I. Purpose:

The South Florida State College Emergency Response Plan is the college’s cornerstone tool to:

1. Recognize a potential or actual threat.

2. Provide an efficient and effective process for the protection of life and property of staff, students and visitors, threat reduction, loss mitigation, and recovery resulting in the resumption of normal business operations.

3. Provide a coordinated, effective method to control and manage any critical situation using clear lines of command and specific instructions.

4. Rapidly identify options using college and community resources that will resolve each situation or lead to a recommendation to the president for incident management.

II. Procedure:

A. Assumptions:

The following general assumptions apply:

1. An emergency or disaster may occur at any time, with little or no warning.

2. The succession of events in an emergency is not entirely predictable; therefore, published plans/procedures will serve only as a guide/checklist and may require modification in order to meet the requirements of the emergency.

3. Disasters may affect other residences in the geographical vicinity of the college and, as a result, county, state, and/or federal emergency.
assistance might not be immediately available. A delay in receiving outside emergency service should be expected.

4. A state of emergency will be declared if information indicates that such a condition is developing or is possible.

B. Definitions

1. Critical incident: When an event has been identified and determined to pose a threat to the public health and welfare of the institution or its faculty, staff, students, and/or visitors it will be considered critical.

2. Threat assessment: The recognition, evaluation, determination of the level of risk to the college, and recommendation for a response to any event that may pose a threat to the health and welfare of the institution and its faculty, staff, students, and/or visitors. The president makes the final threat assessment determination with input as needed from an Emergency Response Team (ERT).

C. Emergency Response Team

The ERT is comprised of college officials, who, based on their expertise, assist the president in identifying a potentially threatening event. The ERT responds to any crisis by reviewing the situation and resolving issues and making recommendations to the president.

1. Core members: The core members of the ERT include a representative from the following areas:

   a. President
   
   b. Vice Presidents
   
   c. Deans
   
   d. Director, Community Relations and Marketing
   
   e. Director, Remodeling, Renovation, and Maintenance
   
   f. Director, Safety and Security
   
   g. Chief Information Officer
   
   h. Director, Human Resources
   
   i. Controller
   
   j. Associate Dean, Enrollment Management and University Relations
k. Executive Director, SFSC Foundation, Inc.

l. Chair, Safety Committee

m. Other college staff as needed

2. Operational functions of the ERT

a. Operations:

Initiate the appropriate actions and allocate/assign resources as necessary to resolve an incident and ensure:

1) General - Assess the situation; determine the type and magnitude of the situation; declares a state emergency as necessary; coordinate all aspects of the college's response; end the emergency when appropriate; inform the college community regarding the situation

2) Life safety - provide technical and safety assistance to reduce hazards and injury and investigate and evaluate any resulting hazards after the situation has been controlled/ended

3) Incident stability - provide traffic control, access, perimeter and internal security as required

4) Damage control - provide equipment and personnel to perform shut-down procedures, hazardous area control, barricading, damage assessment, debris clearing, emergency repairs and facility protection; obtain assistance from local utilities, as required; provide for storage of vital records; recommends alternate sites/locations for essential services.

5) A record of each ERT meeting shall be maintained in the President’s Office.

b. Liaison:

Interface with agencies that can assist with resolution of the emergency.

c. Information:

Ensure that correct information is presented to college and local officials, media and personnel. Usually will be responsibility of the director, community relations and marketing.
d. Safety:

Monitor hazardous and unsafe situation and initiate actions.

3. Emergency response procedures

a. Incident command center

When a situation occurs, or is imminent, the president will determine whether or not to set up an incident command center for emergency response personnel, communications, and media briefings, as necessary. Unless otherwise stipulated by the president, the incident command center will be located in the President’s Office. ERT members will report to the incident command center as soon as notified that the ERT is activated. The ERT shall have access to items needed to manage the incident.

If the situation involves only one building or a small part of a campus, the incident command center shall be established as near the situation as appropriate. This incident command center will be managed during the situation by the president and/or his/her designee.

A staging area for federal, state, and/or local agency assistance should be identified and established as necessary. A space for media should also be identified.

b. Critical incident stress management

1) Student Services will coordinate assistance for students and their families.

2) The Human Resources Department will coordinate assistance for employees and their families.

3) Assistance may include services provided by qualified external sources.

c. Work with emergency/law enforcement agencies

The vice president, administrative services and the director, safety and security will work directly with appropriate emergency and law enforcement agencies, including C.E.R.T. to ensure assistance on an as needed basis.

d. Public information

The president and the director, community relations and marketing are responsible for providing information to the public and media agencies.
No other persons shall provide this information unless authorized by the president.

The director will establish liaison with local radio, television, newspaper and other media; arrangements for all photographic and audio-visual services; advises the president of all news concerning the event; and prepares all news releases.

The college shall be open and accessible to appropriate agencies and media, providing that:

1) The rights of victims and suspects shall be protected.

2) A reasonable right to privacy for all employees and/or students shall be protected.

3) Information that would jeopardize ongoing law enforcement investigations may not be released.

e. Information management

1) Developing records:

The ERT will document the incident with appropriate records and reports.

2) Review with staff:

The ERT will review the incident with applicable personnel. This review will be designed to provide an opportunity for involved individuals to provide any information to assist with the resolution or management of the incident.

3) Final report:

At the conclusion of the crisis, the director, safety and security will prepare a written report. This detailed account will include the following:

a) Summary of the incident

b) Account of how the incident was managed

c) Record of interviews and pertinent information

d) Statement of conclusions
The location and content of all files regarding the incident will be documented in the report for future reference.

4) Recommendation:

The ERT will develop final recommendations designed to enhance responsiveness and/or prevention of the recurrence of this or similar incidents.

HISTORY: Last Revised: 3/20/12
Adopted: 2/6/02
Reviewed: 2/28/05
Revised: 6/3/08, 3/20/12