Annex 2

New College of Florida Technological 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.

Table of Contents

1. Introduction

This Emergency Operations Plan (EOP) provides guidelines and establishes protocols for an organized response to a technological 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 Technological Hazards EOP, along with hazard specific plans for the campus, establish College-wide response strategies to be used in the event of a major technological driven emergency. In addition, we strongly urge all students and College personnel to take this plan and the threat of a technological 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 technological 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 technological 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. Technological 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 technological 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. Technological Hazards

2.1. Airplane Crash:

The Sarasota-Bradenton International Airport (SRQ) is located to the northeast of New College and is adjacent to Pei Campus. The airport accommodates major commercial airlines and multiple aviation Fixed Based Operations (FBO). The airport has multiple runways that access air space over a wide portion of the campus. January 12, 2013. A Seawind 3000 aircraft went down on New College property near the Heiser Natural Science Complex. The amphibian aircraft crashed shortly after takeoff, killing one person immediately and the second person died of their injuries soon after. Also, throughout the years, there have been multiple emergency landings and crashes on or near SRQ.

2.2. Critical Infrastructure Disruption:

New College has several critical infrastructure systems and assets. The Information Technology (IT) is a major contributor to New College's operations and has equipment located in vulnerable locations. It does have the capability, however, to shift services throughout campus, as well as relocate operations to a remote location and function independently of New College's infrastructure if necessary. Also, New College operations is highly dependent on its chiller plant, which provides cold water for cooling key buildings throughout campus. Finally, New College's academic operations will be greatly impacted if either the Academic Center, the Heiser Natural Science building, the Cook Library, and/or the CFA art studios become inoperable.

2.3. Hazardous Material Spills:

New College maintains compliance with federal and state hazardous waste regulations through development of procedures, training, and understanding, for the need to protect the environment in which we live, work, and study. New College has sites where hazardous materials are stored, used for different purposes, and otherwise handled.

Although every precaution is taken and all safety and reporting regulations followed, spills, seepage and leaks can still occur because of human error or natural phenomena. Hazardous material releases pose short and long- term toxicological threats to humans, to terrestrial and aquatic plants and to wildlife. Toxic materials affect people through inhalation, ingestion and/or direct contact. The population directly impacted by a hazardous materials accident will be dependent upon the specific location of the accident and the climatic conditions at the time of the accident. New College uses several hazardous chemical products because of its teaching, research, and physical operations. Most of these materials are used in small laboratory quantities. Spills resulting from such operations are typically minimal and contained within the immediate laboratory environment as designed. However, precautions are in place to prevent or respond to spills of larger size, or non-laboratory operations that would have a greater impact on the campus.

2.4. Power Failure:

There may be situations where Florida Power and Light (FP&L) power generating capability may not meet total demand during extreme weather conditions (heat or cold) or after a severe storm. The probability level is moderate because it is difficult to predict when a power outage may occur; however, a power failure is more likely to occur during an extreme weather event.

2.5. Urban Conflagration:

New College has multiple buildings that are older construction; however, most are not in proximity to each other and have sufficient spacing between structures that inhibit the spread of fire. Nevertheless, the New College residential buildings are in proximity to each other and have areas of combustible material for conduction of fire. New College does not have its own fire department and depends solely on the local fire districts with Sarasota County Fire Department Station 4 being its primary response station.

3. **Prevention**

Although technological hazards may be unpredictable, in many cases they can be prevented through good situational awareness and adequate planning. New College has taken steps to lessen the impact of technological 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. To help prevent HAZMAT spills, the College laboratories:

3.3.5.1. Work with small quantities of materials;

3.3.5.2. Teaching labs are only provided the materials they are needed;

3.3.5.3. Work in Fume hoods;

3.3.5.4. Instructors and Teaching Assistance (TAs) are provided Hazardous Waste and Chemical Hygiene Training and instructors provide students individual laboratory safety training;

3.3.5.5. Use secondary containment of chemicals and hazardous waste;

3.3.5.6. Have spill kits to absorb and contain any small spills that may occur.

3.3.5.7. Use Flammable Storage Cabinets for storing large volumes of flammable liquids;

3.3.5.8. Post emergency information/contact posters at the entrance to each lab;

3.3.5.9. Campus Routine Hazardous Waste collection and removal services are conducted at least four times per year.

3.3.6. Gasoline and Diesel Tanks used for auto and equipment fuel operations are above-ground, double walled and meet state and federal guidelines for spill control.

3.3.7. Fire drills and Residence hall inspection programs are in place to help prevent or minimize the possibility of an urban conflagration event.

3.4. Critical Personnel 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 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)

3.4.2. "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. In order to avoid a HAZMAT mishap, aside from each lab's chemical supplies, the bulk of chemicals utilized for research remain locked in a secure location where only authorized personnel are allowed to checkout items.

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. Equip as many key buildings as possible with backup generators (Appendix 6).

    5.1.2. 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.

    5.1.3. 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.

5.1.4. As part of it mitigation strategy, New College is currently working with the Ringling Museum to ensure fuel redundancy at the chiller plant and have made Cook Library's generator gas powered so lack of diesel will not impact power or service. New College currently has three vendors on standby in support of its emergency fuel plan.

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. New College depends solely on the local fire districts with Sarasota County Fire Department Station 4 being its primary response station. Station 4 is located two miles south of New College and has an approximate six-minute travel time.

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.

6.2. 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 NCFSafe 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.

6.3. 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.   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.   CPD Officers shall direct vehicular and pedestrian traffic to safe locations while awaiting any emergency assignments.

        6.4.1.3.   As much as possible, maintain order throughout the affected area.

        6.4.1.4.   As soon as possible, cordon off the affected area to ensure the safety and/or security of bystanders.

    6.4.2.   **OEM:**

        6.4.2.1.   If required for the type of incident, the Director of OEM will assume Incident Command and will activate the EOC, notifying all members of the EOT, and establishing communication with the Executive Management Team.

        6.4.2.2.   Once the team is assembled, the EOC will initiate Response and/or Recovery operations.

    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 Technological Hazards, the IC on the ground will most likely come from the local responding agency (i.e. fire, police, etc.); however, the Chief of Police or the Emergency Management Director—depending on the situation and the type of incident—shall act as New College IC.

    6.5.4. The following shall be a fully activated EOT command structure (Level 1) for a Technological Hazard emergency. Depending on the scope of the incident, some ESFs might not be activated; however, the Command Staff shall remain the same:
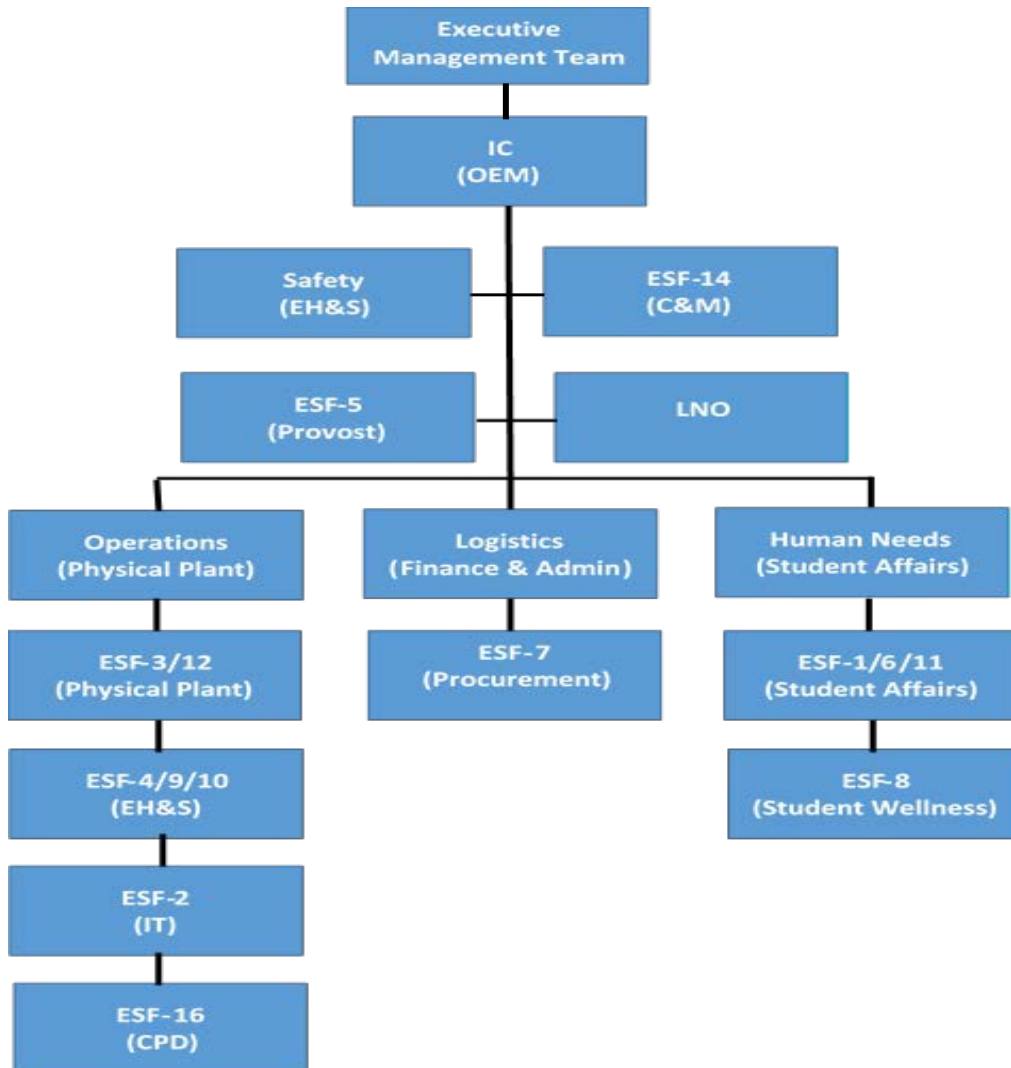
7. Recovery

7.1. General Guidelines:

    7.1.1. The following are general guidelines for anticipated recovery steps to be implemented after a technological related emergency. The timeline for implementation will vary depending upon the damage sustained on campus. In consultation with the IC, all recovery activities will be determined and directed by the President, or the senior administrator in the Executive Management Team chain of command.

    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 technological 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 an 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 an all cloud based system 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: Technological Hazards Terms

Term	Definition
Critical Infrastructure	Assets, systems, and networks, whether physical or virtual, that are considered so vital to the organization that their incapacitation or destruction would have a debilitating effect on security, economic stability, public health or safety, or any combination thereof.
Hazardous Material (HAZMAT)	Substances in quantities or forms that may pose a reasonable risk to health, property, or the environment. HAZMATs include such substances as toxic chemicals, fuels, nuclear waste products, and biological, chemical, and radiological agents.
HAZMAT Spill	Spill or release of hazardous chemicals, mixtures of such chemicals or hazardous waste can be categorized into three distinct groups in terms of emergency recognition: • Releases that clearly are incidental. • Releases that clearly require emergency response. • Releases that may be incidental or may require emergency response, depending upon circumstances.
Urban Conflagration	A large, destructive fire that spreads beyond natural or artificial barriers; it can be expected to result in large monetary loss and may or may not include fatalities...An **urban conflagration** moves beyond a block and destroys whole sections of a city.

Appendix 2: Technological 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: Technological Hazards Checklists

	Before	
	Task	**Office**
☐	Establish, train, and maintain the Emergency Operations Team.	Emergency Management (EM)
☐	Conduct safety inspection in coordination with CPD and H&S	
☐	Establish working relationships in advance with outside organizations and, if possible, create mutual aid agreements.	
☐	At least once a year, conduct a functional exercise	
☐	Establish and maintain communication with local Emergency Management offices.	
☐	Train Building and Floor Emergency Coordinators.	
☐	Ensure any MOUs/MOAs are up to date.	
☐	Identify and inform C&M staff of critical or essential duties.	Communications and Marketing (C&M)
☐	Work with other campus administrative units to control rumors and correct inaccurate information.	
☐	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.	
☐	Create and maintain a Crisis Communication Plan with pre-canned messaging.	
☐	Designate a knowledgeable person who will be responsible for activating the NCFSafe when necessary.	Campus Police Department (CPD)
☐	Identify and inform CPD personnel of critical or essential duties.	
☐	Maintain radio/telephone communications and activities log to support and provide information to the campus emergency operations staff and C&M staff.	
☐	Identify and inform PP staff of critical or essential duties.	Physical Plant (PP)
☐	Create checklists for all employees, specifically for those who have assigned responsibilities.	
☐	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.	
☐	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.	
☐	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.	
☐	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…
☐	Be prepared to conduct emergency contracts.	
☐	If necessary, identify and inform IT staff of critical or essential duties.	Information Technology (IT)
☐	Determine whether campus file servers are to be deactivated during specific emergencies.	
☐	Secure server rooms and other related equipment to the extent possible to protect the IT infrastructure.	
☐	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)
☐	Ensure RHDs and RAs are prepared to perform as Building Emergency Coordinators and Floor Emergency Coordinators respectively.	
☐	Maintain a system in place to maintain parents informed on the status their students.	
☐	Work with the Student Wellness Center to develop a family reunification plan.	
☐	Work with SA to develop a family reunification plan.	Student Wellness Center
☐	Ensure all faculty members are informed and updated on emergency protocols.	Provost's Office
☐	Ensure the faculty develops and maintains a plan to mitigate academic disruption as much as possible.	
☐	Identify emergency funds that may be used for the response efforts and recovery operations.	Admin and Finance (A&F)
☐	Maintain a system in place to track all expenses incurred during an emergency.	
☐	Ensure payroll has adequate plans to avoid disruption.	
☐	Ensure all HAZMAT is safely regulations and protocols are followed.	Health and Safety

During		
	Task	**Office**
☐	Establish and manage an Emergency Operations Center.	Emergency Management (EM)
☐	Continue to monitor the situation and disseminate updates.	
☐	Establish communications with local authorities and mutual aid partners.	
☐	Establish and maintain constant communication with campus leadership and maintain them abreast of changing situations.	
☐	Assist Communications and Marketing operations in preparing current information about the progress of the emergency and associated campus preparations.	
☐	If activated, maintain communications with the Student Evacuation Team and/or the Shelter Management Team.	

☐	Work with the Emergency Operations Team (EOT) to develop an Incident Action Plan (IAP).	EM Continued…
☐	Ensure Incident Command System (ICS) forms are being completed and properly documented.	
☐	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.	
☐	Execute the duties and responsibilities of the College Incident Commander.	
☐	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)
☐	Work with other campus administrative units to control rumors and correct inaccurate information.	
☐	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.	
☐	Implement a Crisis Communication Plan as needed.	
☐	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)
☐	Maintain law and order throughout the event.	
☐	In case of an evacuation and closure, ensure all buildings have been vacated, and heighten security to ensure people do not return before the all-clear is declared.	
☐	Coordinate the arrival of first responders and establish lines of communication with their IC.	
☐	Be prepared to cordon off buildings or areas if the scenario requires it.	
☐	Be prepared to support the EOT with equipment or other infrastructure as needed.	Physical Plant (PP)
☐	Ensure personnel are monitoring fuel levels and condition of backup power.	
☐	As much as possible, ensure critical infrastructure remains operational. In case of degradation immediately inform the IC, and develop solutions.	
☐	As much as possible, ensure IT communications remain operational throughout the event.	Information Technology (IT)
☐	Be prepared to support the EOT with IT equipment or repairs as needed.	
☐	In case of degradation immediately inform the IC, and develop solutions.	

	Task	Office
☐	If activated, maintain reliable communications with the EOC from the offsite.	IT Continued…
☐	If activated, maintain communications with the Student Evacuation Team and/or the Shelter Management Team.	Student Affairs (SA)
☐	Coordinate with Metz in case an emergency meal plan and/or water is required.	
☐	Maintain communications with Building Emergency Coordinators to receive building reports and status.	
☐	Ensure that all on campus residents receive regular campus updates regarding the emergency and what actions they should take to prepare.	
☐	As much as possible, maintain parents informed on the status of their students.	
☐	Work with the Student Wellness Center to execute the family reunification plan.	
☐	Work with SA to execute the family reunification plan.	Student Wellness Center
☐	Track all expenses incurred during the emergency.	Admin and Finance (A&F)
☐	If necessary, authorize Purchasing Services to increase emergency credit to individual units.	
☐	Assist the EOT with emergency expenditure as needed.	

After		
	Task	**Office**
☐	Coordinate and oversee damage assessments as soon as safely possible. Ensure proper documentation is complete and accurate.	Emergency Management (EM)
☐	Continue to monitor and disseminate updates.	
☐	Identify supplies levels and reconstitute for recovery efforts.	
☐	Advice and consult with campus leadership on reopening campus, resume services, close shelters and return to normal activities.	
☐	Work with CPD to ensure the return operations is conducted in an organized manner.	
☐	Assist Communications and Marketing in preparing current information about the progress of the emergency and associated campus preparations.	
☐	Maintain communication with local Emergency Management offices and request assistance as necessary.	
☐	Establish recovery operations work schedule and EOT battle-rhythm.	
☐	Ensure any participating personnel are maintaining all required ICS forms.	
☐	Coordinate Continuity Of Operations Plan (COOP) if necessary.	
☐	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,	Communications and Marketing (C&M)

	radio and print locations where the campus community can find out information about campus operations.	C&M Continued…
☐	Inform students, faculty, staff, parents and general campus community about facility closings, openings, shelter operations, etc.	
☐	Be prepared to brief the media.	
☐	Work with other campus administrative units to control rumors and correct inaccurate information.	
☐	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.	
☐	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)
☐	Assist Physical Plant in checking campus grounds for debris and damages.	
☐	Cordon off areas as necessary for safety and/or security.	
☐	Work with EM to ensure the return operation is conducted in an organized manner.	
☐	Inspect and conduct repairs of whatever is possible.	Physical Plant (PP)
☐	Oversee and coordinate a thorough damage assessment, ensuring all forms and images are being documented accordingly.	
☐	Coordinate with contractors to assist with cleanup and repairs.	
☐	Ensure all expenditures are itemized and maintained organized.	
☐	Provide leadership with daily reports of damages and/or repairs.	
☐	Coordinate with building occupants to assist with reporting damages to their individual buildings.	
☐	Where possible or necessary, protect building, equipment and furniture from further damage.	
☐	Establish work rotation for recovery personnel.	
☐	Ensure recovery personnel are following safety protocols during recovery operations.	Health and Safety
☐	Inspect HAZMAT conditions.	
☐	Assist with the accuracy of recovery documentation and advice with best practices for reimbursement requirements.	
☐	Complete insurance related items.	
☐	Conduct internal damage assessments and repair as necessary.	Information Technology (IT)
☐	Coordinate with building occupants to assist with reporting damages to their individual hardware or systems.	
☐	If necessary, coordinate with contractors to assist with repairs.	
☐	Provide leadership with daily reports of damages and/or repairs.	
☐	Ensure that all on campus residents receive regular campus updates regarding campus status and any changes.	Student Affairs (SA)

☐	Coordinate with Metz to ensure they are capable to resume services.	SA Continued…
☐	Coordinate with the Student Evacuation Team for a safe return of evacuated students.	
☐	If shelter operations were conducted, coordinate with the Shelter Management Team for cleanup and closing the shelter.	
☐	Assist Physical Plant in checking campus grounds for debris and damages.	
☐	Coordinate with Building Emergency Coordinators and Floor Emergency Coordinators for an organized return.	
☐	Identify and coordinate if temporary housing is required.	
☐	If established, assist the Student Wellness Center in the family reunification center.	
☐	Advice the EOT and leadership of any health related issues.	Student Wellness Center
☐	If established, staff and operate the family reunification center.	
☐	If necessary, prepare and conduct post-traumatic stress related classes and interventions.	
☐	Provide leadership with daily reports on health related updates.	
☐	Ensure all faculty members are informed and updated on plans and decisions made by leadership.	Provost's Office
☐	Ensure the faculty is fully prepared to resume academic activities before students return to campus.	
☐	Identify emergency funds that may be used for recovery operations.	Admin and Finance (A&F)
☐	If necessary, authorize Purchasing Services to increase emergency credit to individual units.	
☐	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

	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