

Annex 1

New College of Florida Natural 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 natural hazard or event. It addresses pre-event preparation and post-event recovery as well as management of the campus 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 Natural Hazards EOP, along with hazard specific plans for the campus, establish College-wide response strategies to be used in the event of a natural disaster. In addition, we strongly urge all students and College personnel to take this plan and the threat of a natural disaster to our College very seriously. It is especially important that all faculty, staff and students develop personal evacuation plans to ensure that they are out of harm's way.

1.1. Purpose

This EOP is designed as a guideline to coordinate and control the College's preparation and response steps to a natural 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 natural hazards related terms and a checklist of essential departmental responsibilities.

1.2. Scope

This EOP applies to all New College of Florida (NCF) 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. Natural hazards may either be forecasted or 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 natural hazard event will 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.
- 1.3.9. The recovery of the surrounding community would be integral to New College's own recovery.

2. Natural Hazards

2.1. Animal Disease Outbreak

These are biological hazards associated with insect, animal, or pathogen that could pose a health threat and there is the possibility of an adverse effect to the general population through naturally occurring pathogens. There may be vulnerability to mosquito and other insect borne diseases. As of July 22, 2016, the Florida Department of Health had identified 321 Zika virus disease cases among Florida residents and visitors, including local transmissions cases in Miami during the 2016 outbreak. In addition, many cases originated from international travelers from other countries or territories with ongoing Zika virus transmissions. In addition, in 2018, the campus was impacted by the Red Tide along its shoreline, slightly affecting some people's respiratory system.

2.2. Drought

Droughts are weather events affecting the area with some degree of regularity. Prolonged dry periods have spurred wildfires, a reduction in the water table, rationing of water, and endangerment of wildlife.

2.3. Earthquake:

The 1992 Florida Atlas reports that in 1905, an earthquake with its epicenter in west-central Manatee County was recorded. This earthquake registered 1, using the Modified Mercalli intensity scale (where 7 equates to maximum damage); little to no damage at the surface was reported. The latest earthquake happened on September 10, 2006 at 8:56 am approximately 251 miles WSW from Sarasota, Florida. The magnitude of the earthquake was 5.8 with no after effects.

2.4. Epidemic/Pandemic:

Although most outbreaks take hold in the world's most vulnerable areas, according to the U.S. Center for Disease Control, a pathogen can travel from a remote village to major cities on all continents in 36 hours; the threat is now greater than ever. New College is potentially vulnerable to influenza outbreaks due to the large annual influx of seasonal residents and tourists.

2.5. Flood:

Flooding may have a severe impact in certain areas of the campus. Due to its topography, portions of the West Campus, Caples Campus and Uplands property fall within Flood Zones A, B, and V. Zone A is subject to 100-year floods and Zone V is subject to 100-year floods and associated wave action. Portions of the West Campus fall within the Coastal High Hazard Area, which is defined as those areas seaward of the Coastal Construction Control Line and FEMA designated V-Zones. The zones identify the greatest threat at the western edge at the Sarasota Bayfront; this threat diminishes as ground elevations reach higher levels near US 41.

2.6. Hurricane:

Because NCF is located in a subtropics coastline, it is particularly susceptible to hurricanes and tropical storms and their associated storm surge. Hurricane season is from June 1st through November 30th with much of the strongest hurricane activity in the Gulf during August and September. A storm threatening New College could trigger the issuance of an evacuation order due to the hazards related to these events. Primary hazards from these events include: tornadoes, storm surge, and fresh water flooding from heavy rainfall and extensive wind damage. Because of its elevation, New College is located throughout the different Sarasota County Evacuation Levels.

2.7. Severe Thunderstorms:

Severe thunderstorms occur in all seasons of the year. Minor damage occurs from thunderstorms each year. Many of the storms are accompanied by high wind, hail, flooding and dangerous lightning. Florida is the nation's leader in lightning fatalities. The storms have the potential of causing power outages and destruction or damage to buildings and can result in loss of life. Locally, from 1966 to present, there have been 144 severe thunderstorms of 50-70 knot winds, causing \$2.76 million in damage.

2.8. Sinkholes

When sinkholes develop in densely populated areas or at critical facilities they can be disastrous and become as disruptive as to create a state of emergency. Within the 17 counties which comprise the Southwest Florida Water Management District (SFWMD), sinkholes develop more frequently north of Tampa Bay where the limestone base is closest

to the land surface and the supporting sand and clay layers are thin. New College falls in the area identified as an area where sinkholes are a rare occurrence.

2.9. Tornado

Tornadoes are characterized by violent and destructive winds as well as hail, flooding and lightning. Manatee County has recorded seventy-nine (79) tornadoes since 1966; the same for Sarasota, except from 1951. Many of the tornadoes were with tropical storms and hurricanes in addition to waterspouts moving onshore before dissipating a few hundred yards later. Most commonly, the least destructive tornadoes are warm weather tornadoes that occur between May and August; and cool season tornadoes are the most destructive, occurring between December and April. In 2017, Tropical Storm Emily produced a tornado that affected multiple properties in Northwest Manatee. “Tornado Watch” means tornadoes are expected to develop. “Tornado Warning” means a tornado has actually been sighted.

2.10. Tsunami

Florida is not located along the convergent margins of the tectonic plates; there is no likelihood of an earthquake - generated tsunami. Of perhaps equal concern would be the danger of a rogue wave. Rogue waves are sudden extreme waves with wave height well above the background waves. They generally occur in rough sea conditions.

2.11. Wildfire

Our region is susceptible to wildfires, particularly during months with minimal rainfall amounts. Wild fires can cause significant losses to timber, agriculture, and wildlife. The major cause of brush and forest fires is due to lightning and occurs during the months with higher thunderstorm activity such as the summer. The most vulnerable area on New College property is the regenerative forest area, also known as the native restoration area. It is 2.4 acres designated in the Campus Master Plan to be used as a research area for biology classes, individual student research projects, and co-curricular residential life activities. Slash pine canopy trees present in the regenerative forest can attract lightning, and wildfire is possible.

2.12. Winter Storm.

Freezing temperatures on campus will have greatest impact on its vegetation and wildlife, as well as potential damage to its irrigation systems. The region experienced ninety-eight days of freezing temperatures of 32 degrees or less between January, 1966 and December 2012. A wind chill advisory is issued for wind chills of 26-35 degrees for 3 or more hours; and a wind chill warning is issued for wind chills of 25 degrees Fahrenheit or lower for 3 or more hours.

3. Prevention

Although Natural Hazards are unpreventable, New College has taken steps to lessen their impact on its campus and are designed to improve response capabilities and ensure a safe and secure community for students, faculty, staff, and visitors. 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.

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. Disaster Planning Guides for Sarasota and Manatee counties are provided to every new student and are available throughout the campus. The OEM is responsible for acquiring and distributing them.
- 3.3.3. Brochures about preparedness and planning are also distributed and/or made available throughout campus.
- 3.3.4. The OEM posts material on its webpage where the New College community can pull information from.
- 3.3.5. 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).
- 3.3.6. New College Office of Health and Wellness has an informational outreach program for the entire New College community on flu prevention and general health tips.

3.4. Weather Advisories:

- 3.4.1. The OEM monitors the local weather advisories on a daily basis and is responsible for notifying the College on any hazardous conditions.
- 3.4.2. For unexpected weather hazards, the Campus Police Department (CPD) constantly monitors National Oceanic and Atmospheric Administration (NOAA) weather radio and will immediately activate New College's ENS, warning the entire New College population about the potential hazard and with instructions on how to protect from it.
- 3.4.3. If needed, the Office of Marketing and Communication will post weather advisories on New College's website home page and its different social media channels.

3.5. Critical Personnel and Essential Staff:

- 3.5.1. 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 be evacuated. The number of Critical Personnel will be kept at a minimum and shall be limited to personnel who are absolutely vital to the campus' security and sustainability (Appendix 5).
- 3.5.2. "Essential Staff," which are directed to work before, during, or after an emergency when other employees have been released are essential staff.
- 3.5.3. 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.

3.6. Building Emergency Coordinator Program:

- 3.6.1. 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:

- 3.6.1.1. Serve as a point of contact for safety and emergency preparedness information provided by New College OEM and other officials.
- 3.6.1.2. In the event of an incident in their building, serve as a liaison with the New College OEM, CPD, and other officials.
- 3.6.1.3. Ensure completion of closure procedures and checklists prior to a New College closure.
- 3.6.1.4. Provide damage information to New College following a large-scale incident.
- 3.6.1.5. Act as an information conduit to building occupants for facilities related issues (e.g., scheduled utilities outages, building maintenance problems).

4. Protection

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

4.2. Protective Actions Plans

- 4.2.1. 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:
 - 4.2.1.1. Campus Closer Plan.
 - 4.2.1.2. Campus Evacuation Plan
 - 4.2.1.3. Campus Emergency Sheltering Plan
 - 4.2.1.4. Building Emergency Evacuation Plan
 - 4.2.1.5. Shelter in Place Plan

5. Mitigation

5.1. Pre-Disaster Mitigation Activates:

- 5.1.1. Equip as many key buildings as possible with backup generators. (Appendix 6) to view current list of buildings equipped with generators.
- 5.1.2. Any new buildings on campus are being constructed to meet the Florida Building Code (FBC).
- 5.1.3. Funding to maintain and upgrade aging infrastructure is among the College's top priorities. This allows the continuation of critical campus infrastructure improvements such as chilled water, sewer, roofing, structural repairs, hurricane protection, storm water management, sustainable technology and the like.
- 5.1.4. In 2001, College Hall, Cook Hall, Robertson Hall, and Caples Hall, located within Flood Zone V, were connected to the City's sanitary sewer system to eliminate any potential exposure of septic tanks during a tidal surge.
- 5.1.5. The New College Campus Master Plan proposes not to build new habitable structures within the flood zone located at the western edge of campus.
- 5.1.6. 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. Also, it has the capability to move critical IT systems to the Winter Haven data center to be independent of New College infrastructure; which allows for New College to maintain critical IT services throughout a major disaster.

- 5.1.7. To reduce the likelihood of wildfire, the regenerative forest should be managed with prescribed burning under the supervision of a Certified Fire Management Professional with a three-person crew. The objectives of the prescribed fire include the following: duplicate natural processes to allow students to research the effects of fire; eliminate non-native plants, achieve top-kill of 75% of groundcover; encourage native grasses and herbs to flower and older pine seedlings to grow. The regenerative forest is bordered on all sides by concrete walkways. Prescribed fire should be undertaken only when there are consistent east winds that will take the smoke quickly out over the bay. Backing fires in strips that can be easily curtailed if smoke becomes a problem should be used. Preparations for a successful prescribed fire include removal of ladder fuels, dead palm fronds, and downed wood beneath pines and oaks. Preparation should also include raking pine needle duff away from dead pine snags. The prescribed fire preparations and the fire itself will be incorporated into curricular and co-curricular activities. A permit for prescribed fire will be required from the Florida Forest Service. Internally, New College Police, New College Environmental Health and Safety, New College General Counsel, New College Communications and Marketing, and faculty staff and students need to be notified. Externally, the Sarasota Fire Department, the Sarasota Bradenton Airport, the Ringling Museum, and neighbors on 58th St.

5.2. Post-Disaster Mitigation Activities:

- 5.2.1. Based on the natural disaster and the assessed damage, the OEM will work with the EOT members to identify what infrastructure can be repaired or retrofitted to a safer or better standard.
- 5.2.2. 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. Forecasted Natural Hazard:

6.1.1. Notifications and Warnings:

- 6.1.1.1. Upon receipt of information from the National Weather Service (NWS) and/or the county Emergency Management Offices, indicating a potential threat, the Emergency Management Director 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.

6.1.1.2. Once the emergency level is decided, the Emergency Operations Center (EOC) will be activated and the IC will ensure all EOC members are notified on when they need to report to the EOC.

6.1.2. Communications:

6.1.2.1. 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 advise students to make travel plans in the event of College closure.

6.1.2.2. Storm updates will be made available on the NCF website, directing people to the Campuswide Alert page where they can find, at a minimum, the following information:

- Official College instructions regarding class cancellation and College closure.
- Links to information on progress and track of storms.
- Links to information on evacuation routes, city advisories, etc.
- Update on projected opening of the College and resumption of classes after a storm.
- Time next update can be expected.

6.1.3. Campus Closure:

6.1.3.1. See New College CEMP, Protective Actions Plans, Section 4.7.

6.1.4. College Evacuation:

6.1.4.1. See New College CEMP, Protective Actions Plans, Section 4.7.

6.1.5. New College as a Shelter:

6.1.5.1. There are two major shelter categories in Florida:

- Risk Shelters: Located in the area expected to be impacted by the storm and primarily, but not exclusively, serve displaced “local” populations. Risk shelters are subject to the hazards of the incident.
- Host Shelters: Typically located outside of the primary projected impact area and are intended to serve populations relocating from impacted areas. While designated and managed locally, host-sheltering missions are generated by the State and if the County as a host shelter uses a New College building, the County is solely responsible for its management and operations. Additionally, to the maximum extent allowed by law, the College will seek full reimbursement from the County for all expenses. Physical Plant office shall identify maintenance personnel to assist with any infrastructure related issues throughout the duration of the shelter.

6.1.5.2. For Campus Emergency Sheltering Plan, see New College CEMP, Protective Actions Plans, Section 4.7.

6.2. No-Notice Natural Hazard:

6.2.1. No-notice Natural Hazards are those in which there is either very little to no time for notification prior to the event having an effect over the campus. These may include, but are not limited to tornadoes, earthquakes, sinkholes, etc. For Shelter in Place, see New College CEMP, Protective Actions Plans, Section 4.7.

6.2.2. Initial Action by College Personnel:

6.2.2.1. **CPD:**

- If time permits, warn all personnel by use of the NCFSafe Emergency Notification system. Depending on the type of natural hazard, personnel should be advised to either seek immediate shelter, shelter in place, or evacuate.
- Officers should direct vehicular and pedestrian traffic seeking refuge to nearest available shelter.
- Officers will be assigned as necessary to maintain order, attempt to calm the group gathered and stand by awaiting any emergency assignments.

6.2.2.2. **OEM:**

- After the hazard has passed, the Emergency Management Director will assume Incident Command and will activate the EOC, notifying all members of the EOT, and establishing communication with the Executive Management Team.
- Once the team is assembled, depending on the effects of the incidents, the EOC will initiate Response and/or Recovery operations.

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

- During the alert warnings all personnel should follow the prescribed instructions and remain at the assigned location until further notice when they will be summoned for emergency assignments.

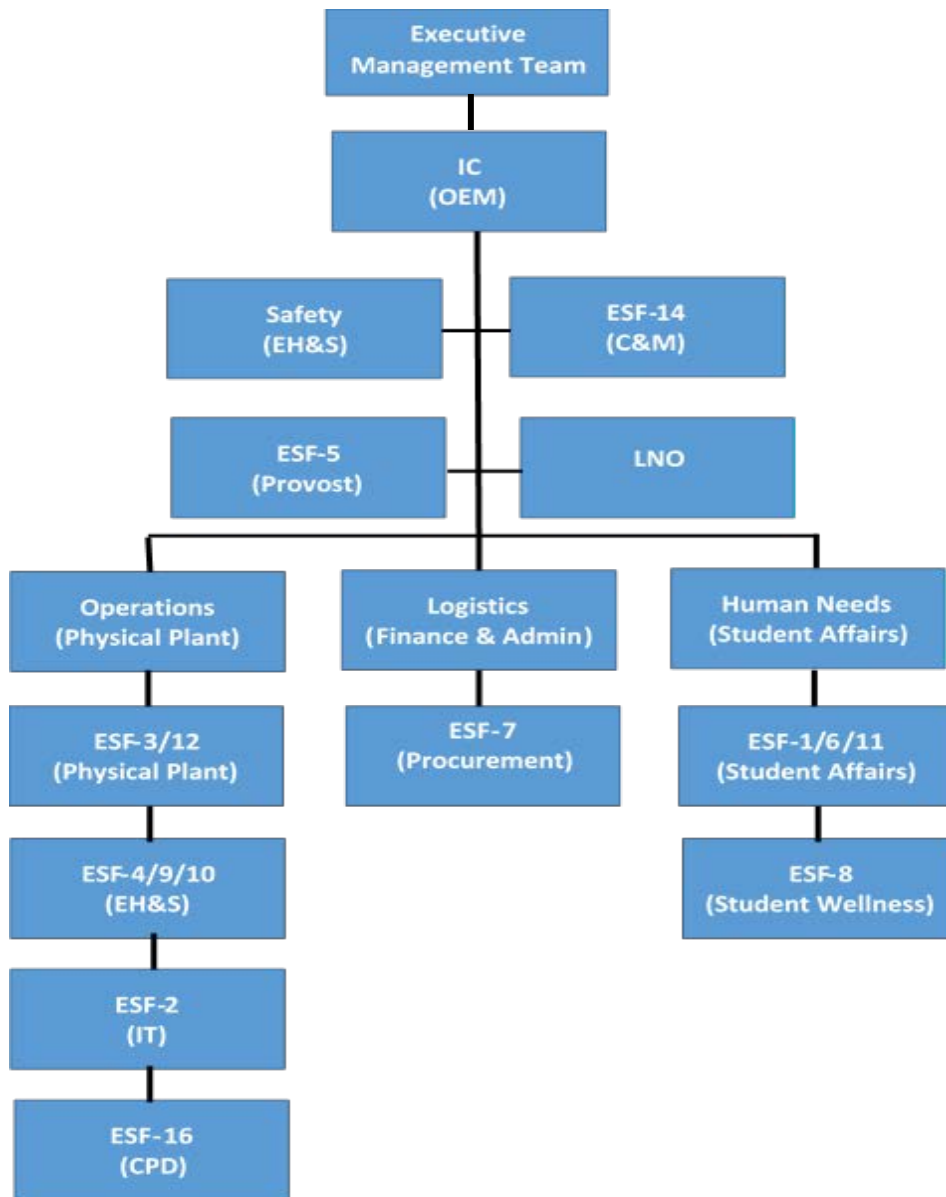
6.3. Command Structure:

6.3.1. Only employees designated as “Critical” will be required to remain on campus during the different phases of a forecasted natural emergency. 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).

6.3.2. 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.

6.3.3. For all natural hazards, the IC will be the Emergency Management Director.

6.3.4. The following shall be a fully activated EOT command structure (Level 1) for a natural hazard emergency. Depending on the scope of the incident, some ESFs might not be activated:



7. Recovery

7.1. General Guidelines:

- 7.1.1. The following are general guidelines for anticipated recovery steps to be implemented after a natural disaster. The timeline for implementation will vary depending upon the severity of storm 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 who remained during the storm.

- 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 re-open the campus?
 - 7.1.3.2. If not, designate and direct necessary staff and resources to repair damage to return the campus to a safe status.
- 7.1.4. Only individuals designated by the IC and the Executive Management Team will be allowed to return to campus until an “all clear” has been issued. Individuals attempting to access the campus prior to the “all clear” will be asked to leave and escorted by CPD.

7.2. Interaction with Employees after the Emergency:

- 7.2.1. In cases of College closure, the following mechanisms will be used to contact employees and provide information about College activities after a natural hazard. All employees will be required to check in with their supervisors within 48 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. All employees should monitor this site on a regular basis during a storm evacuation, if possible.
 - 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 re-openings and when employees should return to work.
 - 7.2.1.5. **NO EMPLOYEE**, unless he/she is a member of the first responder team or unless approved by the Executive Management Team and IC, shall attempt to return to work or access the campus until official re-opening announcements are made. **ALL employees** must strictly adhere to any and

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 after they are requested to return to work. 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 College closure, the following mechanisms will be used to contact students and to provide information about College activities after a natural 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 New College 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 before, during and after a storm. The Executive Management Team, IC and PIO will post regular updates on the status of re-opening campuses. If possible, students should monitor the Campuswide Alert page on a regular basis during an evacuation.

- 7.3.1.3. **NCF Safe:** The College will maintain the Campus Emergency Hotline 941-487-4130 system to provide critical information, via a recorded message, 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 until official re-opening announcements are made. Students must strictly adhere to any and 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 will reopen and when campus services will be reinstated as well as when relocation sites will be closed.

- 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 operations 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.

Appendix 1: Natural Hazards Terms

| Term | Definition |
|-------------------------|---|
| Animal Disease Outbreak | Diseases that have an animal source (zoonoses). Recent examples include West Nile virus, Zika, severe acute respiratory syndrome (SARS), avian influenza, and monkeypox. While some emerging diseases occur among both humans and animals, others affect only animals or only humans. |
| Drought | A prolonged period of abnormally low rainfall; a shortage of water resulting from this. |
| Earthquake | A sudden and violent shaking of the ground, sometimes causing great destruction, as a result of movements within the earth's crust or volcanic action. |
| Epidemic/Pandemic | Epidemic: An outbreak of disease that attacks many peoples at about the same time and may spread through one or several communities. Pandemic: When an epidemic spreads throughout the world. |
| Flood | An overflowing of a large amount of water beyond its normal confines, especially over what is normally dry land. |
| Flood Warning | A Flood Warning is issued when the hazardous weather event is imminent or already happening. |
| Flood Watch | A Flood Watch is issued when conditions are favorable for flooding. It does not mean flooding will occur, but it is possible. |
| Flash Flood | A flash flood is a sudden violent flood that can take from minutes to hours to develop. It is even possible to experience a flash flood in areas not immediately receiving rain. |
| Flash Flood Warning | Issued when a flash flood is imminent or occurring. |
| Hurricane | A hurricane is a type of storm called a tropical cyclone , which forms over tropical or subtropical waters. When a storm's maximum sustained winds reach 74 mph, it is called a hurricane. |
| Hurricane Season | The portion of the year having a relatively high incidence of hurricanes. In the Atlantic, Caribbean and Gulf of Mexico, it is usually regarded as the period from June through November. |
| Hurricane Category | The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 rating, or category, based on a hurricane's maximum sustained winds. The higher the category, the greater the hurricane's potential for property damage. |
| Hurricane Warning | Hurricane conditions (sustained winds of 74 mph or greater) are expected somewhere within the specified area. NHC issues a hurricane warning 36 hours in advance of tropical storm-force winds to give you time to complete your preparations. All preparations should be complete. Evacuate immediately if so ordered. |
| Hurricane Watch | Hurricane conditions (sustained winds of 74 mph or greater) are possible within your area. Because it may not be safe to prepare for a hurricane once winds reach tropical storm force, The NHC issues hurricane watches 48 hours before it anticipates tropical storm-force winds. |
| Severe Thunderstorm | A severe thunderstorm by definition is a thunderstorm that produces one inch hail or larger in diameter and/or winds equal or exceed 58 miles an hour. |

| | |
|-----------------------------|---|
| Severe Thunderstorm Warning | This is issued when either a severe thunderstorm is indicated by the WSR-88D radar or a spotter reports a thunderstorm producing hail one inch or larger in diameter and/or winds equal or exceed 58 miles an hour. Severe thunderstorms can produce tornadoes with little or no advance warning. |
| Sinkholes | A cavity in the ground, especially in limestone bedrock, caused by water erosion and providing a route for surface water to disappear underground. |
| Tornado | A violently rotating column of air with circulation reaching the ground. It nearly always starts as a funnel cloud and may be accompanied by a loud roaring noise. On a local scale, it is the most destructive of all atmospheric phenomena. |
| Tornado Warning | Issued by the local National Weather Service office (NWFO). People in the affected area should seek safe shelter immediately. They can be issued without a Tornado Watch being already in effect. They are usually issued for a duration of around 30 minutes. |
| Tornado Watch | Issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. Their size can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours. They normally are issued well in advance of the actual occurrence of severe weather. During the watch, people should review tornado safety rules and be prepared to move a place of safety if threatening weather approaches. |
| Tsunami | Tsunamis are giant waves caused by earthquakes or volcanic eruptions under the sea. The speed of tsunami waves depends on ocean depth rather than the distance from the source of the wave. |
| Wildfire | A wildfire is an unplanned fire that burns in a natural area such as a forest, grassland, or prairie. |
| Winter Storm | A winter storm is an event in which the main types of precipitation are snow, sleet or freezing rain. |

Appendix 2: Natural 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 |
| Physical Plant | Curtis Davis | 4695 | cudavis@ncf.edu |
| Student Affairs | Mark Stier | 4504 | mstier@ncf.edu |
| Environmental Health and Safety | Ronald Hambrick | 4585 | rhambrick@ncf.edu |
| Information Technology | Benjamin Foss | 4777 | bfoss@ncf.edu |
| Campus Space Scheduling | Jeffery Thomas | 4665 | jthomas@ncf.edu |
| Provost Office | Julie Morris | 4527 | morris@ncf.edu |
| General Counsel | David Fugget | 4877 | dfugett@ncf.edu |
| Administration & Finance | Kristie Harris | 4448 | klharris@ncf.edu |
| Procurement Services | Jean Harris | 4570 | jharris@ncf.edu |
| Sarasota County EM | Edward McCrane | 941-861-5495 | emccrane@scgov.net |
| Manatee County EM | Steve Litschauer | 941-749-3500 | steve.litschauer@mymanatee.org |
| USF Manatee/Sarasota EM | David Bjelke | 941-359-4227 | dbjelke@sar.usf.edu |
| USF System EM | Jen Fleischman | 813-974-0870 | jfleischman@usf.edu |

Appendix 3: Natural Hazards Checklists

| Before | | |
|--------------------------|--|------------------------------------|
| | Task | Office |
| <input type="checkbox"/> | Establish, train, and maintain the Emergency Operations Team. | Emergency Management (EM) |
| <input type="checkbox"/> | Monitor news and weather, and disseminate weather updates. | |
| <input type="checkbox"/> | Identify and assemble needed supplies to establish and run an EOC for at least 3 to 5 days. | |
| <input type="checkbox"/> | Establish working relationships in advance with outside organizations and, if possible, create mutual aid agreements. | |
| <input type="checkbox"/> | Advise and consult with respective campus leaderships on matters involving whether campus is to be closed, classes cancelled, shelters are to be activated or mandatory evacuation is required. | |
| <input type="checkbox"/> | At least once a year, conduct a functional exercise | |
| <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"/> | Establish and maintain communication with local Emergency Management offices. | |
| <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"/> | Ensure any MOUs/MOAs are up to date. | |
| <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"/> | Identify and inform C&M staff of critical or essential duties. | |
| <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"/> | Create and maintain a Crisis Communication Plan with pre-canned messaging. | |
| <input type="checkbox"/> | Designate a knowledgeable person who will be responsible for monitoring the news and weather and 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"/> | Maintain radio/telephone communications and activities log to support and provide information to the campus emergency operations staff and C&M staff. | CPD (Cont...) |
| <input type="checkbox"/> | Assist Physical Plant in checking campus grounds for objects or debris, which could become projectiles and cause injury or further damage. | |
| <input type="checkbox"/> | Identify and inform PP staff of critical or essential duties. | Physical Plant (PP) |
| <input type="checkbox"/> | Create checklists for all employees, specifically for those who have assigned responsibilities. | |
| <input type="checkbox"/> | Create emergency shutdown and start-up procedures with appropriate personnel for components such as computer systems, special equipment, refrigeration systems, etc., and for building systems such as electric systems, gas and/or other utility systems, HVAC and boilers. Review procedures annually. | |
| <input type="checkbox"/> | Work with EM to determine water entry points and document flood protection techniques. | |
| <input type="checkbox"/> | Inspect and conduct repairs of surrounding grounds to ensure proper site drainage, including ground drains and gutters to facilitate water runoff. | |
| <input type="checkbox"/> | If backup power such as a diesel generator is to be used, test the system and establish proper contracts with fuel suppliers for emergency fuel deliveries. | |
| <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. | |
| <input type="checkbox"/> | Inspect the roof and grounds for loose debris, which may become a hazard in high winds. | |
| <input type="checkbox"/> | Check that all roof equipment (air conditioners, fan housing, satellite dishes, antennas and signs) mounts are secure against damage during heavy winds. | |
| <input type="checkbox"/> | Clear roof drains, gutters and downspouts of debris to prevent water backup. | |
| <input type="checkbox"/> | Ensure that each campus building has an ample supply of plastic bags for use in protecting computer equipment, sensitive files etc. | |
| <input type="checkbox"/> | Ensure that all water pumps, chain saws, tools and other equipment or materials that can be utilized to prevent water damage or provide emergency support for campus buildings are placed in a state of readiness where they can be quickly dispatched where needed. | |

| | | |
|--------------------------|---|-----------------------------|
| <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"/> | Secure server rooms and other related equipment to the extent possible to protect the IT infrastructure. | |
| <input type="checkbox"/> | Create and maintain a pre-emergency checklist for all college personnel to prepare and secure their IT equipment. | |
| <input type="checkbox"/> | Ensure that all on campus residents receive regular campus updates regarding the emergency and what actions they should take to prepare. | Student Affairs (SA) |
| <input type="checkbox"/> | Ensure that Metz maintains provisions necessary to provide food and water. | |
| <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. | |
| <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 maintain 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"/> | Maintain working relationship with the local Department of Health | Student Wellness Center |
| <input type="checkbox"/> | Develop training and information programs to help mitigate and/or respond to disease outbreaks. | |
| <input type="checkbox"/> | Develop and maintain a response plan in case a quarantine is required on campus. | |
| <input type="checkbox"/> | Work with SA to develop a family reunification plan. | |
| <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 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"/> | 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 an emergency. | |
| <input type="checkbox"/> | Ensure payroll has adequate plans to avoid disruption. | |
| <input type="checkbox"/> | Ensure personnel are following safety protocols during emergency preparations. | Health and Safety |
| <input type="checkbox"/> | Ensure all HAZMAT is safely stored. | |
| <input type="checkbox"/> | Advice with best practices for reimbursement requirements. | |

| During | | |
|--------------------------|--|------------------------------------|
| | Task | Office |
| <input type="checkbox"/> | Establish and manage an Emergency Operations Center. | Emergency Management (EM) |
| <input type="checkbox"/> | Continue to monitor news and weather, 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. | |
| <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"/> | 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"/> | Execute the duties and responsibilities of the College Incident Commander | |
| <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"/> | 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"/> | Maintain reliable communications with the EOC from the offsite. | |
| <input type="checkbox"/> | Maintain communications with the Student Evacuation Team and/or the Shelter Management Team. | Student Affairs (SA) |
| <input type="checkbox"/> | Coordinate with Metz to receive food and water levels. | |
| <input type="checkbox"/> | Maintain communications with Building Emergency Coordinators to receive building reports and status. | |
| <input type="checkbox"/> | As much as possible, maintain parents informed on the status their students. | |
| <input type="checkbox"/> | Work with the Student Wellness Center to execute the family reunification plan. | |
| <input type="checkbox"/> | Work with the Department of Health to implement their recommendations and protocols. | Student Wellness Center |
| <input type="checkbox"/> | As needed, implement the response plan in case a quarantine is required on campus. | |
| <input type="checkbox"/> | Work with SA to execute the family reunification plan. | |
| <input type="checkbox"/> | Track all expenses incurred during the emergency. | Admin and Finance (A&F) |
| <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 news and weather, 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 students. | |
| <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"/> | When possible, allow critical personnel to return home. | |
| <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"/> | 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"/> | In case of a local curfew, be prepared to provide transportation to the campus for key recovery personnel. | |
| <input type="checkbox"/> | Cordon off areas as necessary for safety and/or security. | |
| <input type="checkbox"/> | Work with EM 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. | Health and Safety |
| <input type="checkbox"/> | Inspect HAZMAT conditions. | |
| <input type="checkbox"/> | Assist with the accuracy of recovery documentation and advice with best practices for reimbursement requirements. | |
| <input type="checkbox"/> | Complete insurance related items. | |
| <input type="checkbox"/> | Conduct internal damage assessments and repair as necessary. | |

| | | |
|--------------------------|--|-----------------------------|
| <input type="checkbox"/> | Coordinate with building occupants to assist with reporting damages to their individual hardware or systems. | Information Technology (IT) |
| <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"/> | Identify and coordinate if temporary housing is required. | |
| <input type="checkbox"/> | Coordinate with Building Emergency Coordinators and Floor Emergency Coordinators for an organized return. | |
| <input type="checkbox"/> | If established, assist the Student Wellness Center in the family reunification center. | |
| <input type="checkbox"/> | Advice 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 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
(Awaiting approval)

Appendix 6: Building Generators Master Sheet

| | Location | Make | Model # | KW | RPM | Fuel | Tank | What it powers | Fuel Burn Rate (gal/hr) | Hours available per tank | |
|--|-------------------------|---------|---------------|-----|------|----------|---------------------------------|--|---------------------------------------|--------------------------|------------|
| 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 |
| | | | | | | | Diesel Fuel Storage Tank | 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 | | | | | | | | | | | |