

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 7060

**TITLE:** EMERGENCY RESPONSE PLAN

**BASED ON POLICY:** 7.06 NATIONAL DISASTERS AND CIVIL DISORDERS

**OFFICE OF PRIMARY RESPONSIBILITY:** PRESIDENT'S OFFICE

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I. Purpose:

To recognize a potential or actual threat, 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 operations, provide a coordinated, effective method to control and manage any critical situation using clear lines of command and specific instructions, and to 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 entities, roadways, and/or utilities 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 anticipated.
4. A local 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 a Crisis Intervention Team (CIT).

## C. Crisis Intervention Team

The CIT is comprised of College officials, who, based on their expertise and job functions, assist the president in identifying and resolving a potentially threatening event. The CIT responds to any crisis by reviewing the situation, making recommendations to the president, and responding to each incident as appropriate.

1. Core members: The core members of the CIT include a representative from the following areas. Each core member will be responsible for training one or more employees to perform duties in the event the core member is unavailable during a critical incident.
  - a. vice presidents
  - b. dean, student services
  - c. director, institutional communications
  - d. executive director, institutional effectiveness, planning, and technology
  - e. executive assistant to the president
  - f. other College staff as needed
2. Operational functions of the CIT
  - 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, coordinate all aspects of the College's response, inform the College community and the public regarding the

situation in a timely manner and as events warrant, and notify the College community when safe to leave the area or campus or to resume normal activities

- 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 for traffic control, access, perimeter, and internal security as required
- 4) Damage control – provide for 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; and recommend alternate sites/locations for essential services
- 5) Meetings – the CIT will gather quickly when called to the meeting location and will meet at least annually for training and updates
- 6) Documentation – a record of each CIT 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.

d. Safety:

Monitor hazardous and unsafe situations 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 Administration Building (F) in the conference room (Room F118). CIT members will report to the

incident command center as soon as notified that the CIT is activated. The CIT 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 may be re-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 Office 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 risk management 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, institutional communications 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; arrange for all photographic and audio-visual services; advise the president of all news concerning the event; and prepare all news releases.

The executive director, institutional effectiveness, planning, and technology will be responsible for internal communications via text messaging, including updates as additional information is known.

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 CIT will document the incident with appropriate records and reports.

2) Review with staff:

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

**HISTORY: Last Revised: 12/08/20**

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**Reviewed:** 2/28/05

**Revised:** 6/3/08, 3/20/12, 12/08/20