.3.1. During the alert warnings, all personnel should follow the prescribed instructions and remain in their assigned locations until further notice.
- 6.4.3.2. College faculty and staff shall receive further instructions for emergency assignments in support of response and/or recovery operations.

6.5. Command Structure:

- 6.5.1. The number of essential staff called to remain on campus during these events shall be kept to a minimum and should be limited to employees truly needed for the specific phase of the emergency (i.e. pre, during, or post event).
- 6.5.2. Essential staff not required to remain on campus will be required to call in after danger has passed to determine their work assignments. Work assignments may vary as necessary from an employee’s normal responsibilities.
- 6.5.3. For Human-Made Hazards, the IC representing New College shall be the CPD Chief and will most likely form a Unified Command with all responding agencies’ representatives (i.e. fire, police, etc.).
- 6.5.4. The following shall be a fully activated EOT command structure (Level 1) for a Human-Made Hazard emergency. Depending on the scope of the incident, some ESFs might not be activated; however, the Command Staff shall remain the same:



7. Recovery

7.1. General Guidelines:

- 7.1.1. The following are general guidelines are to be implemented for anticipated recovery steps after a human-made related emergency. The timeline for implementation will vary depending upon the damage sustained on campus. All recovery activities will be determined and directed by the President, or the senior administrator in the Executive Management Team chain of command, in consultation with the IC.
- 7.1.2. Following the incident, responsibilities for conducting a campus safety and damage assessment will be assigned. Objectives of the assessment will depend on the type of incident, but at a minimum it shall assess:
 - 7.1.2.1. Status of personnel.
 - 7.1.2.2. Current state of operations.
 - 7.1.2.3. The extent of damage and safety of campus facilities.
 - 7.1.2.4. Extent and location of all major damage and document by photographs and/or video to the extent possible.
 - 7.1.2.5. Prioritize a list of mission critical repairs needed.
 - 7.1.2.6. Extent of any specialized equipment and/or vendors needed for repairs.
- 7.1.3. Once the information is collected, an update meeting will be conducted with the Executive Management Team where the IC will engage the team to brief them on the assessment reports and have them make at least two critical decisions:
 - 7.1.3.1. Are conditions sufficiently safe to resume normal operations?
 - 7.1.3.2. If not, designate and direct necessary staff and resources to repair damage to return the campus to a safe and functional status.
- 7.1.4. Only individuals designated by the IC and the Executive Management Team will be allowed to return to campus, or the affected area, until an “all clear” has been issued. Individuals attempting to access the campus or affected area prior to the “all clear” will be asked to leave and will be escorted by CPD.

7.2. Interaction with Employees after the Emergency:

- 7.2.1. In cases of a temporary campus closure, the following mechanisms will be used to contact employees and provide information about College activities after a human-made hazard. All employees shall be required to check in with their supervisors within 24 hours after the incident.
 - 7.2.1.1. **Email:** The College’s email is all cloud based systems and will function without power to the campus, allowing, for access to “@ncf.edu” mailboxes over the web. NCF email addresses will be used preferentially for communications from the College.
 - 7.2.1.2. **NCF Webpage:** The College webpage is also on a cloud based system for continued operation before, during and after a storm. Emergency updates

- on the status of re-opening campuses will posted on the Campuswide Alert page. If possible, all employees should monitor this site on a regular basis.
- 7.2.1.3. **NCFSafe:** Blackboard emergency notification system is all cloud based systems and will function without power to the New College campus. The College will also maintain the Campus Emergency Hotline 941-487-4130 system to provide critical information on campus status and dates for re-opening. All employees should call the Campus Emergency Hotline at least once per day to access critical information.
 - 7.2.1.4. Email communications, NCFSafe, and the Campuswide Alert page will be updated regularly with information on campus or area re-openings and when employees should return to work.
 - 7.2.1.5. **ALL employees** must strictly adhere to all instructions communicated from the Executive Management Team, CPD, and/or the IC.
 - 7.2.1.6. Employees will be required to report for duty as soon as practical. During a period of recovery, employees are expected to perform duties as requested by their supervisor even if those duties are not part of their regular job descriptions.

7.3. Interaction with Students after the Emergency:

- 7.3.1. In cases of campus closures or interruption of academic activities due to a technological related emergency, the following mechanisms will be used to contact students and to provide information about College activities after the emergency.
 - 7.3.1.1. **Email:** Because students' e-mails are hosted by Google, they should therefore experience no difficulties in accessing their NCF.edu accounts. In addition, during their registration process, all students are required to provide their non-NCF emergency contact information as part of the personal emergency plan. NCF email addresses will be used preferentially for communications from the College.
 - 7.3.1.2. **NCF Webpage:** The College webpage is on a cloud based system for continued operation. The Executive Management Team, IC and PIO will post regular updates on the status of the emergency and the campus. If possible, students should monitor the Campuswide Alert page on a regular basis for more information.
 - 7.3.1.3. **NCFSafe:** The College will maintain the Campus Emergency Hotline 941-487-4130 system to provide critical information on campus status and dates for re-opening. All students should call the Campus Emergency Hotline at least once per day to access critical information.
 - 7.3.1.4. **NO STUDENT**, unless approved by the Executive Management Team and IC, shall attempt to return to campus or access the affected area until official re-opening announcements are made. Students must strictly adhere to all instructions communicated from the Executive Management Team, CPD, and/or the IC.

7.4. Reinstatement of Campus Services and Repopulation:

- 7.4.1. The President or senior administrator in charge, in consultation with the Executive Management Team and the IC will determine when the College or the affected area is fit to reopen.
- 7.4.2. Normal campus services will resume as soon as practical and safe.

7.5. Costs and Reimbursement:

- 7.5.1. The Finance and Admin Section will track all costs associated with all phases of the emergency by maintaining itemized invoices for any expenses incurred.
- 7.5.2. If the county is in a local state of emergency, New College will follow the prescribed process to be reimbursed by the state or the Federal Emergency Management Agency (FEMA) for all allowable costs incurred during the emergency. These costs include, but are not limited to:
 - 7.5.2.1. Force Account Labor (straight time and overtime) working during and/or after the emergency. Documentation for each person will include time and the specific duties performed (ICS form 214).
 - 7.5.2.2. Direct Administrative Costs (DAC) incurring administrative costs that it tracks, charges, and accounts for directly to a specific eligible project, the costs are eligible as DAC.
 - 7.5.2.3. Contractor costs incurred by the College in supporting emergency operations.
 - 7.5.2.4. Costs associated with food service during the emergency.
 - 7.5.2.5. Any damage caused to the campus.
- 7.5.3. If applicable, the College Safety Coordinator shall coordinate issues related to the State Trust Fund Insurance.

Appendix 1: Human-Made Hazards Terms

Term	Definition
Active Shooter	An active shooter is an individual actively engaged in killing or attempting to kill people in a populated area.
Civil Disturbance	Civil disorder, also known as civil disturbance or civil unrest, is an activity arising from a mass act of civil disobedience (such as a demonstration, riot, or strike) in which the participants become hostile toward authority, and authorities incur difficulties in maintaining public safety and order.
Cyber Incident	<p>A breach of a system's security policy in order to affect its integrity or availability and/or the unauthorized access or attempted access to a system or systems. In general, types of activity that are commonly recognized as being breaches of a typical security policy are:</p> <ul style="list-style-type: none"> • Attempts to gain unauthorized access to a system and/or to data. • The unauthorized use of systems for the processing or storing of data. • Changes to a systems firmware, software or hardware without the system owners consent. • Malicious disruption and/or denial of service.
Special Events	<p>Events that may require additional emergency planning include, but are not limited to an event:</p> <ul style="list-style-type: none"> • Occurring outside with 250 or more people • With an estimated participation of 1,000 or more people • That includes a majority of participants or attendees outside of the NCF community • Having the potential to disrupt normal operation of the College • Anticipating minors to participate and reside on campus • Categorized as a conference • Scheduled to occur overnight in a non-residential building.
Special Event Emergency Plan (SEEP)	A formal, written plan developed by the event organizers that identifies potential emergency conditions at the event site and prescribes the procedures to be followed to minimize risk and prevent loss of life and property.
Terrorist Act	The unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

Appendix 2: Human-Made Hazards Key Points of Contact

Office	Name	Phone	Email
Emergency Management (EM)	Luis Suarez	4449	lusuarez@ncf.edu
Campus Police Department	Michael Kessie	4210	mkessie@ncf.edu
Campus Police Department	Kathleen Vacca	4210	kvacca@ncf.edu
Communications and Marketing	Ann Comer-Woods	4150	acomerwoods@ncf.edu
Physical Plant	Alan Burr	4245	aburr@ncf.edu
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Manatee County EM	Steve Litschauer	941-749-3500	steve.litschauer@mymanatee.org
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Appendix 3: Human-Made Hazards Checklists

Before		
	Task	Office
<input type="checkbox"/>	Establish, train, and maintain the Emergency Operations Team.	Emergency Management (EM)
<input type="checkbox"/>	Conduct safety inspection in coordination with CPD and H&S.	
<input type="checkbox"/>	Establish working relationships in advance with outside organizations and, if possible, create mutual aid agreements.	
<input type="checkbox"/>	At least once a year, conduct a functional exercise	
<input type="checkbox"/>	Establish and maintain communication with local Emergency Management offices.	
<input type="checkbox"/>	Train Building and Floor Emergency Coordinators.	
<input type="checkbox"/>	Work with CPD, IT, and PP for improvements to the campus' safety and security infrastructure.	
<input type="checkbox"/>	Ensure any MOUs/MOAs are up to date.	
<input type="checkbox"/>	Identify and inform C&M staff of critical or essential duties.	Communications and Marketing (C&M)
<input type="checkbox"/>	Work with other campus administrative units to control rumors and correct inaccurate information.	
<input type="checkbox"/>	Provide department administrators with specific wording that faculty and staff may use to update department voice mail greetings directing callers to specific numbers and web sites where more information about the emergency, campus closings etc. can be found.	
<input type="checkbox"/>	Be prepared to brief the media.	
<input type="checkbox"/>	Create and maintain a Crisis Communication Plan with pre-canned messaging.	
<input type="checkbox"/>	Designate a knowledgeable person who will be responsible for activating the NCFSafe when necessary.	Campus Police Department (CPD)
<input type="checkbox"/>	Identify and inform CPD personnel of critical or essential duties.	
<input type="checkbox"/>	Establish working relationships in advance with outside organizations and, if possible, create mutual aid agreements.	
<input type="checkbox"/>	Train NCF community on safety and security techniques.	
<input type="checkbox"/>	Ensure CPD personnel are properly trained in NIMS and ICS.	
<input type="checkbox"/>	Advice leadership and the EOT on security issues and recommend change of security postures when deemed necessary.	
<input type="checkbox"/>	Work with CPD, EM, and IT for improvements to the campus' safety and security infrastructure.	
<input type="checkbox"/>	Maintain radio/telephone communications and activities log to support and provide information to the campus emergency operations staff and C&M staff.	
<input type="checkbox"/>	Identify and inform PP staff of critical or essential duties.	Physical Plant (PP)
<input type="checkbox"/>	Work with CPD, EM, and IT for improvements to the campus' safety and security infrastructure.	
<input type="checkbox"/>	Maintain fire sprinkler systems, fire extinguishers and smoke detectors. Consider a fire protection system that is monitored so	

	the fire department is immediately notified when the sprinklers are activated.	
<input type="checkbox"/>	Consider replacement contingencies (i.e., equipment leasing contracts or plans) for critical business equipment that can cause a bottleneck in business operations or may take extensive time to replace.	PP Continued...
<input type="checkbox"/>	Be prepared to conduct emergency contracts.	
<input type="checkbox"/>	If necessary, identify and inform IT staff of critical or essential duties.	Information Technology (IT)
<input type="checkbox"/>	Determine whether campus file servers are to be deactivated during specific emergencies.	
<input type="checkbox"/>	Work with CPD, EM, and PP for improvements to the campus' safety and security infrastructure.	
<input type="checkbox"/>	Secure server rooms and other related equipment to the extent possible to protect the IT infrastructure.	
<input type="checkbox"/>	Ensure RHDs are prepared to activate the Student Evacuation Team and/or the Shelter Management Team, whichever necessary depending on the type of scenario.	Student Affairs (SA)
<input type="checkbox"/>	Ensure RHDs and RAs are prepared to perform as Building Emergency Coordinators and Floor Emergency Coordinators respectively.	
<input type="checkbox"/>	Maintain a system in place to keep parents informed on the status their students.	
<input type="checkbox"/>	Work with the Student Wellness Center to develop a family reunification plan.	
<input type="checkbox"/>	Work with SA to develop a family reunification plan.	Student Wellness Center
<input type="checkbox"/>	Ensure all faculty members are informed and updated on emergency protocols.	Provost's Office
<input type="checkbox"/>	Ensure the faculty develops and maintains a plan to mitigate academic disruption as much as possible.	
<input type="checkbox"/>	Identify emergency funds that may be used for the response efforts and recovery operations.	Admin and Finance (A&F)
<input type="checkbox"/>	Maintain a system in place to track all expenses incurred during an emergency.	
<input type="checkbox"/>	Ensure payroll has adequate plans to avoid disruption.	
<input type="checkbox"/>	Ensure all HAZMAT is safely regulations and protocols are followed at all times.	Health and Safety

During		
	Task	Office
<input type="checkbox"/>	Establish and manage an Emergency Operations Center.	Emergency Management (EM)
<input type="checkbox"/>	Continue to monitor the situation and disseminate updates.	
<input type="checkbox"/>	Establish communications with local authorities and mutual aid partners.	

<input type="checkbox"/>	Establish and maintain constant communication with campus leadership and maintain them abreast of changing situations.	EM Continued...
<input type="checkbox"/>	Assist Communications and Marketing operations in preparing current information about the progress of the emergency and associated campus preparations.	
<input type="checkbox"/>	If activated, maintain communications with the Student Evacuation Team and/or the Shelter Management Team.	
<input type="checkbox"/>	Work with the Emergency Operations Team (EOT) to develop an Incident Action Plan (IAP).	
<input type="checkbox"/>	Ensure Incident Command System (ICS) forms are being completed and properly documented.	
<input type="checkbox"/>	Determine the extent to which critical and/or essential personnel will be required to remain on campus during the emergency and work with individual departments to ensure such personnel are present and accounted for.	
<input type="checkbox"/>	Keep respective web sites and phone message points updated regularly with current information about the progress of the emergency, and associated campus preparations and web, phone, radio and print locations where the campus community can find out information about campus operations.	Communications and Marketing (C&M)
<input type="checkbox"/>	Work with other campus administrative units to control rumors and correct inaccurate information.	
<input type="checkbox"/>	Provide department administrators with specific wording that faculty and staff may use to update department voice mail greetings directing callers to specific numbers and web sites where more information about the emergency can be found.	
<input type="checkbox"/>	Implement a Crisis Communication Plan as needed.	
<input type="checkbox"/>	Maintain radio/telephone communications and activities log to support and provide information to the campus emergency operations staff and C&M staff.	Campus Police Department (CPD)
<input type="checkbox"/>	Maintain law and order throughout the event.	
<input type="checkbox"/>	In case of an evacuation and closer, ensure all buildings have been vacated, and heighten security to prevent people from returning before the all-clear is announced.	
<input type="checkbox"/>	Execute the duties and responsibilities of the College Incident Commander.	
<input type="checkbox"/>	Coordinate the arrival of first responders and establish lines of communication with their IC.	
<input type="checkbox"/>	Be prepared to cordon off buildings or areas if the scenario requires it.	
<input type="checkbox"/>	Be prepared to support the EOT with equipment or other infrastructure as needed.	Physical Plant (PP)
<input type="checkbox"/>	Ensure personnel are monitoring fuel levels and condition of backup power.	

<input type="checkbox"/>	As much as possible, ensure critical infrastructure remains operational. In case of degradation immediately inform the IC, and develop solutions.	
<input type="checkbox"/>	As much as possible, ensure IT communications remain operational throughout the event.	Information Technology (IT)
<input type="checkbox"/>	Be prepared to support the EOT with IT equipment or repairs as needed.	
<input type="checkbox"/>	In case of degradation immediately inform the IC, and develop solutions.	
<input type="checkbox"/>	If activated, maintain reliable communications with the EOC from the offsite.	
<input type="checkbox"/>	If activated, maintain communications with the Student Evacuation Team and/or the Shelter Management Team.	Student Affairs (SA)
<input type="checkbox"/>	Coordinate with Metz in case an emergency meal plan and/or water is required.	
<input type="checkbox"/>	Maintain communications with Building Emergency Coordinators to receive building reports and status.	
<input type="checkbox"/>	Ensure that all on campus residents receive regular campus updates regarding the emergency and what actions they should take to prepare.	
<input type="checkbox"/>	As much as possible, maintain parents informed on the status of their students.	
<input type="checkbox"/>	Work with the Student Wellness Center to execute the family reunification plan.	
<input type="checkbox"/>	Work with SA to execute the family reunification plan.	Student Wellness Center
<input type="checkbox"/>	Track all expenses incurred during the emergency.	Admin and Finance (A&F)
<input type="checkbox"/>	If necessary, authorize Purchasing Services to increase emergency credit to individual units.	
<input type="checkbox"/>	Assist the EOT with emergency expenditure as needed.	

After		
	Task	Office
<input type="checkbox"/>	Coordinate and oversee damage assessments as soon as safely possible. Ensure proper documentation is complete and accurate.	Emergency Management (EM)
<input type="checkbox"/>	Continue to monitor and disseminate updates.	
<input type="checkbox"/>	Identify supplies levels and reconstitute for recovery efforts.	
<input type="checkbox"/>	Advice and consult with campus leadership on reopening campus, resume services, close shelters and return to normal activities.	
<input type="checkbox"/>	Work with CPD to ensure the return operations is conducted in an organized manner.	
<input type="checkbox"/>	Assist Communications and Marketing in preparing current information about the progress of the emergency and associated campus preparations.	
<input type="checkbox"/>	Maintain communication with local Emergency Management offices and request assistance as necessary.	

<input type="checkbox"/>	Establish recovery operations work schedule and EOT battle-rhythm.	
<input type="checkbox"/>	Ensure any participating personnel are maintaining all required ICS forms.	
<input type="checkbox"/>	Coordinate Continuity Of Operations Plan (COOP) if necessary.	
<input type="checkbox"/>	Keep respective web sites and phone message points updated regularly with current information about the progress of the emergency, and associated campus preparations and web, phone, radio and print locations where the campus community can find out information about campus operations.	Communications and Marketing (C&M)
<input type="checkbox"/>	Inform students, faculty, staff, parents and general campus community about facility closings, openings, shelter operations, etc.	
<input type="checkbox"/>	Be prepared to brief the media.	
<input type="checkbox"/>	Work with other campus administrative units to control rumors and correct inaccurate information.	
<input type="checkbox"/>	Provide department administrators with specific wording that faculty and staff may use to update department voice mail greetings directing callers to specific numbers and web sites where more information about the emergency, campus closings etc. can be found.	
<input type="checkbox"/>	Maintain radio/telephone communications and activities log to support and provide information to the campus emergency operations staff and C&M staff.	Campus Police Department (CPD)
<input type="checkbox"/>	Assist Physical Plant in checking campus grounds for debris and damages.	
<input type="checkbox"/>	Inform leadership and the EOT of law enforcement protocols that need to be followed after the event.	
<input type="checkbox"/>	Cordon off areas as necessary for safety and/or security.	
<input type="checkbox"/>	Work with the EOT to ensure the return operation is conducted in an organized manner.	
<input type="checkbox"/>	Inspect and conduct repairs of whatever is possible.	Physical Plant (PP)
<input type="checkbox"/>	Oversee and coordinate a thorough damage assessment, ensuring all forms and images are being documented accordingly.	
<input type="checkbox"/>	Coordinate with contractors to assist with cleanup and repairs.	
<input type="checkbox"/>	Ensure all expenditures are itemized and maintained organized.	
<input type="checkbox"/>	Provide leadership with daily reports of damages and/or repairs.	
<input type="checkbox"/>	Coordinate with building occupants to assist with reporting damages to their individual buildings.	
<input type="checkbox"/>	Where possible or necessary, protect building, equipment and furniture from further damage.	
<input type="checkbox"/>	Establish work rotation for recovery personnel.	
<input type="checkbox"/>	Ensure recovery personnel are following safety protocols during recovery operations.	
<input type="checkbox"/>	Inspect HAZMAT conditions.	

<input type="checkbox"/>	Assist with the accuracy of recovery documentation and advice with best practices for reimbursement requirements.	Health and Safety
<input type="checkbox"/>	Complete insurance related items.	
<input type="checkbox"/>	Conduct internal damage assessments and repair as necessary.	Information Technology (IT) IT Continued...
<input type="checkbox"/>	Coordinate with building occupants to assist with reporting damages to their individual hardware or systems.	
<input type="checkbox"/>	If necessary, coordinate with contractors to assist with repairs.	
<input type="checkbox"/>	Provide leadership with daily reports of damages and/or repairs.	
<input type="checkbox"/>	Ensure that all on campus residents receive regular campus updates regarding campus status and any changes.	Student Affairs (SA)
<input type="checkbox"/>	Coordinate with Metz to ensure they are capable to resume services.	
<input type="checkbox"/>	Coordinate with the Student Evacuation Team for a safe return of evacuated students.	
<input type="checkbox"/>	If shelter operations were conducted, coordinate with the Shelter Management Team for cleanup and closing the shelter.	
<input type="checkbox"/>	Assist Physical Plant in checking campus grounds for debris and damages.	
<input type="checkbox"/>	Coordinate with Building Emergency Coordinators and Floor Emergency Coordinators for an organized return.	
<input type="checkbox"/>	Identify and coordinate if temporary housing is required.	
<input type="checkbox"/>	If established, assist the Student Wellness Center in the family reunification center.	
<input type="checkbox"/>	Advise the EOT and leadership of any health related issues.	Student Wellness Center
<input type="checkbox"/>	If established, staff and operate the family reunification center.	
<input type="checkbox"/>	If necessary, prepare and conduct post-traumatic stress related classes and interventions.	
<input type="checkbox"/>	Provide leadership with daily reports on health related updates.	
<input type="checkbox"/>	Ensure all faculty members are informed and updated on plans and decisions made by leadership.	Provost's Office
<input type="checkbox"/>	Ensure the faculty is fully prepared to resume academic activities before students return to classes or campus.	
<input type="checkbox"/>	Identify emergency funds that may be used for recovery operations.	Admin and Finance (A&F)
<input type="checkbox"/>	If necessary, authorize Purchasing Services to increase emergency credit to individual units.	
<input type="checkbox"/>	Maintain a system in place to track all expenses incurred during recovery.	

Appendix 4: New College Emergency Support Functions Descriptions

NCF Emergency Support Functions (ESFs)		
ESF #	ESF Description	Responsible Department
1 – Transportation	ESF-1 is responsible for supporting the movement of NCF students to a safe location in case of a campus evacuation by ensuring accountability and communication throughout the process.	Office of Student Affairs
2 – Communications	Maintains communication systems to ensure business and academic continuity as well as support public safety in normal operating conditions and emergency situations.	Office of Information Technology
3/12 – Facilities Management	ESF-3 is responsible for public works infrastructure actions that may take place in an emergency. Also provides and coordinates resources (personnel, equipment, facilities, materials and supplies) to support public works and infrastructure needs during an emergency or disaster. This ESF encompasses potable water, sanitary sewer, fire water, storm water, chilled water, and electrical resources, as well as individual repairs for NCF campus buildings. ESF-12 coordinates the internal and external departments responsible for power generation and distribution on campus.	Physical Plant
4 – Firefighting 9 – Search and Rescue 10 – Hazardous Materials	ESF-4 provides and coordinates resources (personnel, equipment, facilities, materials and supplies) to support firefighting, emergency medical, and hazardous materials response needs during an emergency or disaster. ESF-9 lists the internal and external departments responsible for search and rescue actions that may take place in an emergency. ESF-10 lists the internal and external departments responsible for hazardous materials response actions that may take place in an emergency.	Office of Environmental Health and Safety
5 – EM Planning	Supports the coordination of emergency management planning by collecting and maintaining documentation and creating briefs and situation reports.	Provost’s Office
6 – Mass Care	ESF-6 is responsible for identifying and tracking personnel being transported to local hospitals and collecting and providing information on victims to family members. Also coordinates emergency housing for students and points of distribution for basic supplies if necessary.	Office of Student Affairs
7 – Resources Support	Coordinates timely and efficient purchasing and delivery of supplies, equipment, services, and facilities needed in an emergency.	Procurement
8 – Campus Health	ESF-8 lists and coordinates the internal and external departments responsible for public health, mental health, religious services, and medical services that may be needed in an emergency.	Office of Student Wellness
11 – Food & Water	Identifies food, water and ice needs for a disaster or emergency; obtain needed resources; and transport to the impacted area.	Office of Student Affairs
14 – Public Information	Disseminates and controls information on emergencies to the NCF community through various media outlets and internal messaging systems.	Office of Communications & Marketing
16 – Campus Safety & Security	Coordinates the internal and external departments responsible for public safety and security actions and support in an emergency.	Campus Police Dept.

Appendix 5: New College of Florida Critical and Essential Staff Policy
(Waiting for new policy)

Appendix 6: Building Generators Master Sheet

	<u>Location</u>	<u>Make</u>	<u>Model #</u>	<u>KW</u>	<u>RPM</u>	<u>Fuel</u>	<u>Tank</u>	<u>What it powers</u>	<u>Fuel Burn Rate (gal/hr)</u>	<u>Hours available per tank</u>
1	Palmer A	Kohler	125REOZJB	125	1800	Diesel	495	Entire building plus emergency lighting in Palmers BCDE	9	55
2	Campus Police	Triton	HPW-62	60	1800	Diesel	200	Entire Building	5	40
3	Chiller Plant	Kohler	750REOZM	760	1800	Diesel	549	Our Generator only runs 1 600 ton Chiller	53	10
4	Marine Biology	Kohler	125REOZJB	125	1800	Diesel	240	Partial; lighting and some receps	9	26
5	Heiser	Kohler	135ROZJ	135	1800	Diesel	510	Lighting, some HVAC and Elevator; North wing exhaust system not included	10	51
6	Physical Plant	Kohler	135REOZJC	135	1800	Diesel	200	Entire Building	10	20
7	Sudakoff	Kohler	80REOZJB	80	1800	Diesel	495	Entire Building	7	70
8	Hamilton	Kohler	400REOZDD	400	1800	Diesel	450	HCL & HCT	29	15
9	ACE	Cummins	DSFAD-5515159	80	1800	Diesel	110	Partially powered; Lights and some HVAC and receps	7	15
11	Physical Plant-Portable	Triton	MMG55	40	1800	Diesel	110		4	27
12	Library	Kohler	180REZXB	180	1800	Nat. Gas	N/A	Partially powered; Lights and some HVAC and receps		
Total Tank Capacity										
							3359	Total Fuel Burned Per Hour W/Chiller	143	
							4000	Total Fuel Burned Per Hour WO/Chiller	90	
Worse Case, We have complete power loss in all buildings , including Chiller, We Can Run for -----> 51 Hours										