



New College
THE HONORS COLLEGE of Florida

EMERGENCY OPERATIONS PLAN



Office of Environmental Health and Safety & Emergency Management (EHS/EM)

Revised May 2022

The Director of Environmental Health and Safety (EH&S) and Emergency Management (EM) is the designated Emergency Plan Coordinator for New College of Florida. As *Emergency Plan Coordinator*, the *Director of EH&S* has the authority to update this plan as needed, as well as to enact specific provisions of this plan as noted.

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NEW COLLEGE OF FLORIDA

Emergency Operations Plan (EOP)

I. OVERVIEW OF EMERGENCY OPERATIONS PLAN

Purpose of the Plan

The Emergency Operations Plan (EOP) was prepared to integrate the responses of all available College resources and increase the level of emergency preparedness on campus. The plan describes the roles and responsibilities of departments and employees in protecting life and property, in responding to the needs of those affected, and in disseminating accurate and timely information to the campus and the public. Its goal is to ensure an organized, structured, coordinated and caring response in crisis emergency situations.

Objectives of the Plan

- To preserve life, property, safety and health of the College community
- To enable quick evaluation of emergency situations on campus
- To provide for rapid and necessary mobilization of personnel and material resources
- To provide for the dissemination of accurate information to the campus community, the public, and the media
- To provide appropriate victim services and lessen the impact of crises occurring on campus

Planning Assumptions

- The Emergency Operations Plan (EOP) will serve 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.
- Close working relationships must be established among key College staff prior to a crisis situation.
- Close working relationships must be established with appropriate external agencies prior to an emergency situation, i.e. local, state, and federal law enforcement, fire departments, county emergency management services and medical facilities.
- All crises are newsworthy and may receive media coverage.
- Individual departments must develop intradepartmental response plans for situations that may develop under their purview.

- NCF uses Incident Command Systems to respond to crises (See Appendix 7).
“NIMS provides stakeholders across the whole community with the shared vocabulary, systems and processes to successfully deliver the capabilities described in the [National Preparedness System](#). NIMS defines operational systems that guide how personnel work together during incidents.”

Crisis Defined

In the context of this document, a crisis is considered an event, threat, or action that can cause death or significant injury to students, faculty, staff or the public, disrupt College operations, or cause physical damage to facilities or the environment. Crises can be caused by natural or technological events or by criminal or hostile actions or threats. Such events may be categorized by level as:

LEVEL 1 – MINOR INCIDENT: A **minor incident** is defined as a local event with limited impact that does not affect the overall functional capability of the College. Planning and response is carried out at a limited local level (e.g., on a lab or room basis). The Emergency Management Plan would **not** be activated.

LEVEL 2 – EMERGENCY: An **emergency** is defined as a serious event that significantly disrupts one or more operations of the College. Multiple College resources are involved; the Emergency Management Plan would be **activated to the extent necessary**.

LEVEL 3 – DISASTER: A **disaster** is defined as a very serious event that seriously impairs or halts the operations of the College. The Emergency Management Plan is **fully activated**.

II. MANAGEMENT OF THE CRISIS

A. Activation of Emergency Operations Plan

This **Emergency Operations Plan (EOP)** may be activated fully or in part **by the College President or his/her designee** depending on the type and severity of the emergency.

The College is said to be in a “state of emergency” when based on the best available information, the determination is made by the President or his/her designee that the College is subject to a threat with a high probability of occurrence that has the potential to negatively impact College operations. The College President or designee shall determine closure of all or portions of the campus, and/or the cancellation of classes, in the event of an emergency, and which employees are required to provide essential services. The Chancellor of the State University System of Florida and the Chair of the NCF Board of Trustees shall be notified of anticipated or actual closings as soon as possible.

The President or his/her designee will direct a statement through the **Executive Management Team (EMT)** to all College personnel and others on campus. **The Executive Management Team (EMT)** is responsible for managing the Colleges’ core business operations and functions. This entails planning of various development procedures and processes.

The statement, from the **EMT**, will specify the nature of the emergency situation and advise of the desired action to be taken. The statement will immediately be furnished to Deans and Directors via e-mail, memoranda, telephone voice mail or other such available means. Each College administrator will pass the same information along to departments/offices under his/her direction.

Note: A Minor Incident may require closure of a portion of campus, or notice to shelter in place for example, without triggering the full **EOP** protocols outlined in this document.

Executive Management Team

President

Provost

VP for Finance and Administration

Chief of Staff

AVP Finance and Administration

AVP of Facilities Management

VP of Student Affairs

Senior Staff with Emergency Management Functions

Director of Environmental Health & Safety / Emergency Management

(EOT Vice-Chair & Vice-Incident Commander)

Dean of Diversity Equity and Inclusion (DEI)

General Counsel

Chief Human Resources Officer

VP Enrollment Management

Chief of Police

Executive Director of Office of Communications & Marketing

Other necessary personnel as required

Note: In case of vacancies, or absenteeism of key leadership positions, in the event of an emergency the succession of command for the emergency situation will be as follows:

President

Provost

VP for Finance and Administration

Chief of Staff

AVP for Finance and administration

AVP for Facilities Management

B. Emergency Operations Team

The **Emergency Operations Team (EOT)** is the group of people, on the campus, who prepare for and respond to any emergency incident, such as a natural disaster or an interruption of business operations. The **Emergency Operations Team (EOT)** will provide capable and responsible leadership and will make the strategic decisions necessary to support an appropriate response. The **EOT** is supported by the NCF Police Department, the Department of Environmental Health & Safety, and other staff as needed and will include the following:

The President has designated the AVP of Facilities Management or his/her designee to serve as the Incident Commander and is therefore responsible for chairing the **Emergency Operations Team (EOT)** and directing a coordinated response. The Director of Environmental Health & Safety / Emergency Management will Co-Chair the **EOT** and serve as Co-Incident Commander. In the absence of the AVP of Facilities Management, the Director of

Environmental Health and Safety will assume the Chair of the **EOT** and serve as Incident Commander.

Emergency Operations Team Members

Incident Commander and EOT Chair (AVP of Facilities Management)

EOT Vice-Chair & Vice-Incident Commander (Director of Environmental Health & Safety / Emergency Management)

Chief of Police

Public Information Officer (Executive Director, Communications and Marketing)

VP for Finance and Administration

C. Organization of the Emergency Operations Team & Responsibilities

1. Incident Commander

The **Incident Commander** has overall responsibility for managing the incident by setting objectives, planning strategies, and implementing tactics. Initially, assigning tactical resources and overseeing operations will be under the direct supervision of the Incident Commander.

Personnel assigned by the Incident Commander have the authority of their assigned positions, regardless of the rank they hold within their respective agencies.

In addition to having overall responsibility for managing the entire incident, the Incident Commander is responsible for:

Ensuring incident safety.

Providing information services to internal and external stakeholders.

Establishing and maintaining liaison with other agencies participating in the incident.

2. Command Staff - The following report directly to the Incident Commander:

- a. **Public Information Officer** – Serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.

The Public Information Officer will be the NCF Executive Director of Office of Communications and Marketing, or designee.

- b. **Safety Officer** – Monitors safety conditions and develops measures for assuring the safety of all assigned personnel. **The Safety Officer will be the NCF Director of Environmental Health and Safety / Emergency Management, or designee.**

3. Command Center

The President or the Incident Commander will determine the need for establishing a Command Center. The default location is the **Facilities Conference Room**. Should an alternate Command Center be necessary, the **Heiser Natural Sciences Center** will be utilized for high wind events. The **Sudakoff Conference Center** may be considered as a command center for

non-high wind events due to its accessibility to first responder vehicles. **The President may also establish a virtual command center.**

The Emergency Operations Team and other appropriate staff will be advised when to report to the Command Center. A supply box will be maintained, by the NCF Facilities Department, to be used by the Emergency Operations Team and contain at a minimum:

- NCF Emergency Operations Plan (hardcopy)
- NCF Policies and Procedures (hardcopy)
- Campus, state and local telephone directories (hardcopy)
- List of Employee Emergency Contact Information (hardcopy)
- Battery-operated AM/FM radio
- Two-way radios
- Weather radio
- Flashlights/batteries
- First-aid kit, including waterless hand sanitizer
- CPR Kit
- Biohazard waste kit
- Floor plans of NCF buildings (hardcopies)
- Spare vehicle/gas keys

Note: In case the power goes out, it is important to have hardcopies of all the documents listed above.

Cell phones and laptop computers will be secured for use in the Command Center.

4. **General Staff:** Operations, Planning, Logistics and Finance/Administration
 - a. The **Operations Section Chief** will develop and manage the Operations Section to accomplish the incident objectives set by the Incident Commander. The Operations Section Chief is normally the person with the greatest technical and tactical expertise in dealing with the problem at hand.
 - b. The **Planning Section's** major activities may include:
 - Collecting, evaluating, and displaying incident intelligence.
 - Preparing and documenting Incident Action Plans.
 - Conducting long-range and/or contingency planning.
 - Developing plans for demobilization.
 - Maintaining incident documentation.
 - Tracking resources assigned to the incident.
 - c. The **Logistics Section** is responsible for all of the services and support needs, including:
 - Providing communication panning and resources.
 - Setting up food services.

Setting up and maintaining incident facilities.

Providing support transportation.

Providing medical services to incident personnel.

d. The **Finance/Administration Section** is set up for any incident that requires incident-specific financial management. The Finance/Administration Section is responsible for:

Contract negotiation and monitoring.

Timekeeping.

Cost analysis.

Compensation for injury or damage to property.

Checklist for finance/administration:

1. Convene at the onset of the crisis in the Facilities Conference Room, or other designated location as determined by the Incident Commander.
2. Monitor the operations of College departments during all phases of the emergency and arrange for appropriate staffing.
3. Advise the President of the appropriate action to be taken.
4. Implement the policy for efficient emergency funding, control of expenditures and allocation of resources.
5. Ensure that appropriate support, relief and breaks are provided for crisis response personnel.
6. Conduct an after-action review after the crisis regarding what went well/wrong, damage, liability, funds expended, restocking supplies, etc.

EXECUTIVE MANAGEMENT TEAM – Crisis Response Call List
(Last updated on 6/23/22)

Notes: The call down list may be requested from the EHS office. This call down list needs to be updated frequently due to changes in personnel.

CRITICAL OPERATIONS UNITS Emergency Support Functions (ESF)

<u>Position</u>	<u>Emergency Support Function (ESF)</u>
<u>Facilities Planning and Construction</u> – AVP, Facilities Alternate – Associate Director	ESF 3 Public Works ESF 7 Resource Support ESF 11 Utilities ESF 12 Energy
<u>Environmental Health & Safety Director</u>	ESF 5 Information and Planning ESF 10 Hazardous Materials
<u>Housing & Student Affairs</u> – Dean of Students Alternate – Associate Dean	ESF 6 Mass Care (Shelters) ESF 11 Food Service ESF 1 Transportation for evacuating students
<u>Information Technology</u> - CIO Alternate – Director of Technology Support	ESF 2 Telecommunications
<u>Counseling and Wellness Center</u> - Director	ESF 8 Health and Medical
<u>Human Resources</u> – AVP Alternate - Assistant Director	ESF 7 Resource Support
<u>Controller</u> Alternate Associate Controller	ESF 7 Resource Support
<u>Purchasing</u> - Director	ESF 7 Resource Support
<u>Campus Police</u> - Chief Alternate - Lieutenant	ESF 16 Law enforcement ESF 4 Fire ESF 9 Search and Rescue
<u>General Counsel</u>	ESF 7 Resource Support
<u>Office of Communications and Marketing</u> Executive Director of Communications & Marketing [See Appendix 8 for Emergency Support Functions]	ESF 14 Public Information

III. DEPARTMENTAL RESPONSIBILITIES

In addition to the responsibilities detailed in the Emergency Operations Plan, each department and division should develop and maintain a Continuity of Operations Plan (COOP) focused on the response, recovery, and continued operation of their respective areas. The COOP will have an emphasis on identifying the “essential functions” of each department and division within the college and continuing those functions and operations in support of the College as a whole. Being a Disaster Recovery Plan, the COOP will be exempt for public records as per Florida Statutes 119 and will not be posted for public viewing.

A. ACADEMIC DIVISION CHAIRS, DEANS, AND DIRECTORS OF COLLEGE DEPARTMENTS

Prepare and/or update departmental plans and submit to the appropriate vice president for inclusion in the Emergency Operations Plan (EOP);

1. Designate and train staff to carry out emergency plans.
2. Ensure the continuity of College operations.
3. Respond as requested or directed by the EOT.
4. Facilitate the back-up of any important or sensitive documents or databases and secure in a safe waterproof location.
5. In the event of inclement weather, turn off and unplug electronic equipment (computers, monitors, printers). Note: Consult w/ IT on departmental servers or other shared devices.
6. Cover computers with plastic plastic bags, found in the bottom of office trash cans, to prevent water damage; secure plastic so that it is not blown off the equipment in the event the windows are broken.
7. Place computers, electronics, and important documents off the floor and away from windows.
8. In addition to this overall Emergency Operations Plan, each dean and department head should maintain a current emergency plan which will provide for the emergency activities of the particular college or department concerned. Appropriate personnel will be responsible for knowledge of the College, and/or departmental plan. **All department heads shall maintain current and updated emergency contact information for all of their faculty and staff. This list shall be checked each year at the onset of storm season. This information shall be provided to the Provost and the EOT.**
9. Academic units should pre-plan for the potential of alternative delivery methods or abbreviated or extended academic schedules in the event

classrooms, the campus, or other local facilities are not available for extended periods up to one to two months.

B. CAMPUS POLICE

The **Chief of Campus Police**, or designee, shall determine the nature and extent of the emergency situation and report to the Emergency Operations Team (EOT) throughout the duration of the event.

The Campus Police Department will be the initial response agency in all campus emergencies.

Duties and Responsibilities:

1. Determine initial condition and extent of emergency situation, response criteria, and potential for escalation.
2. Preserve law and order and maintain public safety.
3. Provide for crowd control and movement of personnel.
4. Control affected areas until relieved by proper authority.
5. Control vehicular traffic at evacuation routes as well as ingress/egress to emergency location.
6. Conduct any necessary searches of area.
7. Collect and disseminate intelligence information.
8. Preserve emergency scene and evidentiary materials.
9. Maintain up-to-date lists of emergency response agencies and personnel.
10. Manage available parking and assign space for media and other non-essential personnel.
11. Provide initial response to emergency conditions and respond as needed as situations escalate or de-escalate.
12. Report localized hazardous conditions as they develop in order to limit further damage/injury.
13. Determine tactical response criteria.
14. Make recommendations for action by other Command Staff divisions.
15. Provide initial first aid to injury victims.
16. Provide or assist with rescue efforts.
17. Develop and maintain an intradepartmental emergency plan and call-out list of vital personnel.
18. Distribute two-way radios to Student Affairs for Shelter use.
19. Maintain liaison or staff Sarasota County Emergency Operations Center when activated.
20. Campus Police also have law enforcement jurisdiction and responsibility for the University of South Florida (USF) Sarasota-Manatee Campus. Campus Police will continue to provide law enforcement services and relay incident command information to the USF campus EOT, as described in their plan.

21. Under Mutual Aid request for assistance, if staffing is available, provide the adjacent properties of the Florida State University John and Mable Ringling Museum Campus law enforcement services if requested.
22. Make immediate notifications via Blackboard Connect, Code Blue, Rave and other mass notification systems when imminent threats to the safety of students, faculty and staff are recognized.

C. PHYSICAL PLANT

The **AVP of Facilities Management** or designee will be the coordinator of Facilities, Grounds, Utilities, Building Services, and Maintenance, in conjunction with the individual department heads of these services. The AVP of Facilities Management will work with the other members of the EOT and will serve as the Campus Incident Commander.

Duties and Responsibilities:

1. Develop and maintain an intradepartmental plan to meet emergencies as well as a call-out list of vital and key personnel.
2. Depending on conditions, designate and identify key personnel, including trade/skill sets, and directors and other staff who must remain on campus to maintain facilities.
3. Develop and maintain a list of equipment, supplies, tools and machinery on hand as well as those needed to meet particular emergencies.
4. Mobilize forces to assist in coping with preparation, response, and securing for an emergency.
5. Coordinate requests for gathering and delivery of personnel and supplies.
6. Assure isolation of emergency area via control of gas, water, power, and sanitation.
7. Clear and maintain access routes as required.
8. Prepare shelter for opening upon request, including securing/connecting generator.
9. Maintain access to building floor plans, schematics and mechanical drawings of buildings.
10. Provide for emergency power to areas requiring such to maintain operation during an emergency.
11. Determine extent of damages through damage assessment walk throughs.
12. Provide assessment of damage to aid with filing of insurance claims.
13. Assist in preparing and securing buildings before storms and other emergency situations; remove outside items and banners and store safely until after the emergency situation is over.
14. Provide for clean-up effort after emergency.

15. Care for utility emergencies and contact outside agencies as needed (e.g., downed power lines).
16. Provide custodial services to shelters and buildings maintaining operations during emergency event.
17. Assist in barricading and physically isolating designated areas.
18. Provide vehicle maintenance as required.
19. Provide training for building/facility coordinators.
20. Make temporary emergency repairs to facilities to prevent additional damage and secure buildings. Maintain detailed building documentation, including photographs and itemized materials lists, on all temporary emergency repairs.
21. Provide documentation (photographs) of damage prior to making temporary or permanent repairs for insurance and FEMA reimbursement.
22. Maintain detailed documentation of all purchases on a “per building basis” for insurance and FEMA reimbursements. Make sure to support the potential FEMA claim through the use of narrative documentation as well as pictures.
23. Assist outside agencies including state and local governments, Red Cross, and disaster-relief agencies that may request the use of the New College campus for parking, staging, temporary sheltering, etc., as necessary to accommodate their needs as required by Florida Statutes.
24. In coordination with the Office of the State Fire Marshal, the Building Code Official, and the Director of EH&S/EM , and other state and local agencies, make building repairs that are code compliant and safe for use by the College prior to re-occupancy. Obtain all plans reviews and inspections as required by the Building Official and the State Fire Marshal.
25. Maintain and provide for the delivery and set-up of temporary modular facilities, if conditions warrant. Such facilities shall be approved by the Florida Department of Community Affairs and anchored and plumbed in accordance with the Florida Building Code.

D. ENVIRONMENTAL HEALTH & SAFETY / EMERGENCY MANAGEMENT

Personnel from this department will:

1. The Director of Environmental Health and Safety / Emergency Management will serve as the Vice-Incident Commander with the Chief of Police.
2. Provide advice in cases of fire, chemical, radiation and/or other crisis incidents as required.
3. Ensure applicable local, state, and/or federal regulatory authorities are notified as required and that applicable rules and regulations are adhered to during and after the crisis (i.e., reporting requirement).

4. Coordinate with local designated shelters in case of evacuation of the campus.
5. Maintain liaison with State of Florida Emergency Operations Center and Board of Governors Emergency Operations Liaison as described in BOG Regulation 3.0001.
6. Monitor weather conditions and provide regular updates to the Director of Office of Communications and Marketing to disseminate to the campus community.
7. Determine loss control measures and advise campus Incident Commander.
8. Conduct damage assessment and coordinate applicable recovery procedures.
9. Assist Facilities Planning and Construction with documentation for the reimbursement process.
10. Document damage to the buildings and grounds campus wide.
11. Make initial notifications to the State for State Insurance losses.
12. With input from Facilities Management file State Insurance claims and FEMA claims.

F. STUDENT AFFAIRS

The **Vice President of Student Affairs**, or designee, will be the coordinator for Health Services, Food Service, Student Transportation and Housing, in conjunction with the individual directors for these services and report to the Emergency Operations Team. Student Affairs will be in charge of Student Life in times of emergencies. By default, the **on-call CLC** will be in charge of Student Life issues and report to the Incident Commander.

Duties and Responsibilities

1. Inform students of emergency and actions to be taken or avoided.
2. Given sufficient time to do so, **and with the overall safety of the student being the most critical decision**, assist students who are able to leave campus to do so by the means of their choice. Encourage students to inform their parents, family members, or significant others, of their plans, including destination and mode of travel.
3. Coordinate the decision to “*encourage students to leave campus early*” with the consequence and potential of the cancellation of classes with Academic Affairs. The length of the cancellation will be on a case-by-case basis, but could vary from one day to greater than one week.
4. Plan for on-campus sheltering as evacuation and relocation of students may be impractical or impossible.
5. When on-campus sheltering is imminent, implement evacuation of students to designated on-campus shelters. Remember, deteriorating weather may occur

- many hours ahead of the actual storm path or arrival. Designate a shelter location and relocate students well ahead of time.
6. High Wind Shelters to be used in priority order: Heiser Natural Sciences Complex, ACE Building, Hamilton Center, V, W, X, Y, and Z Residence Halls. For post storm and non-wind events, Sudakoff, Hamilton and other space may be considered.
 7. Conduct room-to-room checks to ensure that students have departed their rooms for on-campus shelters or other off-campus housing.
 8. In some cases, the most reliable shelter may be the buildings constructed to the current building code which may include newly constructed Residence Halls. Consideration for in-place sheltering should be carefully weighed in the event that the decision is made to shelter in place on campus.
 9. Acquire two-way radios from Police so CLC's and Dispatch/Police can have constant communications.
 10. Provide necessary health care to students during emergency.
 11. Provide transportation in the event that students need to be evacuated and relocated during the event.
 12. Provide for lodging and sheltering of students.
 13. Provide for nutritional needs of students.
 14. Assist students in notifying nearest relative or guardian of whereabouts.
 15. Maintain roster of students and College personnel reporting to shelter and obtain emergency contact numbers for each.
 16. Develop and maintain an intradepartmental emergency plan and call-out list of vital personnel. This may include existing Student Affairs Staff, CLC's, RA's, student volunteers, or other campus staff members.
 17. Staff shelters and act as tactical command officer in all matters pertaining to community life while in shelters.
 18. Assign designated areas within shelters to various groups using facility, if necessary.
 19. Control arrival/departure of College personnel (non-student) in shelter and report to the Incident Commander.
 20. Develop and maintain list of equipment and supplies on hand and those needed for particular emergencies.
 21. Maintain a plan in the event the city, county, Red Cross, or disaster relief workers request assistance from New College for temporary housing or food service as required by Florida Statutes.
 22. Depending on the student's personal and financial situation, a crisis may cause a student to not return to the College. Explore methods that will assist students to return, including financial incentives (loans, grants, partial tuition

waiver), housing assistance for those who may have lost their homes, tutors or other educational support to help them through a particular situation.

G. OFFICE OF COMMUNICATIONS AND MARKETING

The Executive Director of Office of Communications and Marketing or designee will gather and coordinate pertinent information for the members of the Emergency Operations Team and make appropriate releases to the local media under the authority of the Incident Commander.

E-mail notifications and text alerts from Office of Communications and Marketing, the New College of Florida web site, and the Campus Emergency Hotline **941-487-4130** will be the official source of emergency information. When appropriate, Office of Communications and Marketing may distribute official notifications via the NCFSafe Emergency notification system.

Official communications from the College regarding emergencies may only be released to the media via the Office of Communications and Marketing, the President, or his designees, members of the Executive Management Team, or the Incident Commander.

Duties and Responsibilities:

1. Develop and maintain an intradepartmental plan to meet emergencies as well as a call-out list of vital personnel.
2. Develop and maintain a list of equipment and supplies on hand and those needed to meet emergency situations.
3. Inform College and community-at-large of information pertaining to particular emergency.
4. Release information to media pertaining to opening/closure of College, call back to vital personnel, and other information as necessary.
5. Establish liaison with the news media for dissemination of information as requested by the President and the Emergency Operations Team.
6. Establish liaison with the local radio and television station for public announcements.
7. Advise Emergency Operations Team of all news concerning the extent of crisis affecting the campus.
8. Prepare news release for approval and release to media.
9. Serve as the College spokesperson designated to make statements on behalf of the College. No other units or individuals should deal with or respond to the media without the prior approval of the **Incident Commander**. This does not prohibit individuals from contact with the media; however, such contact will be on their own behalf and not on behalf of the College.

10. Provide media updates as often as needed. A regular time will be set to release updated information.

H. GENERAL COUNSEL

The **College General Counsel** will serve as legal advisor to the Emergency Operations Team and the Incident Commander in all matters relating to the crisis and the College's response.

I. BUSINESS OFFICE – Controller and Purchasing

1. **Controller:** The Controller or designee will:
 - a. Provide the appropriate accounting structure to ensure that emergency management expenditures are properly documented.
 - b. Ensure the appropriate fiscal reports are prepared and submitted as required.
 - c. Ensure necessary accounting data is captured and submitted to the appropriate agencies, including but not limited to the Federal Emergency Management Agency (FEMA).
2. **Purchasing:** As directed by the Incident Commander, the Director of Purchasing, or designee, will coordinate with other EOT members for the procurement of materials and supplies.

Duties and Responsibilities:

1. Develop and maintain intradepartmental plan to meet various emergencies as well as a call-out list of vital personnel.
2. Have ready access to inventory list of materials and supplies currently on hand and those needed for emergencies.
3. Develop list of local suppliers and types of materials stocked.
4. Establish standing agreements/contracts with local suppliers/vendors.
5. Assist with the establishment of food service and other vending resources.
6. Advise the Emergency Operations Director on transportation needs and obtain needed services.
7. Assist with the purchase of materials, including capital items, contracts, rental agreements, bidding, etc. that may be necessary during a time of emergency to re-establish business, communications, and educational operations of the College.
8. Maintain Purchasing contacts with other University and State agencies so as to facilitate NCF Purchasing needs in the event of emergency conditions.

9. Prepare to release the spending limits and vendor controls on select EOC individuals P-Cards during the time of the emergency so as to facilitate the purchase items needed during the extent of the emergency and recovery. (At the discretion of the Vice President for Finance and Administration)
10. Insure that the College has a mechanism for obtaining cash in the event of, or prior to, a catastrophic event where typical credit card, P-card, and PO transactions may not be accepted.

J. HUMAN RESOURCES

The Chief Human Resources Officer of Human Resources, or designee, will:

1. Provide guidance on human resource policy issues which arise as a consequence of emergencies.
2. Ensure that appropriate employee data is current and made accessible during emergencies.
3. Provide employee assistance services to employees requiring such services as a consequence of the emergency situation.
4. Maintain non-exempt employee time records to indicate regular and overtime worked during time of crisis so as to provide adequate documentation to FEMA for potential reimbursement.
5. Provide for processing payroll on the established schedule utilizing off site alternatives and necessary.
6. Depending on the crisis, some employees may be in serious financial or personal stress and unable to return to work immediately or able to get to work. Evaluate methods in which employees may continue to get paid, receive grants, or loans from the College until they are able to fully return to work. Determine, under what circumstances and situations, employees may work remotely if they are unable to return to campus due to the emergency situation.

K. FOOD SERVICES

The **Director of Food Services**, or designee, will coordinate with the Dean for Student Affairs and the Assistant to the Vice President for Administration and Finance to provide for the nutritional needs of College students and essential employees in time of emergency. He/she will also coordinate with the Incident Commander to provide for personnel on duty.

Duties and Responsibilities:

1. Plan, prepare, and serve meals as directed.
2. Develop plan of operation that is functional without use of electric power, refrigeration, gas, water, etc.
3. Be able to obtain necessary supplies to provide provisions as needed.

4. Coordinate the ability to obtain additional food and supplies, including ice and water, from local or out of state vendors for extended periods of time of up to and exceeding 30 days.
5. Develop and maintain an intradepartmental emergency plan and call-out list of vital personnel.
6. Develop and maintain list of equipment and supplies on hand and those needed to meet particular emergencies.
7. Maintain accurate records of all costs associated with food service during emergency situations in the event FEMA reimbursements are warranted. Provide separate billable records for all food, drink, supplies, and services provided during an emergency declaration.

L. INFORMATION TECHNOLOGY

The Chief Information Officer (CIO) and designated staff will:

1. Recommend/provide alternative remote locations from which essential business functions such as payroll, student registration data, accounts payable and purchasing can be conducted in the event the data and telephone infrastructure at the main campus is rendered inoperable.
2. Assist in recovering data lost or damaged as a result of a disaster, to the extent possible.
3. Maintain, to the extent possible, voice and data communications throughout an event to designated buildings.
4. Recommend/provide alternative and redundant communication methods.
5. Consider the use of contractual voice and data services to facilitate the College through the recovery period until permanent systems can be restored.

M. COUNSELING CENTER

The Director of the Counseling Center and Center staff will:

1. Provide services to aid in the resolution of human problems and emergency situations as they arise (i.e., suicide and homicide threats; hostage situations, demonstrations of irrational behavior).
2. Establish counseling services and short-term interventions for individuals and groups affected by the crisis. Provide for assessment and referral to appropriate resources for problem resolution and psychological services.
3. If appropriate, contact community resources related to dealing with the emotional consequences of suffering crisis and trauma.
4. Offer mediation and group facilitation as needed and/or requested.
5. Provide follow-up debriefing to crisis contacts.

6. Coordinate as needed with other Student Affairs offices in assisting with physical and psychological needs to ensure the students' best interests are cared for.
7. As available in crisis and emergency, provide for counseling and medical services to faculty and staff.

IV. EMERGENCY NOTIFICATION PROCEDURE

The College maintains a multi-mode system of emergency notification processes designed to reach a majority of the campus population. In the event of an emergency or threat to the safety and well being of the Campus community, all or portions of this system will be utilized to notify the campus community of the emergency and what actions to take. Campus Police and Police Communication Operators have full authority to activate the initial components of the system if they receive viable information. The primary components of the initial and immediate mass notification include the following:

1. Mass text messaging, e-mails, and phone messages sent via the mass communications provider, Blackboard Connect system.
2. Live message delivered via office telephone speakers from Campus Police via Code Blue and rave.
3. Live message delivered into classroom emergency speakers from Campus Police via Code Blue.
4. Emergency message delivered externally to Mass Notification Speakers.

For less time sensitive events and for follow up to the primary event, Office of Communications and Marketing will utilize the following:

1. NCF Web Page Information
2. E-mail Distributions to Faculty, Staff and Students.
3. Mass text messaging, e-mails, and phone calls via the Mass Communications provider.

Natural Disasters:

Environmental Health and Safety and the Campus Police will monitor the emergency weather warning system. In the event of an impending or actual natural disaster, the personnel listed on the Crisis Response Call List will be notified: The campus e-mail will be utilized if suitable and time-wise appropriate. During non-duty hours, telephone communications will be utilized. When listed personnel are notified, they will insure that appropriate subordinate personnel are notified and that personnel occupying the same building are notified.

Personnel should monitor local radio and television stations. Current reports on weather conditions and warnings are broadcast over various local radio stations such as FM Radio 106.3 or 102.5, AM Radio 970 WFLA, and TV WWSB Channel 40, or the Comcast Weather Channel. Personnel may also monitor the Sarasota Department of Emergency Management Web site at <http://www.scgov.net/stormcenter/EOCLevels.asp> for the Emergency Operations Center bulletins and information. There are also links to the National Weather site, and preparedness links.

Building Supervisor Contact List: (Appendix 11)

Designated building supervisors will be notified so they may begin department/division procedures to prepare facility for the protection of facility, equipment, and records, and be prepared for any announcement of the closure of campus. This list must be updated at a minimum on an annual basis.

A. FIRE or EXPLOSION PLAN

1. Primary Responsibility

The Sarasota Fire Department (phone 911 in emergency; 861-5000 for information) will assume ultimate responsibility in cases of fire on the Sarasota Campus once they arrive on the scene. All attempts to extinguish and prevent further fires will be subject to the direction of the fire department. The fire department will assume command of rescue operations involving both persons and equipment. All College personnel summoned to the scene will be expected to cooperate fully with the request and directions of fire personnel on scene.

2. Initial Action by College Personnel

a. Campus Police (941-487-4210)

- Assuming that the fire alarm has not been brought to the attention of the Sarasota Fire Department, the police dispatcher will advise them of the location and extent of the fire, if known.
- Available police officers will be dispatched to the scene of the fire in order to assist in evacuating persons located within the building. Attempts will be made to extinguish the flames if they are localized, or otherwise confine the spread of fire.
- The Sarasota Fire Department will be summoned to furnish ambulance support to stand-by at the scene (as needed) in order to transport any injured parties or provide oxygen and first aid to personnel overcome by smoke inhalation.
- Campus Police will establish traffic control to keep vehicles other than emergency vehicles out of the area, keep all emergency access lanes open, cordon off the area and keep spectators away from the immediate scene. This is of extreme necessity due to the fact that emergency vehicles must be able to come and go from the scene without delay.
- If additional police personnel are needed, the police dispatcher will request assistance from the Sarasota Police Department, the Sarasota

Sheriff's Office, or the Manatee County Sheriff's Office, based upon the location of the incident.

- Floor plans of the burning building(s) and locations of gas, electric, stand pipe, and water main controls will be made available to the fire dept. personnel in order to facilitate rescue and fire-fighting operations [NOTE: This information should be provided to Fire Departments prior to crises.]
- After the fire has been extinguished, it may be necessary for officers or others as directed to remain at the scene in order to prevent looting from the damaged building if it can not be secured.

b. Facilities Management (941-487-4240)

- A minimum of one Facilities representative (qualified to furnish electrical and gas maintenance support) will report to the front entrance of the burning building, or the secondary operations center (police vehicle) if it is at the scene. They will be informed by the fire department when the power and gas valves are to be turned off. They will remain at the scene in the event further services are necessary.
- Additional maintenance personnel will be assembled at the Facilities office in the event they are needed to provide crowd control or otherwise assist in the evacuation of persons and/or equipment.
- Vehicles and equipment that could conceivably be utilized for rescue work should be placed in a state of readiness in the event they are dispatched to the scene. They will not be dispatched to the scene unless requested by competent authority that has jurisdiction.

c. Environmental Health and Safety (941-487-4449)

In the event of a fire or event involving hazardous materials or fuel, EH&S will contact the appropriate governmental agencies, such as the Florida Department of Environmental Protection, Florida State Warning Point, Florida Department of Health etc. The numbers for the State Warning Point are: **1-800-320-0519 or 1-850-413-9911.**

d. Occupants/Residents of Building(s) Involved

- Upon discovery of any fire will immediately activate a fire alarm, notify the Campus Police (941-487-4210), and spread the word to other occupants and evacuate the building as quickly as possible.
- Upon a fire alarm activating in any occupied building, occupants will immediately evacuate the building as quickly as possible. Immediately notify the campus police.

- New College Residents and Resident Advisors, refer to New College Office of Residential Life Fire Safety Procedures and Requirements for RAs.

3. **Fire Prevention**

- General Information:** Many Residence Halls are protected by automatic sprinkler systems and fire detection systems that report directly to a monitoring company that notifies the Sarasota Fire Department and Campus Police. College buildings are equipped with fire extinguishers in accordance with the requirements of the Uniform Fire Code. Fire hose connections in buildings are for fire department use only. **Fire Pull Stations** are located near exits throughout each building. If a fire or smoke is spotted, activating a pull station will immediately sound the alarm and notify the fire department.
- Staffing:** The NCF Director of Environmental Health and Safety & Emergency Management (EH&S/EM) serves in the capacity of the Fire Safety Officer for the College. In this capacity he/she serves as liaison to the Office of the State Fire Marshal who inspects and maintains Uniform Life Safety Codes for the Campus.
- Fire Inspections:** The State Fire Marshal inspects each College building annually. Fire safety inspections give formal written notice of violations. EH&S is responsible for coordinating the fire code correction action plan with Facilities Management and other responsible departments. The corrective action plan must be completed and submitted to the State Fire Marshal within 60 days after an inspection report is received by the College. The Director of Environmental Health and Safety will notify the appropriate academic or administrative unit of any fire code violation(s) to initiate corrective action.
- Fire Drills:** Fire drills will be conducted on campus on a regular basis.

4. **Fire Safety Procedures and Requirements (See Appendix 9)**

- General Information:** Protecting the New College community against fire is a major concern. It is the intent of the College to provide a reasonable safe environment for students, faculty, and staff. To accomplish this, certain safeguards must be strictly adhered to, and a certain level of responsibility must be maintained. Fire safety regulations in force at the College are accepted standards of the State of Florida and are not optional. Everyone within the College community is subject to the rules and regulations of the fire codes. In order to achieve compliance, and thereby provide a reasonably safe, hazard-free living environment, the

college requires each student to follow some basic rules. With your cooperation, the threat of fire can be greatly reduced.

Resident Advisors (RA): You are responsible for helping communicate fire safety procedures to your residents. The information can be covered in a first court/area meeting or during initial residential visits at the beginning of the year. Please call residents' attention to the fire safety rules and procedures in their handbooks. Also stress the following:

- Burning candles, incense, or any other open flame in any building is not authorized.
- Due to our proximity to the airport, bonfires and campfires are not allowed. Grilling and other external activities with fire may be allowed with authorization of the Dean of Students, and Campus Police. During prolonged dry spells, the county may prohibit grilling, bonfires, and other fire related activities. Make sure to clear these events with the office of EHS/EM before scheduling.

- **RAs: What to do when a building fire alarm sounds:**

1. Notify the campus police immediately, phone 941-487-4210, or use of emergency phone.
2. RA: Retrieve your building resident list, and begin a room-to-room notification of all residents. One RA should proceed to the designated evacuation area with the resident list to begin checking in residents and to liaison with campus police/fire safety officers/ housing staff. As long as it is safe to do so, Dort, Goldstein, V, W, X, Y, and Z RAs must enter each apartment and knock on each bedroom door.
3. Once all residents have been notified proceed to the evacuation area to assist other RAs/safety officials

- **Residents: What to do when a building fire alarm sounds or is given:**

1. Notify any other apartment/room residents.
2. If possible notify campus police or confirm notification with your RA.
3. Immediately evacuate the building and proceed to your designated evacuation area.
 - Dort and Goldstein residents will evacuate to the softball fields.
 - Pei and Z Dorm residents are to evacuate to the front of Hamilton Center.
 - B Dorm residents are to evacuate to the Student Wellness Center, North side.
 - V and W to the Tennis Courts

- X and Y - between GDC and the 2nds

ABOVE ALL DO NOT PLACE YOURSELF IN DANGER. IF FIRE CONDITIONS BECOME SEVERE, OR DIRECTED BY FIRE SAFETY OFFICIALS, EVACUATE IMMEDIATELY AND ALLOW FIRE SAFETY OFFICIALS TO CONTINUE EVACUATING PERSONNEL. DO NOT ATTEMPT TO FIGHT THE FIRE YOURSELF.

Refer to Appendix 9 for specific information pertaining to Emergency Planning for Student Affairs.

B. AIRPLANE CRASH PLAN

1. Sarasota-Bradenton International Airport maintains a detailed Emergency and Disaster Plan that includes responses to crash sites. The devastation of a crash on the grounds of New College may vary greatly depending on several conditions including the size of the aircraft, fuel on board, and the location of the impact site. In the event of a crash:
2. Immediately notify emergency services by contacting 911 and indicate that an air craft has crashed.
3. Provide a specific location and size and type of aircraft if possible.
4. Contact Campus Police at 941-487-4210.
5. ONLY IF IT IS SAFE FOR YOU TO DO SO, assist any survivors from the wreckage. Do not place yourself in danger. Do not disturb any wreckage.
6. Once Sarasota Fire Department has arrived, they will be in charge of the scene.
7. Campus Police and other local law enforcement agencies will be in charge of traffic, crowd control, and protection of the scene. (Note: Should an aircraft go down in Sarasota Bay, the US Coast Guard will be responsible for the scene until relieved by other authorities. Should a military aircraft be involved, the military will have full control once they have arrived on the scene).
8. New College will rely on the Mutual Aid services of the Sarasota-Bradenton International Airport, Sarasota County EOC, and Sarasota Fire Department for other crash related services that may be necessary during such an event.
9. It should be noted that buildings and areas around any such crash site may be closed for extended periods while investigations and recovery take place, therefore, extended alternative work locations may be necessary.
10. Due to our proximity to the airport, the campus may be used as a staging area and a command post for emergency responders.
11. Campus acces roads should be kept open and clear so that emergency responders may utilize them.

C. BOMB THREAT PLAN

1. Bomb threats are usually made to disrupt normal operations of the campus; often to delay or cancel a test or exam. It is, however, imperative that all bomb threats be taken seriously. The following outlines procedures to be taken by anyone who receive a bomb threat against any facility or person on campus.
2. Receipt of a Bomb Threat:
 - a. If you receive a bomb threat call try to remain calm and attempt to secure as much information from the caller as possible. Listen closely to what the caller says, and write the threat information down exactly as the caller stated it. Listen for background noises. Determine if the caller is male or female. Was the caller trying to disguise their voice? If you have an LCD phone display write down the number or information indicated on the display. Was the caller calm or angry? (Refer to the Bomb Threat Checklist in Appendix 5 for additional things to listen for).
 - Try to have the person repeat the threat, and ask questions to determine such information as; when the bomb is going to explode, where is the bomb at, what does it look like, did the caller place the bomb there, why, what is your name and address, etc. (Refer to the Bomb Threat Checklist for more things to ask).
 - Write down as much information as possible about the call and caller as you can remember to give to the officer upon arrival. Note the exact time of the call and the extension to which the call was made.
 - Campus Police will immediately respond to the location to determine as much information as possible as quickly as possible. The President will be contacted as soon as possible. If a known location of the Bomb Threat has been given, action to evacuate that facility will be immediately taken. If no specific location was given the President will be consulted for a determination of any evacuation of any facilities or closure of campus.
 - Any employee who feels threatened by a perceived bomb threat may leave the immediate area and contact their supervisor at the earliest opportunity. It is not the intent of the campus to cause any employee to remain in a situation that the employee deems threatening.

D. HURRICANE PLAN

1. Primary Responsibility

The responsibility for preparing for hurricanes affecting the College Campus rests with all College personnel. Due to tracking methods available, ordinarily

sufficient time is afforded to the College to prepare in the event the hurricane may strike this area. No publication can specify all precautions, which should be taken. Basic requirements are identified in this writing but should be supplemented by initiative and common sense.

2. **Ready References**

- a. For weather terminology (definitions) see Appendix 1
- b. For hurricane information pamphlet, Sarasota County, see Appendix 2.

3. **Initial Action by College Personnel**

a. **Incident Commander**

Prior to the start of each hurricane season (June), the Incident Commander will alert and assemble the campus Emergency Operations Team (EOT) to review plans, supplies, and support requirements to meet potential emergency needs.

b. **Campus Police**

1. Will be responsible for monitoring Sarasota County Emergency Management warning system in order to be advised of the latest movement of hurricanes, predictions as to expected winds, storm surge, rain and the estimated time of arrival.
2. Campus Police dispatcher will maintain radio/telephone communications and activities log to support and provide information to the campus Emergency Operations Team.
3. As it becomes increasingly apparent that the storm can be expected to affect the Sarasota area, actions will be initiated to protect College personnel and property. The Incident Commander will implement Notification Procedures and advise campus staff to begin preparations for the storm.
4. Police patrols will check all College grounds for objects or debris which could be blown and cause injury or further damage. The Facilities Management group shall be notified and requested to remove or tie down such objects.
5. Patrols will keep the police dispatcher advised of areas where flooding poses a threat to the College buildings. Downed power lines will be reported to the radio dispatcher and the officer will remain at the location to warn the public and direct traffic away from the location. Dispatch will inform FPL of the situation and keep the area secured until the power line can be repaired and no longer poses an immediate hazard.

6. Police personnel should be kept on the road as long as safety can be maintained in order to keep the roadways clear of debris or materials blocking the movement of other emergency vehicles. However, once winds reach 45 mph sustained, all personnel shall seek shelter in a safe refuge for the remainder of the storm.
7. During the storm, officers who are not otherwise engaged will stand-by and await emergency assignments.
8. After the hurricane has passed, police patrols will post barricades in areas presenting a threat to vehicles or pedestrian traffic.
9. If rescue work is underway to recover victims of the storm, an ambulance will be requested to transport those injured parties to a medical facility. Primary responsibility will be to prevent further injury to victims at the scene as a result of existing conditions.
10. Police units will coordinate fixed assignments of persons to provide security for damaged buildings to prevent possible theft or looting.
11. After the storm, it will be the responsibility of the police officers to staff traffic control points in order to allow for the unobstructed flow of emergency vehicles in and out of the affected area.

c. Facilities Management

1. Prior to the beginning of hurricane season each year, Facilities Management shall initiate a preventive maintenance (PM) program to inspect all roof drains and gutters for debris. All debris shall be removed, drains opened, downspouts cleared. Documentation of work shall be by building in an easily retrievable format in School Dude.
2. Upon receipt of directives from the Chair of the Emergency Operations Team or his/her representative, actions will be initiated placing the available forces and equipment in stand-by readiness. Personnel will be assembled at the Facilities Management building for specific assignments and all available vehicles will be checked to ensure that they are properly serviced and in operating condition in accordance with the Facilities Management Precautions Standard Operating Procedures.
3. All loose materials within the Maintenance Compound and other College areas will be secured within buildings or otherwise disposed of. Those items not removable will be secured with rope or other means available. All attempts will be made to remove or otherwise secure all items, which could be picked up, and blown by the winds thereby causing further damage.

4. Details will be dispatched throughout the Campus community checking for all debris and items, which should be secured. Dead tree limbs should be chopped down and removed from the area.
5. Buildings used as shelters, containing volatile or highly sensitive materials, should be given particular attention with the possibility of boarding up windows, entrances and exits (of unoccupied buildings). This will be done at the advice of the Emergency Operations Team. All requests from EOT will be immediately responded to by the available personnel.
6. Sandbags, water pumps, emergency generators and other equipment of materials which can be utilized to prevent water damage or emergency support from College buildings should be placed in a state of readiness where they could immediately be dispatched to the location having need of these items.
7. Provide refueling services to campus emergency generators serving critical facilities. Buildings/generators should be prioritized in the event of fuel shortages so that non-essential facilities can be taken off line.
8. Vehicles with drivers will be made available to other disaster preparedness personnel having need of additional transportation.
9. The primary supply of power tools, hand tools, and other items such as lumber, steels, etc. will be available to the Facilities Management. Those persons working in this section should remain on standby in order to meet the needs of teams working within the devastated area.
All materials and labor required to implement emergency plans will be charged against a maintenance account or other established account specifically related to the incident.
10. Crews should not be working outside until the all clear is given and it is safe for them to return to campus.
11. In the event of extensive damage to any building, power, gas and water to the building is to be shut off. Utilities in buildings, which are expected to receive a certain amount of structural damage and could cause further damage or injury should be shut off.
12. After the passing of the storm, when winds have receded to less than 45 mph, and the all clear has been given, all crews should be put on the road immediately to check all power lines, gas lines and water lines for damage and/or a weakened condition.
13. Initial Damage Assessments will be conducted on a building-by-building, and then a room by room basis. The attached forms will be used to document the initial damages incurred. (Appendix 4)

d. Building Liaisons (Appendix 11)

1. During hurricane season (June through November), liaisons will be prepared to assemble essential personnel in a specific building to take appropriate action to protect and secure equipment, files, records, sensitive material and facilities against wind, rain, and flooding conditions. These actions are to take place before the campus is evacuated for the duration of the storm event. These protective actions are in addition to what Facilities Management personnel may provide to protect water, sewer, electrical utilities, clearing debris from grounds, etc.
2. When a “hurricane watch covers the area” continue normal activities, finalize emergency preparedness and stay tuned to radio or television for NOAA National Weather Service advisories. **Remember:** A hurricane watch means possible danger; if the danger materializes, a “hurricane warning” will be issued.

E. TORNADO PLAN

1. Primary Responsibility

Due to the lack of adequate planning time when confronted with a tornado, the responsibility for preparation will rest with building liaisons. In most cases, time will not be afforded to activate the Emergency Operations Team and mobilize the available forces.

2. Weather Terminology

Definitions, See Appendix 1

Remember: “Tornado Watch” means tornadoes are expected to develop. “Tornado Warning” means a tornado has actually been sighted.

3. Initial Action by College Personnel

a. Campus Police

- Warn all residents and employees of the approach of the tornado (assuming sufficient advance notice by the NWS) by use of the Madacom Emergency Mass Notification System, NCFSafe Emergency Notification system. Advise persons to seek refuge away from windows, in the secure inner part of most secure buildings, i.e. hallways, stairwells, and restrooms.
- Officers should seek shelter from an approaching tornado out of their vehicle in a sturdy reinforced building for their safety. Do not attempt to ride out the storm/tornado in your vehicle.

- As the tornado is approaching, direct vehicular and pedestrian traffic seeking refuge to the 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.
- Duties after the passing of the tornado will be identical to those established in (Campus Hurricane Plan).

b. Staff, faculty, students, and visitors.

- During “Tornado Warnings,” all personnel should take refuge in the nearest available shelter or building. They will remain there until the alert is terminated or they are summoned for emergency assignments.
- Duties after the tornado will be in accordance with those prescribed for hurricane precautions.

4. Tornado Safety Rules

- Seek inside shelter in a steel-framed or reinforced concrete building of substantial construction. Stay away from windows!
- In office buildings, stand in an interior hallway on a lower floor.
- If available, get under tables, desks, chairs, bedding, pillows or blankets for additional protection.
- Modular buildings are particularly vulnerable to overturning during strong winds. Personnel in modular structures should seek shelter in hardened buildings during tornado warnings.
- Avoid auditoriums and gymnasiums or other structures with wide, free-span roofs. If a building is not of reinforced construction, go quickly to a nearby reinforced building, or to a ravine or open ditch and lie flat.
- In open country, move away from the tornado path at a right angle. If there is no time to escape, lie flat in the nearest depression, such as a ditch or ravine.
- Keep listening as your radio and television stations will broadcast the latest tornado advisory information. Call the Weather Service only to report a tornado. REMEMBER: A **Tornado Watch** means tornadoes are expected to develop. A **Tornado Warning** means a tornado has actually been sighted. ***When a tornado approaches, your immediate action may mean life or death.***

F. FLOOD PLAN

1. Primary Responsibility

The Campus Police will assume the primary responsibility for patrolling the campus and reporting all areas in a danger of flooding.

2. Initial Action by College Personnel

a. Campus Police

- Police patrol units will actively patrol the Campus observing those areas where flooding may occur. The status of the water level should be reported to the radio dispatcher, as it becomes a threat.
- When water presents a definite hazard to vehicular traffic, barricades and traffic control points will be established at the location to prevent injury or accidents due to the flooding.
- Traffic leading into a flooding area will be diverted around the area so the traffic lanes may be kept open for emergency vehicles capable of moving into the flooded area and rendering assistance.

b. Facilities Management

- Upon notification that the Campus can expect heavy rains or flooding conditions, sandbags should be filled and placed in vehicles, which will allow for immediate transportation to areas in which they are needed.
- Heavy-duty equipment should be made available in order to remove tree limbs or other items from the drainage ditches and thereby allow for a maximum flow of water.
- Water pumps and water vacuums should be transported to those buildings experiencing leakage or flooding in order to hold the damage to a minimum.
- Vehicles should be maintained in a state of readiness in order that they may be utilized for removing furniture and other equipment from buildings being flooded.
- Teams should be alert for power lines and gas lines being damaged as a result of the flooding. Gas and electricity to areas experiencing flooding should be turned off if a hazard develops.
- Personnel should be made available to move records and damageable items to areas not likely to experience flooding conditions.

c. Building Liaisons (Appendix 11)

- When flooding conditions threaten their building, they will take appropriate action to protect, secure equipment, files, records, sensitive material and facilities against flooding conditions.
- If additional support is required, they will notify the Campus Police (941-487-4210) who will notify the Emergency Operations Team.

G. CHEMICAL, BIOLOGICAL, RADIOLOGICAL (CBR) INCIDENTS

1. Primary Responsibility

The Office of Environmental Health & Safety will initiate protective actions in the event of accidents, potential hazards or pickups involving chemical, biological or radioactive materials. Personnel will be responsible for acting to isolate the agent or substance when possible in such a manner that the individual in the areas are not endangered through contact with the substances. Quantities of agents and substances that cannot be safely isolated by EH&S or in-house by laboratory personnel, will be referred to emergency Hazardous Materials Response personnel.

NOTE: Primary use of small quantities of these types of materials is in the New College Natural Science Division.

2. Initial Action by College Personnel

a. Campus Police

- Police officers shall act to prevent unauthorized persons from entering the area of suspected contamination. This will include both traffic control and pedestrian movement within the affected area.
- Implement alert procedures and notifying person in charge of building.
- If needed, request assistance of the Sarasota Fire Department/Hazmat and Emergency Ambulance Service advising them of the emergency situation. They have been informed of the items currently stored at the Natural Science complex.
- The Police will coordinate additional support requirements with Environmental Health & Safety.

b. Facilities Management

This office shall make personnel and equipment available to support emergency personnel.

c. Environmental Health & Safety

This office, in coordination with other response or regulatory agencies as appropriate, shall inspect the contaminated area subsequent to the clearing of potential hazard from the area. Inspectors shall indicate whether the affected area is clear for immediate reoccupancy or should be subject to further safety precautions.

H. PUBLIC DISTURBANCES

1. Primary Responsibility

The Campus Police Department will assume the primary responsibility for remaining alert to events, which, if allowed to progress beyond a reasonable point, may disrupt the orderly process of the Campus. If internal measures designed to control the course of events have been exhausted, the Campus Police will assume the responsibility of restoring order to the Campus. Serious disruptive action may result in the utilization of law enforcement agencies external to the College community.

2. Initial Action by College Personnel

a. Campus Police

1. Routine patrols shall be maintained on campus with special emphasis on unusual conditions, gatherings and occurrences that indicate possible disruptive activities.
2. Officers observing large groups shall attempt to gather information concerning the size of the crowd, activity, location, leaders, apparent plans and all other information, which could be of value. Officers observing crowds should take no action to disperse or otherwise control them without specific orders.
3. The Chief shall take steps to assemble necessary personnel within the department (including requesting outside support from local agencies, if required) in the event a crowd becomes hostile or disruptive.
4. Local law enforcement agencies shall be notified as soon as information sources indicate possible disruptive activity at the College. Additional information shall be disseminated to these agencies as frequently as necessary in order that they may plan their activity accordingly. In the event it becomes necessary to request assistance from outside agencies, such requests shall be made only by the Chief or his/her representative, following full and complete consultation with the President or designee.
5. Officers will patrol the campus area giving special attention to vital buildings and possible target areas of dissident individuals involved in a disturbance.
6. Every effort to channel disorderly activity into more acceptable forms of behavior will be made. Patience is the key word in this procedure. Aggressive action by police personnel shall be taken only as a last resort when necessary to protect personnel and property. If events progress to the point where the safety of persons or property is put in jeopardy and the control of the situation is beyond the capability of campus resources, local law enforcement agencies may be requested

to assist. This request will be made only in accordance with existing guidelines.

7. Prior to the arrest of any person(s), a designee of the President shall advise demonstrators of the order to cease and desist. Police officers shall be deployed to assist in identifying those refusing to heed the order to disband and/or cease and desist.
8. Civil action may be initiated where conduct is in violation of municipal ordinance, state or federal law. In such instances, arrest procedures will be followed.
9. Campus Police will attempt to record arrest procedures and activity at the disturbance area on videotape equipment.
10. Officers shall transport any arrested persons to the Sarasota County Jail or other established points of detention.

b. President

1. In the event of a demonstration or gathering of persons on the campus which poses a threat to life, limb or property, or which poses a threat to normal orderly process of any College conducted or sponsored operation, activity or procedure, the President or their representative, i.e. Dean of Students, shall appear before the group and request it to disband and/or cease and desist.
2. All releases to the news media shall be from Executive Director of Communications & Marketing, after approval of the President.

c. Facilities Management

1. Personnel may be utilized for providing security of buildings which may be targetted for disruptive activity.
2. Buildings, which are the target of disruptive activity or vandalism, shall have all electrical power, gas valves, and water shut off. This will be accomplished only upon order of the President or their representative(s).

V. VIOLENCE ON CAMPUS / ACTIVE SHOOTER

Events of the recent past have called attention to the need to be prepared for a wide range of emergencies. The recent shooter related tragedies at a supermarket, in Buffalo New York and closer to home at the Pulse nightclub have caused campuses across the country to reassess their level of preparedness for an active shooter incident. Our police department has for many years conducted training for our officers on responding to an active shooting incident. We continue extensive on-going training for a response to these types of incidents. The awareness and preparedness of members of our community is equally important. We present this information for your use and distribution. If you witness any armed individual on campus at any time, call 9-1-1. In the event of an active shooter incident, please consider taking the following actions:

1. Contact Authorities:

- Use emergency 9-1-1 system (only one person per room should call)
- While 9-1-1 calls from New College may be routed to the local Sheriff's Department, we will be informed of the call and respond.
- Be aware that the 9-1-1 system will likely be overwhelmed.

2. Flee the building if safe to do so:

- If it is possible to flee the area safely and avoid danger, do so. Do not attempt to flee if the shooter is between you and the exit. If you are unsure, do not attempt to flee.
- Once outside, get far away from the shooting scene and contact the Police Department.
- If you encounter Police Officers as you leave the building they may direct you to one collection point. Keep your hands visible (on your head or showing open in front of you).
- Do not pull the fire alarm, it will cause confusion and provide the shooter with more opportunities to cause harm.
- Call 9-1-1.

3. If you are unable to flee the building secure your immediate area or move to a safe area if possible:

- Turn off all the lights and close blinds, lock all windows and doors.
- Turn off radios and computer monitors.
- Silence all cell phones.
- If you can do so safely, get everyone on the floor and out of the line of fire.
- Keep everyone calm, quiet and out of sight.
- Take adequate cover/protection (i.e. concrete walls, thick desks, filing cabinets).

- Place signs on exterior windows to identify the location of injured persons.
- Stay in your secure location of the building until an “all clear” instruction is given by an authorized or known voice.
- If the staff or students do not recognize the voice that is giving instruction, they should not change their status. Unknown or unfamiliar voices may be false and designed to give false assurances.

4. If the shooter enters your class or office:

- There is no one procedure that can be recommended in this situation.
- Attempt to get the word out to other staff if possible, and call 9-1-1 if that seems practical.
- Use common sense. If hiding or flight is impossible, remain quiet. Attempting to negotiate with the individual may be very dangerous.
- Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances.
- Remember, there may be more than one active shooter.
- Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.

5. What to Report:

- Your specific location: building name, floor and office or room number.
- Number of people at your specific location.
- Injuries: number injured and types of injuries.
- Assailant(s):
 1. Number of suspects
 2. Race/gender
 3. Clothing description
 4. Physical features (height, weight, facial hair, glasses, etc.)
 5. Type of weapons (long gun or hand gun)
 6. Backpack
 7. Shooter’s identity, if known
 8. Do you hear explosions separate from gunfire?

Police Response:

- The Police objective is to immediately isolate/engage assailant(s) to stop the shooting as soon as possible.
- Remain calm; do as the officers tell you.
- Put down bags/packages and keep your hands visible at all times.
- If you know where the shooter is, tell the officers.
- The first officers will not stop to aid injured persons.

- Rescue teams will follow the first officers into secured areas to treat and remove injured persons.
- Investigation will follow.

For more information and resources, follow the following link to the FBI's page on Active Shooter Resources: **<https://www.fbi.gov/about/partnerships/office-of-partner-engagement/active-shooter-resources>**

VI. CRITICAL INCIDENT STRESS MANAGEMENT

- A. DEFINITION OF CRITICAL INCIDENT:** A critical incident is an unusual occurrence/trauma, which is out of the ordinary, and which overwhelms the individual's ability to cope. It has a far-reaching impact on the community, and may involve a collective of the campus student body and of employees. (Examples of this include but are not limited to: suicide, murder, unexpected death, natural disaster, and incidents that command high media coverage, etc.)
- B. PROTOCOL:** A Campus Police officer on duty will assess the situation, and determine if the situation fits the definition of a critical incident, and if so, will notify the appropriate member of the Critical Incident Response Team (CIRT), as well as the Chief of Police. The other team members will be notified and together they will determine a course of action, which will provide for appropriate debriefings within a reasonable amount of time. In addition, the Campus Police Chief will notify the President, New College of Florida and CEO, USF Sarasota-Manatee, if appropriate. Members of the team will notify other members of the campus community who are affected by the incident. The Office of Communications and Marketing team members will designate the spokesperson for the campus to provide media information. If the critical incident is of significant magnitude that it will overwhelm our campus community resources, the team will be aware of other resources which are available in our area, our state, and the country, particularly those resources available from the USF/Tampa campus.
- C. FLOW CHART**
Campus Police Officer → CIRT Team Member → CIRT Team → Campus Units and Resources as needed.
- D. EXPECTED OUTCOME:** The goal is to assist the community in coping with trauma, and to facilitate a return to normalcy.
- E. CRITICAL INCIDENT RESPONSE TEAM:**
- VP of Student Affairs
 - Director of Residential Life
 - Dean of Students
 - Chief Campus Police
 - Victim Advocate
 - Director of Office of Communications and Marketing
 - Provost
 - VP for Finance and Administration

- AVP for Finance and Administration
- AVP of Facilities Planning and Construction
- Chief Human Resources Office
- Director of Environmental Health and Safety & Emergency Management

VII. RESPONSE TO PANDEMICS, EPIDEMICS, AND COMMUNICABLE DISEASE OUTBREAKS

A. EPIDEMIC / PANDEMIC

1. Primary Responsibility

The Counseling and Wellness Center, in conjunction with USF Health will take lead on these as these emergency situations are medical in nature. They will initiate protective and preemptive measures such as are possible. They will take their lead from the Federal, State, County, and local Health authorities. Decisions will be based on the best available information at that time.

Epidemics and Pandemics are fast evolving situations and actions may be changed due to new realities on the ground. As the situation unfolds, decisions will need to be made as to whether classes will continue to be held in person or if they will be switched to an on-line modality. NCF will look to the Board of Governors (BOG) for guidance on this matter.

2. Action by College Personnel

Based on the best available information, the leadership will have to determine if the school can remain open during the duration of the Epidemic/Pandemic. There may be limited closure or there may be an extended closure. This will be determined in conjunction with the Federal, State, and local health authorities and will be based on the best available information. Initial actions may include closing the school and transitioning classes to an online modality.

3. Environmental Health & Safety

The office of EHS/EM will monitor the developing situation and advise accordingly. The office of EHS/EM will also help to coordinate emergency response as needed. The EHS/EM will liaise with health authorities as well as attend briefings on the emergent situation. Then, the EHS/EM will update the senior leadership accordingly.

Flu outbreaks, pandemics, and disease transmissions are inevitable. The unknowns are when they will happen, what flu or disease strains will be present, and how to best control the spread. The College will respond to infectious disease transmissions and outbreaks in a manner consistent with the most recent recommendations from the Centers for Disease Control (CDC), and the Florida Department of Health (DOH)/Sarasota County Health Department.

The CDC offers guidance for National Influenza Pandemics.

<https://www.cdc.gov/flu/pandemic-resources/planning-preparedness/national-strategy-planning.html>

The CDC offers guidance for operations during COVID. As the pandemic has evolved, the guidelines have been adjusted. (<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>) .

NCF maintains its own COVID page, for FAQs and up to date COVID information. (<https://www.ncf.edu/covid-19/>)

Given that the safety of our students, faculty, and staff are of primary importance, the College will follow the recommendations and requirements of the regulatory authority, Florida DOH, over the event if so designated.

In the absence of regulatory mandates, the College will recommend that students and staff “self-isolate” at home, or with friends where they can be cared for in the most comfortable environment.

Classes may be canceled, rescheduled, extended, or offered via other means, such as remote learning modalities, depending on the nature and duration of the event. This determination will be made by the senior leadership of the College.

As directed by senior leadership, faculty should consider alternative delivery methods, or adjusted schedules in the event they are ill or the campus is closed for extended periods.

College administration in efforts to minimize spread of the disease, interruption of the business function of the College, and maintain Business Continuity, will:

- Establish a process for infection control in the workplace, including options for working offsite while ill, systems to reduce infection transmission, and worker infection;
- Establish an online modality so that classes can be transitioned online in case of a long-term pandemic situation.
- Establish a testing protocol, if warranted.
- Establish, and promote the use of, internal surveillance protocols to monitor the health of faculty and staff and to keep State and local public health officials informed; This may include testing and screening utilizing a symptom checker.
- Develop pandemic specific continuity of operations plans to maintain delivery of essential goods and services despite significant and sustained worker absenteeism;
- Develop pandemic specific continuity of operations plans to maintain delivery of classes despite significant and sustained student and teacher absenteeism;

- Monitor regional/national/international pandemic threat levels for trigger-point changes that will affect the normal operation of the College;
- Coordinate with government officials, including state and federal entities, and community stakeholders to share planning, preparedness, response, and recovery information; and
- Establish partnerships with other members of the sector to provide mutual support and maintenance of essential services during a pandemic.
- Attend local and statewide briefings to gain and share current knowledge on the situation.
- Coordinate with local public health and healthcare delivery teams to share information on capabilities, options, and preparedness and response plans.
- Maximize the effectiveness of worker, family, and worksite pandemic protection strategies to reduce the numbers requiring medical attention.
- Provide immunization if and when available. If not, direct employees and students to local sites so they can get immunized.

VIII. APPENDICES

APPENDIX 1

WEATHER TERMINOLOGY

Appendix 1

WEATHER TERMINOLOGY

(Definitions)

ADVISORY. A formal message from a Weather Service Hurricane Warning Office giving warning information along with details on tropical cyclone location, intensity and movement as well as precautions that should be taken. The advisory may contain information on specific coastal warnings for which displays are made.

BULLETIN. A public release from a Weather Service Hurricane Warning Office, issued at times other than those when advisories are required. The bulletin is similar in form to the advisory except that the bulletin will routinely include a resume of all warnings in effect.

GALE WARNING. A warning of sustained winds within the range of 39 to 54 miles per hour (34 to 47 knots).

TROPICAL STORM WATCH: An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are *possible* within the specified coastal area within 48 hours.

TROPICAL STORM WARNING: An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are *expected* somewhere within the specified coastal area within 36 hours.

HURRICANE. A warm core tropical cyclone in which maximum sustained surface wind is 74 miles per hour (64 knots) or greater.

HURRICANE CENTER OR EYE. The relatively calm area near the center of the storm. In this area, winds are light and the sky often only partly covered by clouds.

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 WARNING. A warning that one or both of the following dangerous effects of a hurricane are expected in a specified coastal area in 36 hours or less:

- (a) Sustained winds 74 miles per hour (64 knots) or higher;

(b) Dangerously high water after or a combination of dangerously high water and exceptionally high waves, even though winds expected may be less than hurricane force.

HURRICANE WATCH. An announcement for specific areas that a hurricane or an incipient hurricane condition may pose a threat to coastal and inland communities within 48 hours. All people in the indicated areas should take stock of their preparedness requirements, keep abreast of the latest advisories and bulletins and be ready for quick action in case a warning is issued for their areas.

LOCAL STATEMENT. A public release prepared by a Weather Service Office in or near a threatened area giving specific details for its area of county responsibility on: (a) weather conditions; (b) sections that should be evacuated; (c) and other precautions necessary to protect life and property.

SQUALL. A sudden increase of wind speed by at least 18 miles per hour (16 knots) and rising to 25 miles per hour (22 knots) or more and lasting for at least one minute.

TROPICAL CYCLONE. A non-frontal cyclone of synoptic scale, developing over tropical or sub-tropical waters and having a definite organized circulation.

TROPICAL DISTURBANCE. A discrete system of apparently organized convection, generally 100 to 300 miles in diameter, originating in the tropics or sub-tropics, having a non-frontal migratory character and having maintained its identity for 24 hours or more. It may or may not be associated with a detectable perturbation in the wind field. As such, it is the basic generic designation which, in successive stages of intensification, may be subsequently classified as a tropical wave, depression, storm or hurricane.

TROPICAL WAVE. A trough or cyclonic curvature maximum in an easterly trade wind. The wave may reach maximum amplitude in the lower middle troposphere, or may be the reflection of an upper troposphere cold low or an extension of a middle latitude trough headed toward the equator.

TROPICAL DEPRESSION. A tropical cyclone in which the maximum sustained surface wind is 38 miles per hour (33 knots) or less.

TROPICAL STORM. A warm core tropical cyclone in which the maximum sustained surface wind is in the range of 39 to 73 miles per hour (34 to 63 knots) inclusive.

STORM TIDE. An abnormal rise of the sea along a shore primarily as the result of the winds of a storm. The storm tide may occur in basins not normally affected by the tide. It may also flood lowlands in coastal sections that are normally dry.

SUSTAINED WIND. The wind obtained by averaging the observed value over a one-minute period.

APPENDIX 2

EMERGENCY PLANNING CHECKLIST FOR HURRICANE PREPARATIONS

Appendix 2

Emergency Planning Checklist for Hurricane Preparations

Emergency Operations Committee

- ✓ Monitor, supervise and implement appropriate measures to prepare or cope with the storm.
- ✓ 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.
- ✓ Assist respective Communications and Marketing operations in preparing current information about the progress of the storm and associated campus preparations.
- ✓ Determine the extent to which “essential personnel” will be required to remain on campus prior to the storm and to return after to prepare the campus for reopening.
- ✓ Maintain a current list of emergency operations personnel contact points.
- ✓ Develop telephone contact “trees” as one way to get information out to campus personnel following the storm.

Communications and Marketing

- ✓ Keep respective web sites and phone message points updated regularly with current information about the progress of the storm, and associated campus preparations and web, phone, radio and print locations where the campus community can find out information about campus operations.
- ✓ Inform students, faculty, staff, parents and general campus community about facility closings, openings, shelter operations etc.
- ✓ 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 storm, campus closings etc. can be found.

Campus Police

- ✓ Monitor Sarasota County Emergency Management system and National Weather Service reports in order to keep abreast of the latest movement of the hurricane, predictions as to expected winds, storm surge, rain and estimated time of arrival.
- ✓ Maintain radio/telephone communications and activities log to support and provide information to the campus emergency operations staff and Communications and Marketing staff.

- ✓ Assist Facilities Management in checking campus grounds for objects or debris which could become projectiles and cause injury or further damage.
- ✓ During the storm, patrols will keep the dispatcher advised of areas where flooding, downed power lines, blocked roadways or other situations pose a threat to campus buildings or personnel.
- ✓ After the storm has passed, Police will assist Facilities Management staff in posting barricades in areas presenting a threat to vehicles or pedestrian traffic and will coordinate fixed assignments of persons to provide security for damaged buildings.

Facilities Management

- ✓ Secure all loose or fragile objects that may become a missile hazard in high winds. Remove campus flags from flagpoles.
- ✓ Ensure contractors secure construction sites to prevent high winds from picking up debris, knocking down scaffolding, etc.
- ✓ Top off fuel for campus emergency generators and ensure that the generators are operating properly.
- ✓ Ensure that each campus building has an ample supply of plastic bags for use in protecting computer equipment, sensitive files etc.
- ✓ 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.
- ✓ Top off fuel on all campus vehicles and relocate vehicles to high ground away from trees and other objects which may block the vehicles from accessing other areas of campus.
- ✓ Review locations of power, gas and water shut offs to buildings and be prepared to respond to shut off utilities to damaged buildings.
- ✓ Following the storm, post barricades in areas presenting a threat to vehicles or pedestrian traffic and will coordinate fixed assignments of persons to provide security for damaged building and begin making repairs with all deliberate speed.

Information Technology (IT)

- ✓ Determine whether or not campus file servers are to be deactivated and prepare advance communication to share with Communications and Marketing on the action plan.
- ✓ Secure server rooms and other related equipment to the extent possible to protect the Information Technology (IT) infrastructure.
- ✓ Determine the extent to which “essential personnel” will be required to remain on campus prior to the storm and to return after to prepare the campus for reopening.

Department Administrators

- ✓ Ensure that staff secures any sensitive or vulnerable records or equipment by covering with plastic bags, moving them away from windows or by other means. To best protect computers, they should be unplugged, sealed in large plastic garbage bags and elevated off the floor in case of flooding.
- ✓ Notify campus emergency operations staff of areas presenting a potential hazard (beyond their capability to correct) so that appropriate action can be initiated.
- ✓ Continue normal activities, finalize emergency preparedness and stay tuned to campus updates about the storm and impact on campus operations.
- ✓ Record voice mail greetings on main department phone numbers per instructions from Communications and Marketing.
- ✓ Before leaving the building, ensure lights and other non-essential powered equipment are turned off to lessen the load on re-energizing buildings following power outages that may result from the storm.

NCF Student Affairs

- ✓ Ensure that all on campus residents receive regular campus updates regarding the storm and what actions they should take to prepare.
- ✓ Ensure that Food Services vendo procures provisions necessary to provide food to essential personnel, their families and remaining campus residents and affiliated students.
- ✓ Staff campus shelters at designated locations once they are activated.
- ✓ Designated locations include: ACE, Sudakoff, and Residence Halls V, W, X, Y, and Z.
 - (NOTE: ACE Building is constructed to Enhanced Hurricane Protection Area (EHPA) Standards as a shelter facility and should be given priority for use during sheltering for hurricanes, Residence Halls V, W, X, Y and Z were constructed to 2008 Florida Building Codes (130 mph winds) and could serve as good alternate shelter areas. Other spaces such as Sudakoff and Hamilton Center can be utilized post-storm if needed
- ✓ Determine when campus housing should be evacuated.

APPENDIX 3

STORM SURGE DATA FOR NCF
(BUILDING EVELATIONS)

AND EVACUATION INFORMATION

Appendix 3
STORM SURGE INFORMATION – NCF CAMPUS

<u>Elevation</u>		<u>Building</u>	<u>Storm Category</u>
4'6"		Seawall Avg. Height	1
5'4"		1 st Floor Level Robertson Hall	1
6'10"		Cook Hall Basement Windows	2
7'11"		Public Affairs Trailer	2
8'0"		College Hall Basement Windows	2
8'0"		Cook Hall - Music Room Walkway	2
8'0"		Caples Historic Building (approx.)	2
8'7"		Bon Seigneur Home	3
9'1"		Music Room Floor Level	3
11'9"		Social Science 1 st Floor Level	3
16'6"		Barn 1 st Floor Level	4
20'10"		PMA 1 st Floor Level	5
21'0"		PME 1 st Floor Level	5
21'6"		PMC 1 st Floor Level	5
21'9"		PMD 1 st Floor Level	5
22'7"		PMB 1 st Floor Level	5
23"		Bay Shore Road	5
23''		US 41 Highway Average	5
<u>Storm Category</u>	<u>Wind Velocities</u>	<u>Tides Expected</u>	<u>Areas to be Evacuated (land elevation)</u>
1	74 - 95 mph	4 - 5 ft.	less than 6 ft.
2	96 - 110 mph	6 - 8 ft.	less than 9 ft.
3	111 - 130 mph	9 - 12 ft.	less than 15 ft
4	131 - 155 mph	13 - 18 ft.	less than 20 ft.
5	155 - over	18 - 25 ft.	less than 25 ft.

(All of the above categories include evacuation for mobile homes and all Keys, starting with Storm Category 1).

APPENDIX 4
DAMAGE ASSESSMENT FORMS FOR
BUILDINGS AND ROOMS

Appendix 4

New College of Florida Initial Damage Assessment
Environmental Health & Safety

BUILDING ASSESSMENT FORM

Storm/Event:	Assessment Date:	
Building Name:	Building Number:	Mark if update to previous form: _____
Name of Assessor:	Number:	

Cause of Damage: (circle one) *Impact (damage from wind borne debris) *Wind *Building hit by tree/limb *Power Surge/Lightning *Water Damage-Wind driven rain & leaks *Water Damage-Water Intrusion through structural damage *Water Damage-Flood *Other (provide description) _____

Damage Detail (leave blank for items not damaged)	
Contents/Item	Description of Damages
Roof	
Soffits	
Gutters	
Entry	
Stairs	
Landscaping	
Walls	
Fences/Gates	
Power	
Elevators	
Windows	
(Additional Items)	

Emergency Repairs or Preventative Actions (leave blank if no actions taken)			
Action Taken:			
Materials Used or Purchased:			
Name of Person:	Number:	Date of Repair:	Labor Time (in hours):

Photograph Take digital photograph(s) of damages. Include building name and room number on a piece of paper or dry erase board that is visible in the photograph.

ROOM ASSESSMENT FORM

Storm/Event:	Assessment Date:	Room Number:
Building Name:	Building Number:	Mark if update to previous form: _____
Name of Assessor:	Number:	

Cause of Damage: (circle one)	
*Impact (damage from wind borne debris) *Wind *Building hit by tree/limb *Power Surge/Lightning *Water Damage-Wind driven rain & leaks *Water Damage-Water Intrusion through structural damage *Water Damage-Flood *Other (provide description) _____	

Damage Detail (leave blank for items not damaged)	
Contents/Item	Description of Damages
Carpet/Flooring	
Walls	
Ceiling Tile	
Ceiling (Other)	
Windows	
Furniture	
Built-In Furniture	
Lighting	
HVAC	
(Additional Items)	

Emergency Repairs or Preventative Actions (leave blank if no actions taken)			
Action Taken:			
Materials Used or Purchased:			
Name of Person:	Number:	Date of Repair:	Labor Time (in hours):

Photograph Take digital photograph(s) of damages. Include building name and room number on a piece of paper or dry erase board that is visible in the photograph.

APPENDIX 5

BOMB THREAT CHECKLIST

Appendix 5

BOMB THREAT CHECKLIST

Case # _____

QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

[illegible]

Gender of the Caller: _____

Race: _____

Age: _____

Length of call: _____

Number at which call received: _____

Name of person who received call:

Date: _____

CALLER'S VOICE:

- | | |
|-----------------------------------|--|
| ☐ Calm | ☐ Nasal |
| ☐ Angry | ☐ Stutter |
| ☐ Excited | ☐ Lisp |
| ☐ Slow | ☐ Raspy |
| ☐ Rapid | ☐ Deep |
| ☐ Soft | ☐ Ragged |
| ☐ Loud | ☐ Clearing throat |
| ☐ Laughter | ☐ Deep breathing |
| ☐ Crying | ☐ Cracking voice |
| ☐ Normal | ☐ Disguised |
| ☐ Distinct | ☐ Accent |
| ☐ Slurred | ☐ Familiar |

If voice was familiar, who did it sound like?

BACKGROUND SOUNDS:

- ☐ Street noises
☐ Crockery
☐ Voices
☐ PA system
☐ Music
☐ House noises
☐ Booth
☐ Motor
☐ Office machinery
- ☐ Clear
☐ Static
☐ Local
☐ Long distance
☐ Other

☐ Office machinery _____

THREAT LANGUAGE:

- ☐ Well spoken (educated)
☐ Foul
☐ Irrational
- ☐ Incoherent
☐ Taped message
☐ Message read by threat

REMARKS:

OTHER AGENCIES NOTIFIED/CLEARED (indicate time of notification and clearance in space provided):		
☐ Environmental Health and Safety	Notified: _____	Cleared: _____

☐ Bomb Squad	Notified: _____	Cleared: _____

Name of Bomb Squad Agency: _____		

☐ Fire/Rescue	Notified: _____	Cleared: _____
Name of Department: _____		

☐ Federal Bureau of Investigation	Notified: _____	Cleared: _____

☐ State Fire Marshall	Notified: _____	Cleared: _____

APPENDIX 6

UNIFIED COMMAND STRUCTURE

Appendix 6

Unified Command Structure

The response team structure includes the following:

- **Common terminology:** Common terminology means plain English. All responders to the incident will use plain English in all areas including functions, facilities, resources, and titles. **Do not use radio codes, agency-specific codes, or jargon.**
- **A modular organization:** The ICS organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. As incident complexity increases, the organization expands from the top down as functional responsibilities are delegated. Only those functions or positions necessary for a particular incident will be filled.
- **Integrated communications:** Integrated communications: All responders to the incident will use the “Common Channel” (1C) on the NCF radio system. If the incident multiple agencies, the responders will use the Mutual aid radio channel that Dispatch can cross-patched into NCF radios.
- **Unity of command:** Unity of command means that every individual is accountable to only one designated supervisor to whom they report at the scene of an incident.
- **A unified command structure:** A Unified Command may be needed for incidents involving:
 - Multiple jurisdictions.
 - A single jurisdiction with multiple agencies sharing responsibility.
 - Multiple jurisdictions with multi-agency involvement.

If a Unified Command is needed, Incident Commanders representing agencies or jurisdictions that share responsibility for the incident manage the response from a single Incident Command Post.

- **Incident Action Plans (IAPs):** Every incident must have a verbal or written Incident Action Plan. The purpose of this plan is to provide all incident supervisory personnel with direction for actions to be implemented during the operational period identified in the plan.

- **A manageable span of control:** Span of control pertains to the number of individuals or resources that one supervisor can manage effectively during emergency response incidents or special events. Effective span of control on incidents may vary from three (3) to seven (7), and **a ratio of one (1) supervisor to five (5) reporting elements is recommended.**
- **Designated incident facilities:** The Command Post for NCF is the Campus Police Department, with the Sudakoff Center as the alternate.
- **Comprehensive resource management:** Resources can be factored into two categories:
 - **Tactical Resources:** Personnel and major items of equipment that are available or potentially available to the Operations function on assignment to incidents are called tactical resources.

Tactical resources are always classified as one of the following:

- **Assigned:** Assigned resources are working on an assignment under the direction of a Supervisor.
 - **Available:** Available resources are assembled, have been issued their equipment, and are ready for immediate assignment.
 - **Out-Of-Service:** Out-of-service resources are not ready for available or assigned status.
- **Support Resources:** All other resources required to support the incident. Food, communications equipment, tents, supplies, and fleet vehicles are examples of support resources.

APPENDIX 7

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

Appendix 7
National Incident Management System (NIMS)
NCF Emergency Management Plan

I. PURPOSE. NIMS is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management. Use of the NIMS at the College facilitates the College's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies. As a management system, NIMS helps to mitigate the incident risks by providing accurate information, strict accountability, planning and cost-effective operations and logistical support for any incident. NIMS can be used on any kind or size of an incident. It can also be used for planned non-emergency events. Some of the kinds of incidents and events that have been managed through NIMS are listed below:

- Fires, HAZMAT, and multi-casualty incidents.
- Multi-jurisdiction and multi-agency disaster responses (natural disaster, terrorism, civil unrest).
- Search and rescue missions.
- Significant transportation accidents.
- Major planned events, e.g., celebrations, parades, concerts.

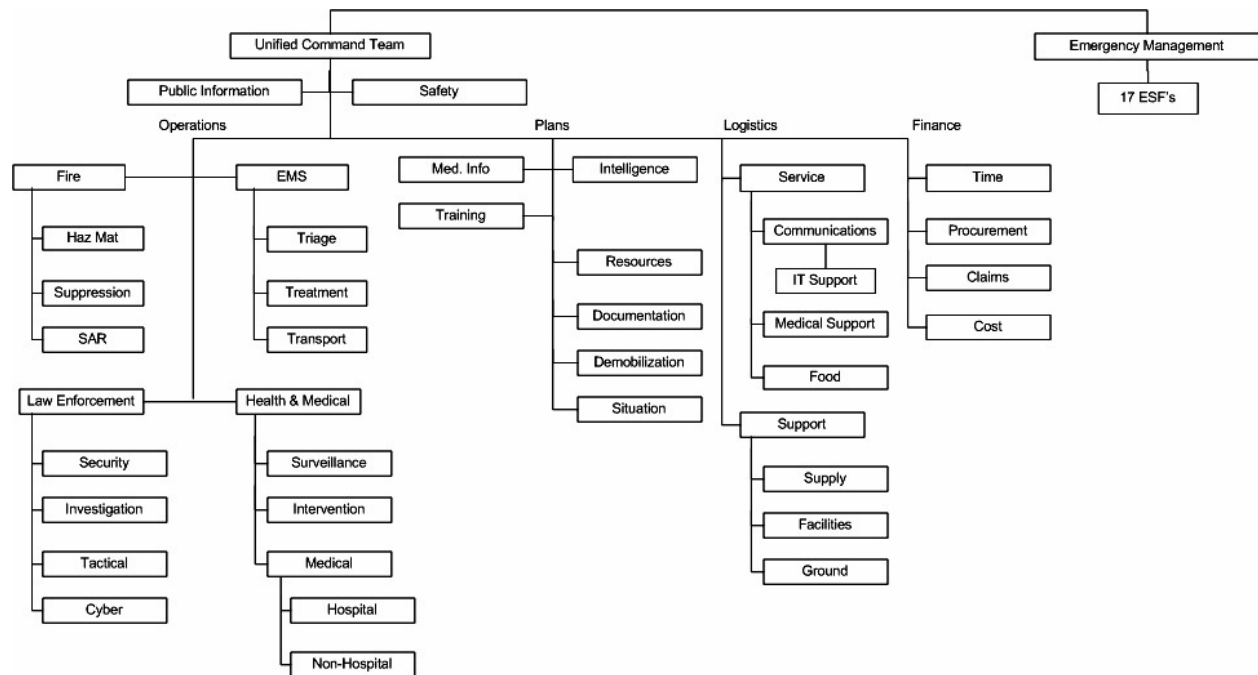
II. KEY PRINCIPLES OF NIMS

- A. Modular response model based on activating only those organizational elements required to meet current objectives.
- B. Common terminology applied to organization elements, position titles, facility designations and resources.
- C. Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits.
- D. Comprehensive resource management for coordinating and inventorying resources for field responses.
- E. Integrated communication so that information systems operate smoothly among all response agencies involved.
- F. Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists.
- G. Consolidated action plans that contain strategy to meet objectives at both the field response and Emergency Operations Center levels.

III. ORGANIZATION. NIMS is organized around five major management activities.

1. **Command.** Has overall responsibility at the incident or event. Determines objectives and establishes priorities based on the nature of the incident, available resources and agency policy. In all incidents there is an identified Incident Commander or a unified command team. These have responsibility for overall management of the incident and must be fully qualified to manage the incident.
2. **Operations.** Develops the tactical organization and directs all resources to carry out the Incident Action Plan.
3. **Planning.** Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates information, and maintains status of assigned resources.
4. **Logistics.** Provides resources and all other services needed to support the organization.
5. **Finance/Administration.** Monitors costs related to the incident, provides accounting, procurement, time recording, cost analysis, and overall fiscal guidance. On small incidents, the five major activities may be managed by a single individual. Large incidents usually require each of these activities to be established as a separate section within the organization. Not all sections need to be established within NIMS organization. The Incident Commander will make this decision based on the demands of the incident. Each of the primary Incident Command System sections may be further subdivided as reflected in the organization chart.

Components of National Incident Management System (NIMS)



APPENDIX 8

EMERGENCY SUPPORT FUNCTIONS (ESFs)

Appendix 8

EMERGENCY SUPPORT FUNCTIONS (ESFs)

- I. PURPOSE.** The purpose of this Appendix is to provide a basic understanding of the agencies and responsibilities associated with each of the emergency support functions and to designate primary and support responsibilities to specific NCF Departments for these same functions should College resources be needed for emergency response and recovery efforts either solely for College purposes or at the request of county emergency management. It should be noted that the full scope of responsibilities associated with an ESF's reflect those assigned to the County Primary Agency; and that the responsibilities assigned to a NCF Primary or Support Division/Department would be only that portion of responsibilities with which the College has the ability to provide. In the event of a county-wide emergency, including an emergency that effects the College, agencies designated as a County Primary Agency will have primary responsibility for coordinating county-wide response and recovery efforts associated with their respective emergency support function as directed by the Sarasota County Emergency Operations Center. NCF Primary and Support Divisions/Departments assigned ESF responsibilities will work cooperatively with ESF County Primary Agencies during a county-wide emergency. Unless otherwise requested by Sarasota County Emergency Operations, services provided by NCF Primary and Support Divisions/Departments will primarily be in support of NCF response and recovery efforts. For emergencies occurring on campus that are not part of a county-wide emergency or that do not exceed the capabilities of College emergency response resources, NCF Primary and Support Divisions/Departments assigned ESF responsibilities will coordinate College response and recovery efforts associated with their respective emergency support function as directed by College Emergency Operations.

II. EMERGENCY SUPPORT FUNCTION LISTING

- A. ESF 1 – Transportation.** The purpose of Emergency Support Function 1 is to provide coordination of transportation assets to support emergency operations.

This support includes:

1. Performance of and assisting with evacuation and re-entry.
2. Process all transportation assistance requests and tasks received in the EOC/NCFEEOC.
3. Prioritize transportation resources for the movement of people, materials and services.
4. Perform necessary actions to assist with recovery operations.

County Lead Agency Sarasota County Public Works
NCF Lead Division/Department Transportation and Parking Services

- B. ESF 2 – Communications.** The purpose of Emergency Support Function 2 is to provide coordination of local actions to be taken to assure the provision of required communications support to local disaster personnel. Restoration of essential communication systems is coordinated by ESF 2. Additionally, ESF 2 plans, coordinates and assists in communications support to County disaster response elements. ESF 2 will coordinate communications assets (equipment and services) locally, plus State, voluntary and other resources including military and private sector. (NCF Primary Division/Department will perform same function for NCF communications resources)

County Lead Agency Sarasota County Fire Rescue
NCF Lead Division/Department Campus Police Department
NCF Support Division/Department Office of Information Technology

- C. ESF 3 – Public Works.** The purpose of Emergency Support Function 3 is to provide and coordinate resources (personnel, equipment, facilities, materials and supplies) to support public works and infrastructure needs during an emergency or disaster. Public Works resources under the authority of ESF 3 will be used to perform or assist with the following:

1. Debris clearance and providing emergency ingress/egress to affected area(s).
2. Clearing, repair or construction of damaged emergency access routes necessary for the transportation of rescue personnel, equipment and supplies.

3. Emergency restoration of critical public services and facilities.
4. Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety.
5. Provide technical assistance and damage assessment.

County Lead Agency Sarasota County Public Works
NCF Lead Division/DepartmentFacilities Planning & Construction Division

D. ESF 4 – Fire Rescue. The purpose of Emergency Support Function 4 is to provide coordination of support services to Firefighting activities as part of disaster response. Areas of activities include urban, suburban, rural, wildland and the interface between each environs. Firefighting activities consist of:

1. Managing Firefighting assets.
2. Detection and suppression of fires.
3. Mobilization and coordination of personnel, equipment and supplies.
4. Interfacing with ESF 8 (Health and Medical), ESF 9 (Search and Rescue) and ESF 10 (Hazardous Materials).
5. Interface with Florida Fire Chiefs Association (FFCA) and the State ESF 4 representative.

County Lead AgencySarasota County Fire Rescue
NCF Lead Division/Department None

E. ESF 5 – Information & Planning. The purpose of Emergency Support Function 5 is to compile, analyze and coordinate the overall information and planning activities in the County Emergency Operations Center (EOC) in support of disaster response and recovery operations. (NCF Primary Division/Department will perform same function for NCFEOC)

County Lead Agency Sarasota County Office of Emergency Mgmt
NCF Lead Division/Department Environmental Health and Safety
NCF Support Division/Department Campus Police Department
NCF Support Division/DepartmentFacilities Planning and Construction

- F. ESF 6 – Mass Care.** The purpose of Emergency Support Function 6 is to coordinate activities involved with the emergency provision of temporary shelters, emergency mass feeding and the bulk distribution of coordinated relief supplies for disaster victims and workers.

*County Lead Agency Sarasota County Depart of Community Support Services
NCF Lead Division/Department Department of Business Services
NCF Support Division/Department Environmental Health & Safety
..... Division of Housing*

- G. ESF 7 – Resource Support.** The purpose of Emergency Support Function 7 is to provide logistical and resource support to local entities involved in delivering emergency response and recovery efforts related to disasters. ESF 7 is responsible for providing direct and active support to emergency response and recovery efforts during the initial phase after a disaster. This support includes locating, procuring and issuing resources, personnel, heavy equipment, generators and transportation of such in coordination with ESF 5.

*County Lead Agency Sarasota County Department of Administrative Services
NCF Lead Division/Department Finance and Administration
NCF Support Division/Department .. Facilities Planning and Construction Division
..... Finance and Accounting
..... Human Resources*

- H. ESF 8 – Health & Medical.** The purpose of Emergency Support Function 8 is to coordinate the Sarasota County health and medical resources required to respond to local public health and medical needs prior to and following a significant event. ESF 8 provides the means for a public health response, triage, treatment and transportation of victims of an emergency/disasters; assistance in the evacuation of victims out of impacted area(s); immediate support to hospitals and other health care facilities; provision of emergency mental health counseling for individuals and the community and the re-establishment of all health and medical systems.

*County Lead Agency Sarasota County Public Health Unit

NCF Lead Division/Department Counseling and Wellness Center,
..... College Counseling Resource Network*

- I. **ESF 9 – Search & Rescue.** The purpose of Emergency Support Function 9 is to search and locate missing persons in rural or urban areas after a disaster. Wild-land search and rescue may involve locating missing persons, boaters or passengers on downed aircraft. Urban search and rescue may involve locating missing persons in damaged structures resultant from a disaster.

County Lead Agency Sarasota County Fire Rescue
..... Sarasota Sheriff's Office
NCF Lead Division/Department Campus Police Department

- J. **ESF 10 – Hazardous Materials.** The purpose of Emergency Support Function 10 is to coordinate response to and recovery from an actual or potential discharge and/or release of a hazardous material resulting from a disaster.

County Lead AgencySarasota ... County Department of Environmental Protection
NCF Lead Division/Department Environmental Health and Safety

- K. **ESF 11 – Food & Water.** The purpose of Emergency Support Function 11 is to identify, procure and arrange for the transport and distribution of food and water to affected area(s) and for emergency workers. ESF 11 will determine food and water needs following a disaster, obtain and/or arrange for appropriate resources to meet the shortfalls

County Lead Agency Sarasota County Fire Rescue
NCF Lead Division/Department Environmental Health and Safety
Metz..... Asst. VP for Finance and Administration

- L. **ESF 12 – Utilities.** The purpose of Emergency Support Function 12 is to provide coordination of emergency power to support emergency response and recovery operations and to normalize community functions. ESF 12 includes electric power, distribution systems, fuel and emergency generators. ESF 12 involves coordinating the provision of emergency energy supplies, transporting and delivering fuel and the provision of emergency power to support immediate response efforts as well as the restoration of the normal supply of power. ESF 12 will work closely with local, state and federal agencies including energy offices, suppliers and distributors.

County Lead AgencyCounty Department of Public Works
NCF Lead Division/Department Facilities Planning and Construction Division

M. ESF-13 – Military. Florida’s Comprehensive Emergency Management Plan (CEMP) outlines the tasking and responsibilities for integrating military support with disaster operations. Refer to the State CEMP for general guidance, policies and authorities. ESF 13 supports the Sarasota County CEMP by outlining the support that can be provided to a county during disaster operations. The military forces of Florida consist of the Florida National Guard (FLNG) and possibly active duty forces. These forces may be used during disaster operations for missions within Sarasota County. Sarasota County may host military forces in support of missions in adjacent counties

County Lead Agency Sarasota County Office of Emergency Management
NCF Lead Division/Department Campus Police

N. ESF-14 – Public Information. The purpose of Emergency Support Function 14 is to disseminate information on emergencies and protective actions to the public through the news media and other mechanisms. ESF 14 is concerned with coordinating, preparing and disseminating all disaster-related information to the public via the media. Additionally, ESF 14 coordinates, prepares and disseminates information to the public through the Sarasota County Rumor Control Line operated by the Sarasota County Crisis Center.

County Lead Agency Sarasota County Communications Coordinator’s Office
NCF Lead Division/Department Office of Communications and Marketing
..... Campus Police Department

O. ESF-15 – Volunteers & Donations. The purpose of Emergency Support Function 15 is to provide a central point for the coordination of information and activities of voluntary agencies responding in times of disaster and the effective utilization of donated goods.

County Lead Agency Sarasota County United Way
NCF Lead Division/Department Dean of Students Office

P. ESF-16 – Law Enforcement. The purpose of Emergency Support Function 16 is to establish procedures for the command, control and coordination of county, municipal and other law enforcement agencies to support disaster response operations. These procedures will support the supplementation of actions as outlined in the Florida Mutual Aid Plan for Law Enforcement Act and the Florida Sheriff’s Association Plan. This ESF is established to:

1. Coordinate the use of local, state law enforcement and Florida National Guard personnel and equipment.
2. To provide a system for the receipt and dissemination of information, data and directives pertaining to law enforcement agencies and activities.
3. To prescribe a procedure for the inventory of law enforcement personnel, facilities and equipment in the County.
4. To collect and disseminate information and intelligence relating to disasters.
5. To pre-plan distribution and allocation of state resources in support of the overall law enforcement mission.

County Lead AgencySarasota County Sheriff's Office
NCF Lead Division/Department Campus Police Department

Q. ESF-17 – Animal Services. The purpose of Emergency Support Function 17 is to coordinate of the response of agencies involved with providing animals affected by a disaster with emergency medical care; evacuation; rescue; temporary confinement; shelter; food and water; and identification for return to the owner. The coordination may also involve diagnosis, prevention and control of diseases of public health significance.

County Lead Agency Sarasota County Animal Services
..... Sarasota County Cooperative Extension
NCF Lead Division/Department Environmental Health and Safety

APPENDIX 9

STUDENT AFFAIRS

LIFE SAFETY AND

SPECIFIC EMERGENCY INFORMATION

Appendix 9

STUDENT AFFAIRS LIFE SAFETY AND SPECIFIC EMERGENCY INFORMATION

Introduction

New College has a responsibility to provide a safe environment for students, faculty, and staff. Fire safety in the residence halls is one of the most important aspects of this effort. State fire regulations provide the prescription for maintenance of safe residence halls, but cooperation from student staff and residents is the most important factor in reducing risk.

Fire safety regulations in force at New College are legal standards of the State of Florida. Everyone in the community is subject to fire code provisions. Everyone who lives in a New College Residence hall is personally accountable for the observance of all fire safety regulations, which are enforced by the State Fire Marshall, Campus Police, and the Office of Student Affairs. In order to achieve compliance, and thereby provide a reasonably safe, hazard-free living environment, the College requires each student to observe the following basic safety rules.

STUDENT ROOMS

Air Quality

Smoking of any kind is not permitted inside or within 15 feet of any buildings on campus. This includes, but is not limited to, residence hall rooms, lounges, hallways, elevators, and rest rooms. Students who disagree with smoking or exposure to smoke should make a reasonable effort to resolve the matter amongst themselves. Keep in mind, however, that students have a right to be free of exposure from smoke and the hazards associated with fire that may be caused by smoke. This right takes precedence over the right to smoke.

Furnishings

- Posters, banners, wall hangings, curtains, and tapestries should be kept to a minimum. Curtains should be flame-resistant/retardant. Such hangings should not exceed 25% of the total wall area of the room.
- Carpet is to be laid on the floor only. It is not to be installed on walls, doors, cabinets, etc.
- Combustible wall paneling is prohibited.
- Papers, streamers, holiday decorations, and ribbons must be flameproof or made of noncombustible materials.

- Open flame burning of any kind (including, but not limited to, candles, incense burners, sparklers, etc.) is prohibited anywhere within the residence halls.
- Use or storage of flammable fluids, chemicals, explosives, primers, powder, firecrackers, or fireworks is strictly forbidden.
- Compressed gasses, with the exception of household aerosols, are not allowed within the residential facilities.
- Furniture, decorations, alterations, or arrangements that violate fire or building codes, or hinder entry or quick exit from rooms or hallways are not allowed.
- Decorations, arrangements, or housekeeping practices that contribute to an excessive fire load, or allow combustibles to be located near sources of ignition are not allowed.
- Halogen lamps operate at very high temperatures, well above those of regular lamps, and pose a greater potential for fires. Consequently, all lamps, including floor and desk lamps, must be incandescent or fluorescent. Lamps must have bulbs of 300 watts or less. The following guidelines must be followed to ensure proper, safe operation:
 - Never place the lamp near curtains or other cloth window treatments.
 - Never drape anything over the lamp.
 - Keep the lamp away from bedding.

Appliances

- Cooking equipment not installed by the College is not allowed within student rooms, with the following exceptions:
 - Microwave ovens are allowed when used according to the manufacturer's instructions.
 - Hot pots and coffeepots must have a timed or thermostatically controlled automatic shut-off-switch.
 - Appliances with open elements (such as toasters, toaster ovens, etc) are only allowed in areas designated by the College as cooking areas (such as lounges, kitchen areas in Dort/Golstein Residence Halls).
 - Only portable heaters authorized or distributed by the College are authorized for use in the Residence Halls.
 - Heat producing devices such as lamps, grow lights, and sun lamps may not be used in confined spaces or in close proximity to combustible material.

Electrical Outlets

- Only one high wattage appliance such as a hair dryer should be connected at one time to a single outlet.
- Electrical devices must be maintained in good repair, with no breaks in the wiring or wiring insulation.

- Extension cords are not to be used in lieu of permanent wiring for lighting, televisions, radios, stereos, etc.
- Multiple outlet devices that plug directly to a wall outlet are not allowed.
- Heavy duty, multiple outlet devices equipped with internal breaker protection (i.e. power strips) are authorized for limited use. All such devices must utilize minimum 16gauge, 3wire, grounded three-prong type cord.

BUILDING SAFETY

Corridors and Stairwells

- All corridor and stairwell fire doors must remain closed at all times, unless equipped with automatic, electromagnetic door releases. Fire doors retard the travel of smoke, heat and toxic gases produced by fires, and help to contain the fire in the area of origin. This is important because it allows occupants additional time to evacuate.
- No combustible material such as paper, cloth, nylon, or burlap may be added to or mounted on the fire doors.
- Hallways, stairwells, and exit passages must remain clear and unobstructed at all times. Storage, decorations, displays, furniture, or other obstructions are not allowed.
- Dort and Goldstein Residence Hall residents may have noncombustible (i.e. plastic or metal) furniture and plants/containers in the alcove space outside their doorways. No cloth, wood, or padded furniture/containers of any kind are allowed. Bicycles may be placed within these alcoves; otherwise, bicycles are not allowed in hallways at any time. Exit identification signs and lights are not to be blocked, altered, or hidden at any time. They must remain unobstructed and visible.
- Air-conditioning closets in Dort and Goldstein Residence Halls are for maintenance use only. They are not to be used as storage of any kind and must remain empty at all times.

Lounges

- All regulations stated above apply to lounge areas.

BUILDING EQUIPMENT

Alarms

- Each student room in the Pei Johnson and Pei Rothenberg are equipped with a single station smoke alarm. This alarm is intended for room occupant notification only. It will not alert the rest of the building of a fire situation. The detector should be kept in an operable condition and tested regularly. If it is found to be inoperable, notify Housing Maintenance immediately for repair or replacement.
- All other Residence Halls are equipped with a building fire alarm system that senses fire and/or smoke. The system can also be activated manually when there is a fire. The alarm stations are located within the hallways at points of exit such as stairwells. Residents should familiarize themselves with the manual pull station locations within their residence. THE BUILDING FIRE ALARMS ALERT THE FIRE DEPARTMENT. The Fire Department will respond automatically when an alarm sounds.
- Vandalism or tampering with life safety equipment is against the law; all violators will be prosecuted.
- FIRE DRILLS WILL TAKE PLACE: STUDENTS WHO DO NOT COOPERATE WILL FACE SERIOUS JUDICIAL CHARGES.

Fire extinguishers

- Fire extinguishers are located in hallways/common areas for use ONLY in case of fire (and only after first initiating the building fire alarm). Students should not attempt to fight a fire that cannot be immediately extinguished with the fire extinguisher. If the fire cannot be put out quickly, leave the area. Report all damaged, depleted, or missing fire extinguishers to your RA as soon as possible.

Fire sprinklers

- All Residence Halls (with the exception of Pei Johnson and Pei Rothenberg) have fire sprinkler systems installed throughout the building. Do not cover them with any material. Do not hang plants, decorations, etc., from sprinklers. Water damage to the residence could result from damage to sprinkler heads. Sprinkler heads must not be tampered with, altered, covered, or blocked in any way.

FIRE EVACUATION PROCEDURES

Moving in

- Residents should read and understand the fire safety information on the Student Affairs website, as well as any information posted in the residence halls. Do not obstruct or damage these instructions in any way.
- Residents should locate all exits from their floor, and familiarize themselves with landmarks that would aid evacuation if visibility were reduced by smoke.
- Students should locate all fire alarm pull stations on their floor and familiarize themselves with their correct operation.

RA role in case of fire:

ALL RESIDENTS AND VISITORS ARE REQUIRED TO EVACUATE THE BUILDING IMMEDIATELY WHEN A BUILDING FIRE ALARM SOUNDS OR WHEN AN RA OR STAFF MEMBER REQUESTS EVACUATION.

- Know where your residence hall's evacuation area is.
- Dort and Goldstein residents should gather on the softball court.
- B-Dorm residents should gather in front of the Westside Student Center.
- Pei residents should gather in front of Hamilton Center - NOT in Palm Court.
- VWXY should evacuate to the front of Ham Center/Z-Green.
- Z Residents should evacuate the front of Ham Center.
- If you (the RA) are in your area when a fire alarm sounds, go to the appropriate evacuation and encourage your residents to do the same. Do what you can to keep residents in those locations, and cooperate with any campus and local police, housing staff, and fire department personnel who respond to the alarm. Check in with them and follow any instructions they give. Do not return to your room until fire department or police personnel determine that it is safe to do so.

HOUSING SPECIFIC EMERGENCIES

MEDICAL EMERGENCIES

If you are confronted by a life-threatening medical emergency, call 911 first, then notify Campus Police and the CLC On-Call. It is your job to respond and get help, not to diagnose or provide treatment yourself, particularly when drugs or alcohol are involved. If you are unsure whether or not to call 911, you can call Campus Police an officer will be dispatched to assess the student's condition and request emergency services as needed. When in doubt, it is best to call 911 immediately.

Examples of situations that qualify as life-threatening emergencies include:

- Cardiac arrest
- Vomiting or choking
- Severe burns, bleeding, or any serious injury
- Unconsciousness
- Acute intoxication, alcohol poisoning or drug overdose

When calling 911 or Campus Police for a medical emergency, it will be important to identify as much information about the victim as you can, including:

- Age
- Sex
- Symptoms victim is exhibiting
- Pre-existing health conditions. Look for medical ID tags or bracelets, and ask questions if the victim is able to communicate.

FIRST AID INFORMATION:

- Injuries which are non-life threatening but have occurred on College property should be reported to Campus Police and the CLC On-Call.
- The Counseling Center Nurse is available to treat minor injuries.
- RAs are not trained in CPR and First Aid. If you choose to administer aid to an injured student, you are doing so in your capacity as a student, not as an employee of Student Affairs. As an RA you are obligated to respond to a medical situation, but responding does not mean that you have to administer aid. It just means you need to get help.

ACUTE INTOXICATION, ALCOHOL POISONING, or DRUG OVERDOSE

Do not take it upon yourself to diagnose or analyze the student's risk based upon your knowledge of what substances they have taken. If any of the following symptoms are in evidence, emergency services may be needed and you should follow procedures for

a medical emergency. Call 911 first and then notify Campus Police and the CLC On-Call. If the situation appears life-threatening or if the student is:

1. Unable to stand or walk. Or can do so only with difficulty.
2. Poorly aware of his/her surroundings.
3. Having problems breathing.
4. Passed out or stuporous.
5. Maintaining a fever or showing signs of chills.
6. Having difficulty speaking or identifying themselves.
7. Demonstrating an injury.
8. Paranoid, confused, or disoriented.
9. Violent or threatening.
10. Appearing to be a risk to themselves or others.
11. Obnoxious and unruly.
12. Reported to have consumed a large quantity of alcohol or ingested other sedating or tranquilizing drugs within the last 30 minutes.

If none of the above applies and the intoxicated student meets the following criteria, you can consider it safe to return the student to their room, provided they are under the care of a sober friend or roommate.

1. The intoxicated student is conscious, alert, and appears to understand the risks in the situation
2. The student can state their name, class, and address.
3. The student is able to stand or walk without assistance, even though speech may be slurred.
4. The person who agrees to take care of the intoxicated student has read and understands the following instruction sheet regarding the care of an intoxicated person.

PSYCHOLOGICAL EMERGENCIES / SUICIDE IDEATION

TAKE ALL SUICIDE THREATS SERIOUSLY

If you believe that a student is about to make an attempt to take his/her/their own life, **STAY WITH THE PERSON** and call 911 immediately, followed by Campus Police and the CLC On-Call. If you have to leave to call for help, make sure that another RA or student stays with the suicidal person. If for any reason you cannot reach the CLC On-Call, you should contact the Counselor On-Call.

If you believe a student is thinking about committing suicide but is not to the point of actually making the attempt, notify the CLC On-Call. If you can't reach the CLC On-Call, notify the Counselor On-Call. Stay with the person, talk to them and try to

determine how seriously they are thinking about suicide. Be direct. Ask, “Are you thinking about trying to kill yourself?” DO NOT promise the person confidentiality. If there is any danger of injury to themselves or others, you have a duty to report.

Verbal Warning Signs of Suicidality:

- “I’m going to kill myself.”
- “I wish I were dead.”
- “The only way out for me is to die.”
- “Here, take this (valued-possession); I won’t be needing it anymore.”
- “I’m getting out.”

Behavioral Warning Signs of Suicidality:

- Giving away cherished objects
- Previously attempted suicide
- Organizing business and personal matters as one would if one were going away for an extended period of time.
- Poor adjustment to the recent loss of one or more loved ones.
- Purchasing a weapon.
- A sudden unexplainable recovery from a severe depression.

SUICIDE / ACCIDENTAL DEATH / HOMICIDE

- Call 911 immediately, followed by Campus Police and the CLC On-Call.
- If it is safe for you to do so, stay at the scene and try to make it secure from passers-by and other students.
- Do what you can to respond to any other involved students.
- The CLC On-Call will notify all necessary administration to respond to the situation.

RAPE, SEXUAL ASSAULT / ATTEMPTED RAPE, ATTEMPTED SEXUAL ASSAULT

If a student is a victim of rape/attempted rape or sexual assault/attempted sexual assault, call Campus Police (941-487-4210) and the CLC On-Call. You also have the option of calling the Victim Advocate (252-5156). The Victim Advocate will assist by providing information, support and guidance in the following ways:

1. Crisis intervention.
2. Emergency shelter, medical help and counseling referrals.
3. Assistance as needed

If the student appears to need immediate medical attention, make sure to tell Campus Police and the CLC On-Call when you speak to them. If the student received a life-threatening injury during the incident call 911 immediately.

Tips for supporting someone who has been sexually assaulted:

- Avoid being judgmental or taking control away from the person.
- Communicate things like “I’m glad you’re alive,” “It’s not your fault,” “I’m sorry it happened,” “You did the best you could.”
- Allow the person to make choices wherever possible (where to sit/stand, where to talk, to call a crisis line, etc.)
- Practice active listening.
- Try to minimize the number of times the person has to tell what happened.
- Do NOT touch the person without asking permission first.

FIRE

REPORT ALL FIRES BY CALLING 911. Provide your exact location: room number, building name, and/or address, type and quantity of any hazardous materials involved. After calling 911, notify the Campus Police and the CLC On-Call.

SMALL FIRE

1. **Activate fire alarm**
2. Fire extinguishers should only be used by trained personnel when they are needed to get out of the building. DO NOT TRY TO PUT THE FIRE OUT ON YOUR OWN. Only use the fire extinguisher to clear a path.
3. Pull pin to activate handle
4. Aim nozzle at the base of the fire
5. Squeeze the handle. NOTE: When the agent first hits the fire, the flames may flare up briefly. This should be expected.
6. Sweep agent side to side.
7. If fire is out, carefully back away from the fire with the extinguisher ready until you reach safety.
8. If fire is not out, evacuate the area.

MAJOR FIRE

1. **Activate fire alarm**
2. If possible, shut down equipment which may add fuel to the fire.
3. Close the doors and windows behind you.
4. Before opening door, check to see if it is hot by placing the palm of your hand against it.

5. If *cool*, open door and check corridor for smoke
6. If clear, **DO NOT LOCK DOORS**. Evacuate using nearest exit. Use stairwells, **DO NOT USE ELEVATORS**.
7. Assist handicapped people if you can in exiting the building
8. If *hot*, **remain** in room.
9. If on the ground floor, carefully exit through window if possible
10. If on an upper floor, **call 941-487-4210** and notify dispatcher of your location.
11. Block the entrance of smoke and heat into room by stuffing towels or blankets around door.
12. Stay low near floor to avoid smoke and heat. Open window but **DO NOT** exit onto ledge.
13. Once outside building, assemble in assigned meeting area (see **Policies, Fire/Life Safety Information.**)
14. Help keep your residents calm and in one location.
15. Do not attempt to re-enter the building until advised to do so by the Fire Department or a New College Police Officer.

If unable to leave your room or office for any reason, call 941-487-4210 and give dispatcher your exact location so firefighters can be directed to you.

If a real fire is reported, then Campus Police and CLC On-Call will assist with evacuation of the building/area. Both will work with the Dean of Students to coordinate new housing locations and follow-up with parents and notification to higher administration.

If you are responding to someone with a fire/heat-related injury, and the fire is contained, follow procedure for a medical emergency.

HURRICANE

The term “hurricane” is the regional term used to refer to a tropical cyclone. Tropical cyclones with maximum sustained surface winds of less than 39 mph are called “tropical depressions.” Once a tropical depression reaches winds of at least 39 mph it becomes a “tropical storm” and is assigned a name. If a tropical storm reaches winds of 74 mph, it becomes a hurricane. Hurricane Season in Florida is June 1 through November 30.

The National Weather Service issues two types of bulletins on Hurricanes

- HURRICANE WATCH: Hurricane conditions are possible in the specified area, usually within 48 hours.
- HURRICANE WARNING: Hurricane conditions are expected in the specified area, usually within 36 hours.

After a Hurricane:

Be aware of:

- Broken glass
- Downed electrical lines and other utility concerns
- Unstable equipment or debris
- Call Campus Police at 941-487-4210 if there is damage to your building or if anyone requires medical attention. Check on fellow staff members and residents.

CLC Duties in the event of a Hurricane:

- Prepare to move resident students to designated shelter if so advised by the Incident Commander or designee.
- Advise students who plan to relocate off campus to prepare to do so. Notify family and friends of their plans.
- Maintain a list and number of Students sheltering on campus.
- Coordinate with Food Service and advise on the shelter location(s) and the approximate number of students. and others within the shelter.
- Request food and drink supplies from Food service.
- Additionally, Essential Emergency Personnel may be sheltered and need to be included in the count and supplied to Food Service.

RA Duties in the event of a Hurricane:

- Attend to your own needs and preparations quickly so you are free to assist others.
- Set an example to your residents by following staff instructions promptly and completely.

- Assist the professional staff in disseminating information and keeping the student body informed.
- Encourage your residents to prepare for the hurricane using the following checklist:

HURRICANE PREPARATION LIST

Things to do now:

- Bring in ANY loose items from outdoors (furniture, bikes, bookshelves)
- Get items off the floor
- Make necessary phone calls, charge cell phones, gather/write down important numbers (in case your phone dies)
- Stay informed, help inform your neighbors
- Park your car on pavement
- Stock up on medications and needed items
- Unplug electronic items in your room
- Cover electronics with plastic
- Fuel your car
- Lower fridge temperature, keep door closed
- Empty your bowels
- Prepare your Shelter Bag

Things to Pack in your Shelter Bag:

- Flashlight & spare batteries.
- Phone chargers
- Versatile clothing. Change of socks, underwear, and real shoes.
- Basic toiletries.
- Small sleeping items. Pillow, blanket.
- Specialty food as needed for medical reasons.
- Prescription Medications for a minimum of seven days.
- Small first aid kit, bug spray, sunscreen.
- Rain PONCHO (umbrellas just blow away)
- Important documents in a waterproof bag
- Small amount of cash & your ID
- Activities that can be quiet or used by group

UTILITY FAILURE

In the event of major utility failure immediately notify Facilities Planning and Construction at X4240 or the CLC On-Call during regular business hours. After hours, notify Campus Police at 941-487-4210.

Gas Leak

Leave the building and notify Campus Police.

Electric Failure

It is advisable to have a flashlight available for emergencies. Emergency lighting may not always be adequate in all areas of the building.

Plumbing Failure

Cease use of electrical equipment. Notify Campus Police and if necessary, vacate the area, or building.

Elevator Failure

If you are trapped in the elevator, use the emergency telephone to notify Campus Police x4210 or your cell phone 941-487-4210.

Ventilation Problem

If smoke odors come from the ventilation system and you cannot easily trace it to a recognizable source (i.e. someone smoking outside or in an adjacent room), immediately notify Campus Police. Smoking indoors is a violation of Fire Safety Policy. If necessary, vacate the area.

Hazardous Material / Chemical Spill

The clean up of a chemical spill should only be done by knowledgeable and trained personnel.

All Spills

1. Call Campus Police at 941-487-4210 to report the emergency and activate the fire alarm to evacuate the building. Have the following information available:
 - a. Nature and location of incident
 - b. Time of spill
 - c. Type and quantity of hazardous materials involved
 - d. Name of person reporting the incident
2. Alert people in immediate area of spill.
3. Do not re-enter the building until you are told to do so by Campus Police.

SUSPICIOUS PACKAGES

Characteristics of Suspicious Packages:

Be suspicious of packaging that has the following:

1. Postmark different from the return address
2. Handwritten or poorly typed address
3. Addressed to a title or building name
4. Oily stains, discolorations or odors
5. Excessive postage, probably in stamps, not postal strip
6. Marked fragile, rush, or confidential
7. Restrictive markings such as "confidential" or "personal"
8. Protruding wires or foil.
9. Unusually heavy
10. Rigid envelope or unusually thick envelope
11. Excessive securing materials like tape or string

If you receive a Suspicious Package:

1. Do not handle. If you have handled it, gently place it in a stationary, secure location
2. Isolate. Do not attempt to inspect or move a suspicious package.
3. Don't open.
4. Notify Campus Police at 941-487-4210. Carefully describe the package and provide any information you have on how it was delivered and by whom.
5. Follow Campus Police instructions.

BOMB THREAT

How to Report a Bomb Threat

1. Should you be the one to receive a bomb threat over the phone, keep the caller on the phone as long as possible.
2. Evacuate the building and contact Campus Police at 941-487-4210.

MISSING PERSON, ON AND OFF CAMPUS

If some reports to you that a person has been missing, contact Campus Police at x 941-487-4210.

CIVIL DISTURBANCE

Most campus demonstrations such as marches, meetings, picketing, and rallies are peaceful and non-obstructive, and serve an important educational and political role in campus life. A student demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

1. Interference with the normal daily functions of the hall
2. Prevention of access to building
3. Threat of physical harm or damage to property or persons (most important)

If at any point in time you feel threatened or believe there is a threat to college facilities, contact the Campus Police by calling 941-487-4210.

APPENDIX 10
NCF BUILDING CONTACTS LIST
UPDATED 5-23-22

Appendix 10 **NCF Building Contacts List** **Updated 05-23-22**

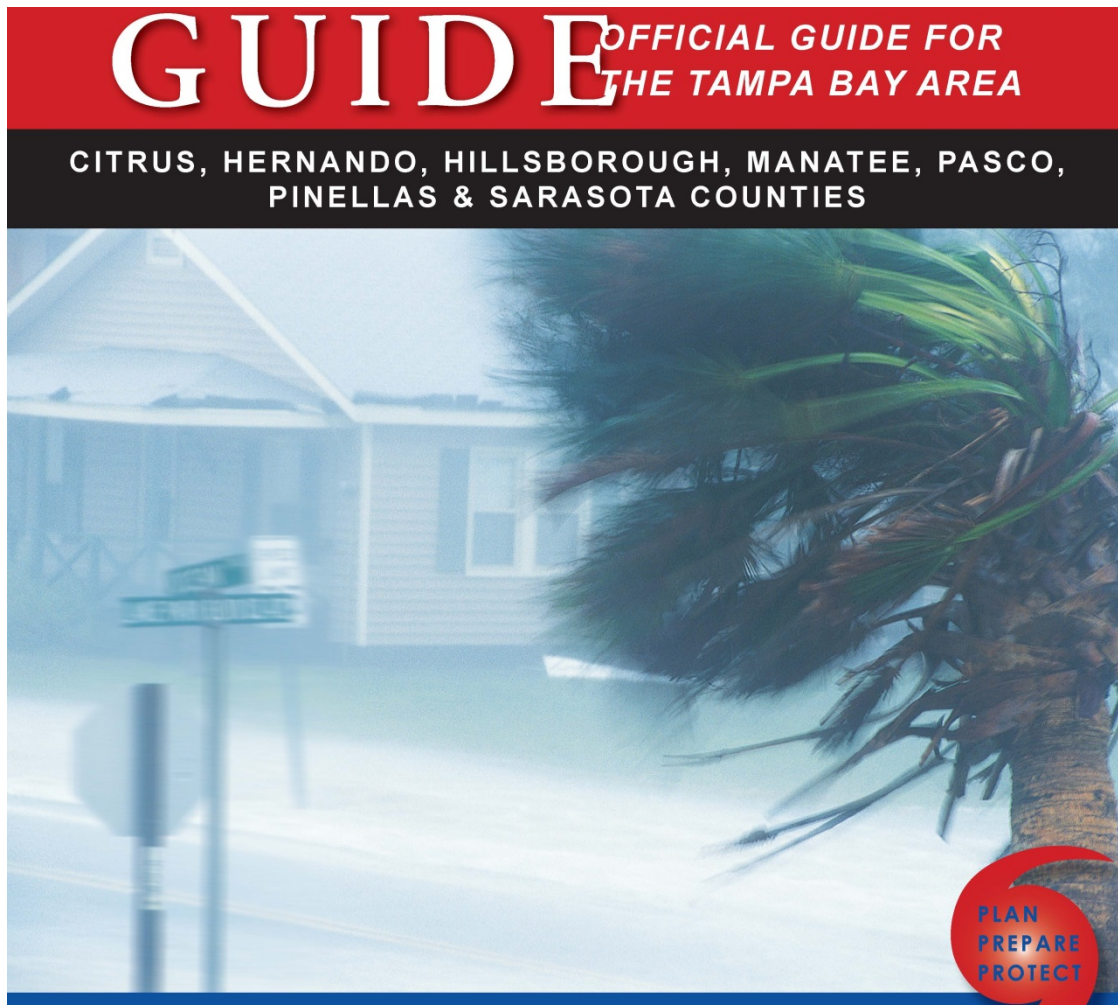
ACE	Daniel Hernandez, ACE 119
ANL, SSC, BON	Hedi Harley, Bon 011
BLACK BOX THEATER	Tim O'Donnell
CAPLES Mansion.....	Jeff Thomas, PMD 219
CAPLES FINE ARTS.....	Jeff Thomas, PMD 219
SCULPTURE/ ISERMANN.....	Kim Anderson, CFA508
MUSIC BLDG	Bret Aarden, CFA 208
CARRIAGE HOUSE	Leslie Townsend, Caples Carriage House 208
CHILD CARE.....	Sarran Davaughn, New College Child Center
COOK HALL	Chris Kinsley, COH 110
COLLEGE WELLNESS CTR.....	Anne Fisher & Marguerite Perretta-Cristiani, CWC120
FITNESS CENTER.....	Tyler Fortune HCL 001
FOUR WINDS/BRN.....	Curtis Davis, PHS 121.
HCL 1, 2, 3, 4,5,and 6	Sean Bruggerman , HCL 001
HCL 7,8	Jeff Thomas, SUD Office
HCT	Dawn Shongood, HCL 001
HNS	Colleen Swessel, HNS 172a
MBR.....	Jayne Gardner MBR109 & Joel Beaver, HNS 111
KITCHEN/PANTRY & COLLEGE HALL.....	David Boisvert
LIBRARY & MEDIA CTR.....	Tamera Race and Helene Gold
PAL.....	Uzi Baram, SSC 102
PHS BLDGS/ROOMS/WEST CAMPUS CPS	Curtis Davis, PHS 121
PMA Computer Rm	Jeff Smith, PMA227 Outside doors
.....	1st & 2nd floor South Side Only
PMA Telecomm	Jeff Smith, PMA 227
PMC.....	Erika Worthy, PMC 125
PMD Business Office.....	Jose Grullon, PMD 120
ROB.....	Sonia Wu, ROB 201
SUD	Jeff Thomas
TKC	Maryanne Young, TKC 102

APPENDIX 11

OFFICIAL TAMPA BAY HURRICANE GUIDE

(including Sarasota and Manatee Counties)

Appendix 11
Official Tampa Bay Hurricane Guide
(including Sarasota and Manatee Counties)



This guide is produced by the Tampa Bay Regional Planning Council in partnership with your County Emergency Management Agency.

Planning for hurricanes...

August 24, 2012 will mark the 20th anniversary of Hurricane Andrew, a Category 5 hurricane that devastated South Florida in 1992. Floridians living here at the time will remember the catastrophic winds of Hurricane Andrew which flattened the communities of Homestead and Florida City. This destructive storm exposed major weaknesses in our disaster response plans and coordination, risk management and our building codes and enforcement. As a result, Florida implemented a strong statewide building code, and growth management rules designed to minimize population growth in high hazard areas. In addition, the 1993 Florida Legislature instituted an Emergency Management Trust Fund which ensures that the State and all 67 counties have funding, facilities, training and research necessary to provide Floridians with one of the country's best emergency management programs.

As we learned, it is important that our preparedness plans include the "whole community" which means it takes all aspects of a community (volunteer, faith and community-based organizations, the private sector, and the public, including survivors themselves) – not just the government – to effectively prepare for, protect against, respond to, recover from, and mitigate against any disaster. If we are to be more resilient, everyone needs to take responsibility for their family and business preparedness. In addition, we need to engage with and plan for the needs of the whole community including our children, seniors and those who face accessibility or health challenges.

This guide was developed by your county emergency management agency to help you make your family and business plans and directs you to websites where you can get more information or assistance.



Top 10 Things To Do NOW

1

Make your Family Disaster Plan. It's not hard. Read through this guide and make your plan. Talk with your family. If you need help, go online to www.tampabayprepares.org and www.floridadisaster.org and call your local emergency management agency or local chapter of the American Red Cross. Phone numbers are listed on the inside map page.

2

Refer to the Hurricane Evacuation Map inside this guide. Locate where you live and your evacuation zone. Determine if and when you would have to evacuate. REMEMBER: All mobile home residents must evacuate, regardless of location. ***If you need help determining your zone, go online or call your local emergency management office BEFORE THE STORM THREATENS.***

3

Check your ***Disaster Supply Kit*** and obtain any items you need.

4

Decide NOW where you would go if ordered to evacuate (a friend or relative, a hotel or motel, or as a last resort, a public shelter or out of the region). REMEMBER, if you are going to leave the area or go to a hotel, do not delay. Determine your route, leave early and travel the shortest distance possible. Think tens of miles, not hundreds.

5

Make plans and purchase materials, such as storm shutters, to protect your home before the storm.

6

Keep your home in good repair. Tacking down loose roofing, trimming trees and keeping gutters clean are good places to start.

7

Purchase a battery-powered weather alert radio and a non-electric land-line phone. Even though phone service may not be disturbed, cordless phones will not work during power outages.

8

Make sure your street address number is clearly marked on your home.

9

Inventory your property and possessions on paper and take a video survey of your property. Store with insurance and other important papers in a safe place and send a copy to a relative out of the area.

10

Whether you rent or own your home, review your insurance policies with your agent now.

EVACUATE OR STAY?

IF YOU CAN STAY HOME

If you live in a sound structure outside the evacuation area and do not live in a mobile home, stay home and take these precautions:

- ✓ Make sure your windows, doors and garage doors are protected.
- ✓ Clean containers including your bath tub for storing water. Plan on three gallons per person, per day for at least seven days for drinking and other uses.
- ✓ Offer your home as shelter to friends or relatives who live in vulnerable areas or mobile homes.
- ✓ Check your **Disaster Supply Kit**. Make sure you have at least a seven day supply of non-perishable foods. Don't forget a non-electric can opener.
- ✓ During the storm, stay inside and away from windows, skylights and glass doors.
- ✓ Find a Safe Room in your home, usually an interior, windowless reinforced room such as a closet or bathroom on the lower floor.
- ✓ Wait for official word that the danger is over. Don't be fooled by the storm's calm eye.
- ✓ If flooding threatens your home, turn off electricity at the main breaker.
- ✓ If you lose power, turn off major appliances, such as the air conditioner and water heater to reduce damage from surge when power is restored.
- ✓ Monitor your battery-operated radio, NOAA weather radio or TV for the latest advisories and other emergency information.
- ✓ Do not travel until you are told it is safe to do so.

IF YOU MUST EVACUATE

If you live in an evacuation area or a mobile home, when an evacuation order is given, don't panic. Move at a steady pace and ensure you leave enough time to get to where you will weather the storm. **DO NOT** take chances with your life by staying at home or waiting until the weather turns bad!

- ✓ Make sure your destination is not within a zone that has been ordered to evacuate.
- ✓ Take enough supplies for your family.
- ✓ Take your pets. Don't forget their supplies.
- ✓ Take important papers, including your driver's license, special medical information, insurance policies and your insurance agent's name and number and property inventories.
- ✓ Also take irreplaceable items, such as photos or keepsakes.
- ✓ Let friends and relatives know where you are going.

- ✓ Make sure your neighbors have a safe ride.
- ✓ Turn off your electricity, water and gas if officials tell you to do so.
- ✓ Lock your windows and doors.
- ✓ Stay tuned to your local radio and television station for emergency broadcasts.

LEAVING COASTAL AREAS

If you are leaving the area, remember to take supplies with you. Move inland away from the storm surge and inland flooding, but it is not recommended that residents try to leave the region. Roads will be heavily congested and you run the risk of being caught on the highway without a safe refuge or running into the storm if it takes a different track.

HOTEL OR MOTEL

If you plan to go to a hotel or motel, you will need to check for availability and make your reservation well in advance. Some hotels/motels have standing reservation hurricane programs and some relax their pet restrictions in an emergency. Again, make sure your destination is not in an evacuation zone.



Protecting your home & family...

There are some specific actions you should take to make your home safer. To make some of these improvements, you will have to get up in the attic or crawl space with a flashlight. You may feel more comfortable with an experienced and licensed inspector, architect, engineer or contractor inspecting your home. Whatever choice you make, take time to do this well before the storm threatens. To withstand the forces of wind associated with severe weather, **REMEMBER your ABC'S:**



ANCHOR YOUR ROOF

If your roof was built before 1994 and is gabled, brace all gable-end framing with horizontal and vertical beams. Also, make sure that there is wood sheathing (planks or plywood) behind the stucco of the triangular gable end walls.

Using a caulking gun, apply a 1/4 inch bead of APA AFG-01 certified wood adhesive along all intersections of the roof deck and roof support element (rafter or truss chord) on both sides of the beam. This technique can increase the wind uplift resistance by up to 3 times, but should not be used if you are going to re-roof in the near future.



BRACE YOUR ENTRY & GARAGE DOORS

Entry doors are easily damaged by high winds. Bolt all doors with foot and head bolts with a minimum one inch bolt throw length.

Garage doors should be able to withstand hurricane wind loads and the impacts of flying debris. If yours does not, replace with a hurricane resistant one. Approximately 80% of residential hurricane wind damage starts with wind entry through garage doors.



COVER YOUR WINDOWS

Protecting your windows is perhaps one of the most important factors in securing your home or office from total destruction in a hurricane or severe storm. Make sure all doors and windows are properly caulked and/or weather stripped. Replace gravel/rock landscaping material with fire treated, shredded bark to reduce damage. Cover all windows and glass doors with securely fastened, impact-resistant shutters or other approved window protection systems with proper mounting fixtures or replace them with impact resistant laminated window and door systems, if feasible. Hint: You don't have to use the same system on every window. Source: www.flash.org.



SAFE ROOM

DO NOT stay in a room which does not have shielded windows/glass doors. Find an interior room – a bathroom, hallway or closet which will help buffer you from the storm's winds. Make sure all family members know where the safe areas are in your home. Be sure to take your disaster supply kit into your safe room when a storm threatens.

BUILDING OR REMODELING?

For tips on how to make your home safer, go online to www.flash.org (Federal Alliance for Safe Homes) or call Toll-Free (877) 221-SAFE (7233). You can also go online to www.mysafeflorida.org.

FOR MOBILE HOME RESIDENTS

- ✓ Anchor mobile homes with tie downs. Inspect tie downs annually.
- ✓ Never stay inside mobile homes to ride out the storm. Always evacuate to a friend or relative's home, hotel or motel or nearby designated storm shelter.

PROTECTING YOUR PROPERTY FROM FLOOD

- ✓ **Anchor and Elevate:** If vulnerable, electrical panel boxes, heat pumps, washers and dryers and water heaters, fuel tanks, etc. should be elevated or relocated to areas less likely to be subjected to flood waters.
- ✓ **Retrofit:** There are things you can do to minimize the flood risk to your home. Options to consider:
 - elevation,
 - flood barriers,
 - dry flood proofing, and
 - wet flood proofing.

For more information, go to www.flash.org.



What to expect after the storm...



As we have learned, after a tropical storm or hurricane strike, you may be without power and many of the services you rely on (water, sewer, phone, cell phone, and businesses). Remember gas stations, supermarkets, restaurants, and government agencies just went through the same storm you did and there will be an interruption in services while repairs are made. Immediate response may not be possible, so everyone must be prepared to be self-reliant.

RE-ENTRY

BE PATIENT. Even though the winds have stopped blowing, you won't be able to return to your home until search and rescue operations are complete and safety hazards, such as downed power lines, are cleared. It may take time for emergency crews to reach your neighborhood.

- ✓ Have valid ID. Access to affected areas will be controlled by security checkpoints. Valid identification with your current local address will be required (current photo ID and a power, water or telephone bill).
- ✓ Avoid driving, especially through water, regardless of depth or speed. Roads will have debris which can puncture your tires!

Once you arrive home

- ✓ Walk around your home from the outside first to survey damage.
- ✓ Enter your home with caution. Open windows and doors to ventilate and dry your home.
- ✓ If you suspect a gas leak, leave immediately and notify the Fire Department.
- ✓ If your home has been flooded, have a qualified licensed electrician inspect the electrical system and appliances before turning the power back on.
- ✓ **Be careful with fire. Do not strike a match until you are sure there are no breaks in gas lines.**
- ✓ Let your out-of-town contact know you are alright.

POST-STORM SAFETY PRECAUTIONS

Use extreme caution. There could be many dangerous situations all around you such as structural, water, electrical or gas leak hazards.

- ✓ Keep grills and generators outdoors in a well-ventilated area. Carbon Monoxide poisoning is a frequent killer after a storm passes.
- ✓ Avoid candles. Use battery-operated flashlights and lanterns instead.
- ✓ Stay tuned to your local radio or television for up-to-date emergency information.
- ✓ Avoid driving and phone use. Keep lanes and lines open for emergency workers.
- ✓ Avoid downed or dangling power lines. Be especially careful when clearing fallen trees.
- ✓ Always supervise children-DO NOT WADE IN FLOOD WATERS.
- ✓ Be aware of snakes, insects, alligators or animals driven to higher ground by floods.
- ✓ Be extremely careful with a chain saw and follow all safety precautions.
- ✓ Call professionals to remove large, uprooted trees, etc. You can become seriously injured trying to remove heavy trees from your property.
- ✓ Always use proper safety equipment such as heavy gloves, safety goggles, heavy boots, light-colored long-sleeve shirts and long pants. Tie back long hair, wear a hat and sunscreen. Drink plenty of fluids, rest and ask for help when you need it.
- ✓ Don't burn trash.

CLEAN-UP & REPAIRS

- ✓ Know what your homeowner's or renter's insurance policy covers and what you will need to submit a claim. You will be required to make temporary repairs to correct safety hazards and minimize further damage. Take photographs of all damage before repairs and keep all receipts.
- ✓ After assessing damage to your home, contact your local building department for information on required building permits. Permits are always required for any kind of demolition or permanent repairs, reconstruction, roofing, filling and other types of site development.

Protect Yourself From Contractor Fraud

- ✓ Hire only licensed contractors. Be cautious of anyone coming to your home uninvited and offering to do home repairs.
- ✓ Obtain a written estimate or contract. Insist on start/completion dates and payment terms in the contract. Do not pay in full before work begins and do not pay the final balance until the work is completed to your satisfaction. NEVER pay with cash.
- ✓ Don't pull the permits for the contractor. If they make this request, it may be an indication they are not properly licensed.

If you suspect a contractor of potential fraud, contact the State of Florida Consumer Fraud hotline at 1-866-966-7226.

GENERATORS

Generators can provide power to your home or business in case of a power outage or shortage. When it comes to selecting a generator, you have a wide variety of features and options to choose from. Prices range from less than \$500 for a small portable generator to more than \$10,000 for an installed stationary generator. Wattage of the generator, as well as number, voltage and amperage of outlets determine which equipment can be powered.

1. Determine the appliance or equipment you want to use.
 2. Determine if a portable or stationary generator is required.
 3. Determine if you will need multiple outlets or multiple types of outlets on your generator.
- ✓ **NEVER** connect a portable generator to building wiring. There is an extreme danger of generator back-feed for the general public (downed wires

etc.) and utility workers. Plug appliances, etc., directly into the generator.

- ✓ Place generator outdoors and away from doors, windows, and vents that could allow carbon monoxide (CO) to come indoors. Exhaust fumes are deadly. If you start to feel sick, dizzy or weak while using a generator, get fresh air right away. DO NOT DELAY.
- ✓ Before refueling your generator, turn it off and let it cool down. Don't forget to check the oil every time you add gas. Keep the generator dry.
- ✓ Conserve fuel by alternating appliances. For example, refrigerators can be kept cool by supplying power eight hours a day.
- ✓ Store fuel safely outside in properly labeled approved storage containers.

Stationary Generators (Whole House) Generators

Stationary generators run off gas utility lines or an LP tank. They automatically supply electrical power to pre-selected circuits that supply a home's lighting, air conditioning, water heater and appliances. They MUST be professionally installed by a licensed electrician.

Planning for special loved ones...



HOME HEALTHCARE & HOMEBOUND PATIENTS

- ✓ Tell your health agency and oxygen company where you will be during a hurricane. Ask them about their plans to provide care.
- ✓ If you are homebound and under the care of a physician, but not a home health agency, contact your physician.
- ✓ If you require respirators or other electric-dependent medical equipment, you should make prior medical arrangements with your physician. You should also register with your local power company.
- ✓ If you evacuate, remember to take medications, written instructions regarding your care, special equipment and bedding with you.
- ✓ **If you will need assistance in an evacuation or need to go to a special needs shelter, please register NOW with your County Emergency Management Agency.**
- ✓ Special needs shelters do not provide hands-on medical care, only medical monitoring. Bring one caregiver with you.
- ✓ If you require hospitalization, you must make prior arrangements through your physician.
- ✓ Please remember that hospitals are NOT shelters. During disasters such as hurricanes, hospitals have a limited number of resources that must be rationed to care for the sick and injured.

ADVICE FOR SENIORS

In Florida, we are particularly vulnerable to severe weather like hurricanes and elders are especially susceptible to their effects. Those who live alone, or are without the support of family or friends, must take special precautions in the event of an emergency situation. People who are frail or disabled (either mentally or physically) may need special assistance from family members, friends or social service agencies.

Older adults who are also caregivers may require outside assistance. Excessive stress and anxiety can contribute to increased episodes of illness, particularly for persons with heart disease and other illnesses. If an older adult lives in a nursing home, assisted living facility (ALF) or boarding home, the administrator should be contacted to learn about the disaster plan for that facility.



PLAN FOR YOUR PETS

Don't leave your pet and don't use your pet as an excuse not to evacuate. Don't put yourself, your family and your pet at risk! You are responsible for planning for your pet. If you are ordered to evacuate, take your **Pet Survival Kit** if you go to friends, relatives or a hotel. Unless there are pet-friendly shelters in your county, shelters cannot accept pets. As a pet owner, you must plan ahead. Check out your options. **For more information call your local SPCA, Animal Control or Humane Society. If you plan to go to a hotel or motel, go online to www.petswelcome.com.**

After the storm has passed, be careful in allowing your pet outdoors. Familiar scents and landmarks may be altered and your pet could easily be confused and become lost. Downed power lines, other animals and insects brought in with high water could present real dangers to your pet. Take care not to allow your pet to consume food or water which may have become contaminated. Nearly 80 percent of pets displaced by a storm are never reunited with their owners.



PET SURVIVAL KIT

- ☐ Proper ID collar and rabies tag/license*
- ☐ Vaccination paperwork
- ☐ Carrier or cage (large enough for your pet to move around)
- ☐ Leash
- ☐ Ample food supply (at least two weeks)
- ☐ Water
- ☐ Water/food bowls
- ☐ Any necessary medication(s)
- ☐ Specific care instruction
- ☐ Newspapers, cat litter, scoop, plastic trash bags for handling waste
- ☐ Proper ID on all belongings
- ☐ Photo of you and your pet
- ☐ A comfort item such as a favorite toy or blanket
- ☐ Non-electric can opener

****Make sure your pets have had all their shots within the past 12 months. Pet-friendly shelters and boarding facilities will require proof of vaccinations.***

A WORD ABOUT INSURANCE

Understanding what is – and is not – covered in your homeowner's or renter's insurance policy is a necessity. Take time now to learn about the risks you may face and build confidence that you are properly protected. Read Your Policy. Talk with your Agent. Reviewing your insurance coverage annually is an important step to maintain the level of insurance protection necessary to be able to rebuild your home and replace your personal belongings.

6 STEPS TO PROPER INSURANCE PROTECTION

- 1. Insure your home for its reconstruction cost, not its real estate value.** When real estate prices drop, many people think the amount of insurance coverage should be reduced. However, a home's real estate value has nothing to do with what it would cost to rebuild it in a post-disaster environment. Another mistake can occur by equating new construction costs to rebuilding costs. There are differences: Costs for reconstruction of an existing home are higher because it includes the cost of demolition and debris removal, challenges in accessing your site, and the absence of economies of scale associated with contractors who have multiple new construction jobs going on at once. Rebuilding a severely damaged home after a major storm is more closely matched to custom building costs.
- 2. If you rent, you need insurance to protect your belongings.** Your landlord has insurance coverage on the building, not your personal property. A renter's insurance policy offers all the coverage of a standard homeowner's policy, except for the structure. It will help you replace your belongings if they are damaged in a hurricane or stolen. It also provides liability coverage, which will pay to repair damage that a renter may accidentally cause, such as a kitchen fire. Liability coverage also will defend you and pay any judgments against you for injuries to guests at your place, and it will provide for additional living expenses if you have to live somewhere else while your residence is being restored. Many people underestimate the value of their belongings, so it's important to do an inventory of your personal property so you know the replacement value of major household items.
- 3. Know your flood risk.** Standard homeowner's policies do not cover damage from floods, including storm surge from a hurricane. Insurance for flooding and storm surge is available from the National Flood Insurance Program. Information should be available through the agent handling your regular homeowner's policy, but is also available from the National Flood Insurance Program or by calling 1-888-379-9531. Remember, there is a 30 day waiting period for flood insurance to go into effect. Don't wait until a storm is threatening.

4. **Set aside funds to pay your hurricane deductible.** Florida homeowner insurance policies have had a hurricane deductible since 2005. Seventeen other states and the District of Columbia have them, too. Hurricane deductibles are separate from deductibles for other types of losses. In most cases, hurricane deductibles are a percentage of the home's insured value. Homes insured for \$100,000 or more have hurricane deductibles starting at 2 percent; homes valued at \$100,000 or less have hurricane deductible starting at \$500. Many homeowners choose hurricane deductibles at much higher levels to reduce the cost of their annual premium – up to 10 percent. High deductibles mean more out-of-pocket costs, so review the Declarations Page of your insurance policy to check this amount.
5. **Get covered for the costs of building code upgrades.** Building codes continually change and code improvements mean safer, stronger homes. If yours is badly damaged, you are required to rebuild it to meet code upgrades. Your insurance company offers supplemental coverage called an Ordinance and Law endorsement, which pays for the increased rebuilding costs necessary to comply with the latest building codes. Talk to your insurance agent or company to determine which level of this additional coverage best suits you.
6. **Inventory your home's contents to accurately price coverage and speed the claims process.** An up-to-date home inventory helps in two ways: It assures you purchased the right amount of insurance to replace your belongings, and it provides documentation of everything you own to assist your insurer when you file a claim. There is free, secure online home inventory software available from the Insurance Information Institute at www.KnowYourStuff.org. It offers online storage of your information, so you can access it from any location. Remember you can insure your belongings for actual cash value or pay a little more in premium to have full replacement cost coverage. For most people, replacement coverage is a better option when faced with large losses that come with hurricanes.

Acknowledgement: Insurance Information Institute
www.iii.org

Hurricane Evacuation Zones and FEMA Flood Zones are Different.
www.floodsmart.gov



Preparing for a hurricane...

AS THE STORM APPROACHES

- ✓ Listen for weather updates on local stations and on NOAA Weather Radio. Don't trust rumors, and stay tuned to the latest information.
- ✓ REMEMBER: Hurricanes can be unpredictable. There is always potential error in the forecast track from the National Hurricane Center. Don't focus on the exact forecasted track, listen to local officials. **DON'T GAMBLE WITH YOUR LIFE!** (For more information go to www.noaa.gov or www.weather.gov, click on Tampa Bay area.)
- ✓ Check your Disaster Supply Kit. Obtain any needed items.
- ✓ Refill prescriptions. Maintain at least a two-week supply during hurricane season.
- ✓ Clear your yard of lawn furniture, potted plants, bicycles, trash cans and other potential airborne missiles. Leave the swimming pool filled and super-chlorinated. Cover the filtration system.
- ✓ Protect your windows and glass doors with plywood or storm shutters. Brace double entry and garage doors at the top and bottom.
- ✓ If there is a chance flooding could threaten your home, move important items such as electronics, antiques and furniture off the floor.
- ✓ Fill your car's gas tank and check oil, water and tires. Gas pumps won't operate without electricity after a storm passes.
- ✓ Secure your boat early. Drawbridges will be closed to boat traffic after an evacuation order is issued.
- ✓ Get cash. Banks and ATMs won't be in operation without electricity and few stores will be able to accept credit cards or personal checks.
- ✓ Never sweep or blow yard leaves, pine needles, grass clippings or soil into the street or storm water system. This clogs up the stormwater pipes and prevents water from draining.

DISASTER SUPPLY KIT

Here are the most important items for your **Disaster Supply Kit**. Stock up today and store in a water-resistant container. Replenish as necessary.

- ☐ Two weeks supply of prescription medicines
- ☐ Seven day supply of non-perishable/special dietary foods
- ☐ Drinking Water/containers - 1 gal/per person/per day (minimum 7 days)
- ☐ Flashlights and batteries for each member of the family
- ☐ Portable radio and batteries
- ☐ First aid book and kit including bandages, antiseptic, tape, compresses, aspirin and aspirin-free pain reliever, anti-diarrhea medication, antacid, and important numbers (i.e. Poison Control Center, Non Emergency Fire and Rescue, and Non-Emergency Sheriff's Office numbers)
- ☐ Mosquito repellant & citronella candles
- ☐ Fire extinguisher (small canister, ABC type)
- ☐ Instant tire sealer
- ☐ Whistle and/or distress flag
- ☐ Cooler(s)
- ☐ Plastic tarp, screening, tools and nails, etc.
- ☐ Water purification kit (tablets, chlorine (plain) and iodine)
- ☐ Infant necessities (medicine, sterile water, diapers, ready formula, bottles)
- ☐ Clean-up supplies (mop, buckets, towels, disinfectant)
- ☐ Camera
- ☐ Non-electric can opener
- ☐ Extra batteries for camera, flashlights, radio, portable TV & lamps, etc.
- ☐ Garbage can or bucket with tight-fitting lid and kitty litter (for emergency toilet)
- ☐ Plastic trash bags
- ☐ Toilet paper, paper towels and pre-moistened towelettes or baby wipes

If you evacuate you also should take:

- ☐ Pillows, blankets, sleeping bags or air mattresses
- ☐ Extra clothing, shoes, eyeglasses, etc.
- ☐ Folding chairs, lawn chairs or cots
- ☐ Personal hygiene items (toothbrush, toothpaste, deodorant, etc.)
- ☐ Quiet games, books, playing cards and favorite toys for children
- ☐ Important papers and irreplaceable keepsakes (driver's license, special medical information, insurance policies and property inventories, photographs)

Precious commodities before & after a storm:

- ☐ Cash (With no power, banks may be closed; checks and credit cards unaccepted, and ATMs may not be operational)
- ☐ Charcoal, matches, and grill (Do not use indoors)
- ☐ Ice
- ☐ A corded phone that does not require electricity
- ☐ Battery or solar powered charger for cell phones

APPENDIX 12A

HURRICANE EVACUATION CENTERS IN SARASOTA (Updated June 2022)

Appendix 12a
Hurricane Evacuation Centers in Sarasota

<https://www.scgov.net/government/emergency-services/emergency-management/evacuation-centers>

Hurricane Evacuation Centers	Address
Fruitville Elementary School	601 N. Honore Ave, Sarasota
Brookside Middle School	3636 S. Shade Ave, Sarasota
Southside Elementary School	1901 Webber St, Sarasota
Riverview High School	1 Ram Way, Sarasota
Booker High School	3201 N. Orange Ave, Sarasota
Phillippi Shores Elementary	4747 S. Tamiami Trail, Sarasota
Gulf Gate Elementary School	6500 S. Lockwood Ridge Road, Sarasota
North Port High School	6400 W. Price Blvd, North Port
Heron Creek Middle School	6501 W. Price Blvd, North Port
Woodland Middle School	2700 Panacea Blvd, North Port
Atwater Elementary School	4701 Huntsville Ave, North Port

APPENDIX 12 B

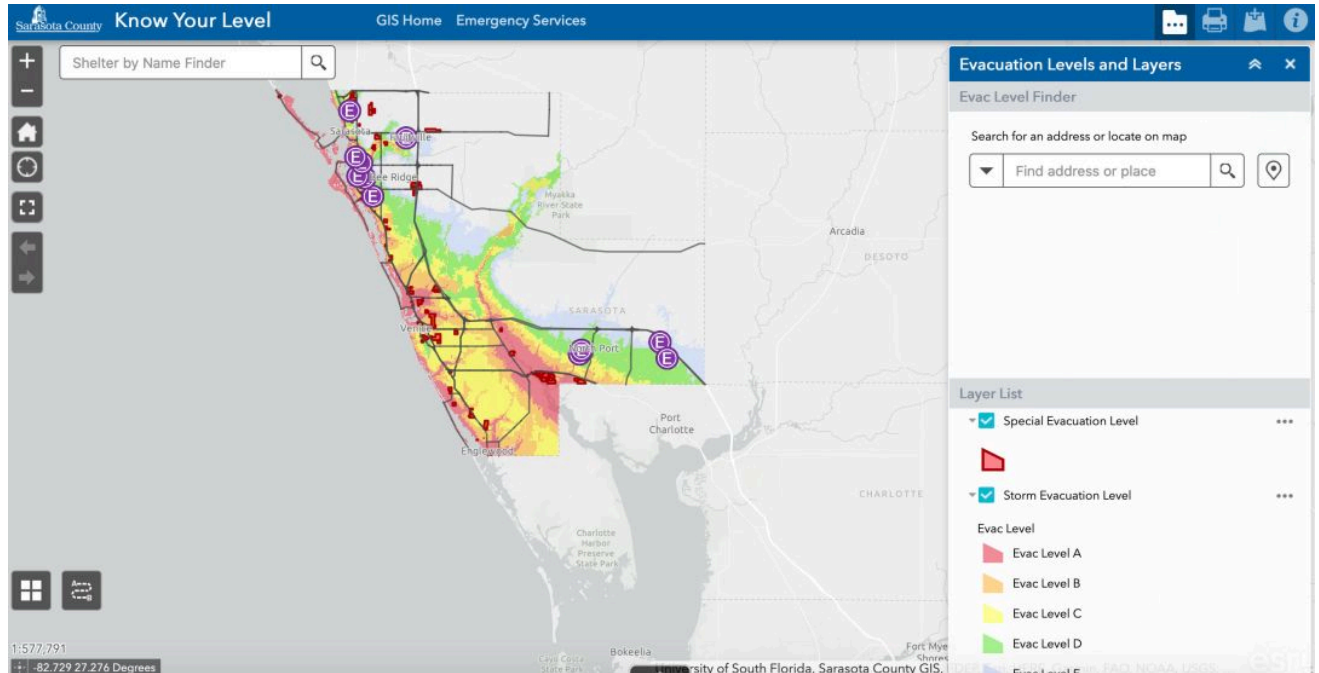
KNOW YOUR EVACUATION ZONE

NEW COLLEGE AREA

Appendix 12B

Know Your Evacuation Zone (New College Area)

https://maps.floridadisaster.org/county/EVAC_SARASOTA.pdf



APPENDIX 13

Appendix 13 Gong to a Shelter During COVID

<https://www.cdc.gov/disasters/hurricanes/covid-19/public-disaster-shelter-during-covid.html>

- [Practice social distancing](#). Stay at least 6 feet from other people outside of your household.
- Follow [CDC COVID-19 preventive actions](#)—wash your hands often, cover coughs and sneezes, and follow shelter policies for wearing [masks](#). Avoid sharing food and drink with anyone if possible.
- Follow disaster shelter policies and procedures designed to protect everyone in the shelter, especially those who are at higher risk for severe illness from COVID-19, including [older adults and people of any age who have serious underlying medical conditions](#).
- Avoid touching high-touch surfaces, such as tabletops, as much as possible. [Wash hands](#) with soap and water for at least 20 seconds or use hand sanitizers with at least 60% alcohol immediately after you touch these surfaces.
- Keep your living area in the shelter [clean and disinfect](#) frequently-touched items such as [toys](#), cellphones, and other electronics.
- [If you feel sick](#) when you arrive at the shelter or start to feel sick while sheltering, tell shelter staff immediately.
- The risk of COVID-19 in a public disaster shelter is lower for [fully vaccinated people](#). However, precautions should still be taken, as transmission risk in these settings is higher and likely increases with the number of unvaccinated people present. Thus, fully vaccinated shelter residents should continue to follow all rules set by the shelter which may include wearing masks correctly, maintaining physical distance (at least 6 feet), covering coughs and sneezes, and washing hands frequently.