

**EMERGENCY MANAGEMENT PLAN**

**OF**

**THE COLLEGE OF THE FLORIDA KEYS**  
**5901 College Road**  
**Key West, Florida 33040**






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## **A: INTRODUCTION**

### **Purpose**

The College of the Florida Keys (CFK) Emergency Management Plan (EMP) is designed for use by the entire College community. The EMP establishes standard operating guidelines, based on existing policies and procedures, for the response to an emergency impacting the College. The EMP describes the emergency management roles and responsibilities of the entire College community and provides a strategy to be prepared as possible for the most likely hazards. The EMP is designed to protect lives and property through effective use of College, local, state, and federal resources. Since an emergency may be sudden and without warning, the EMP is intended to be flexible to accommodate contingencies of various types and magnitudes. The CFK EMP does not limit the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

### **Scope**

The EMP outlines the mitigation/prevention, preparation, response, and recovery actions of CFK personnel and resources for all-hazards that could negatively impact CFK. The EMP incorporates the use of the National Incident Management System (NIMS) to facilitate interagency coordination between responding agencies and is consistent with the Monroe County EMP, State of Florida EMP, and National Response Framework (NRF). CFK continuously collaborates with local, state, and federal emergency response agencies in the development, implementation, and maintenance of the CFK EMP.

CFK personnel and equipment will be utilized in accordance with the guidelines set forth in the EMP to accomplish the following priorities in order of importance:

- Priority 1: Protection of Human Life
- Priority 2: Support of Health, Safety, and Basic Care Services
- Priority 3: Protection of CFK Assets
- Priority 4: Maintenance of Critical CFK Services
- Priority 5: Assessment of Damages
- Priority 6: Restoration of CFK Operations

The CFK EMP is comprised of four sections. The first section is the BASIC PLAN which provides a plan overview, specifies emergency management roles and responsibilities, explains how the College prepares for and mitigates against likely hazards, outlines the organizational structure of the College during an emergency, and provides standard operating response guidelines. The second section contains HAZARD SPECIFIC PLANS which cover the special circumstances and processes that are only relevant to a specific hazard type. The third section contains the CFK Continuity of Operations Plan (COOP), which addresses all recovery guidelines. The fourth section contains FUNCTION SPECIFIC CHECKLISTS and other supporting documents to assist personnel to execute their roles and responsibilities in accordance with the guidelines set forth in the previous sections of the CFK EMP.

## **Policy**

The College is committed to promoting the safety and welfare of its students, employees, and visitors.

All members of the College community are expected to take personal responsibility for following the policies and procedures of the College in the event of an emergency and for acting in accordance with instructions given by the Emergency Management Team (EMT).

The College will conduct continuous planning to minimize the hazards to persons and property that may result from emergencies; cooperate with local, state, and federal agencies and public bodies that have responsibilities for disaster preparedness, response, and control; and take necessary and prudent steps to assure continuity of operations and restoration of normal activities as quickly as possible following an emergency or disaster.

## **Maintaining and Updating the Emergency Operations Plans**

The EMP will be reviewed and updated annually by the Director, Facilities, and approved by the Executive Vice President and CFO or designee. A current copy of the EMP will be published on the College's website and provided to authorities, as necessary.

## **How to Use this Plan**

The EMP is a district-level plan. Its sections specify College-wide concepts, procedures, and policies that will apply for emergency response operations, to include assignments and responsibilities, communications, evacuation, supplies and equipment, emergency response actions and hazard reduction.

In an emergency, it is critical that personnel can quickly access the EMP. Therefore, the EMP will be maintained on the College's website.

## **Preparedness**

There are three phases to emergency management: **preparedness, response, and recovery.**

Preparedness includes education, organization, and communication about emergency management to all persons (students and employees) at The College of the Florida Keys. Effective and efficient response and recovery are dependent on preparedness.

## **Authority**

Monroe County Emergency Management authority and support are governed by Chapter 11 of the Monroe County Code of Ordinances. The State of Florida emergency management authority and support are governed by Florida State Law, F.S. chapter 252, States of Emergency. The federal government is authorized to support both the county and state governments in accordance with the Robert T. Stafford Act and Title 44 of the Code of Federal Regulation.

On April 30, 2007, Florida Governor Charlie Crist signed Executive Order 07-77, establishing the Gubernatorial Task Force for University Campus Safety. The goal of the task force was to develop recommendations and identify best practices that Florida colleges and universities could implement to make their campuses safer. The task force recommended that each college create an emergency management committee whose responsibility would include reviewing the institution's EMP and

recommending areas of improvement. In response to the above recommendation, CFK created an EMT. The CFK EMT is responsible for maintaining the EMP and developing strategies to address new hazards as they are identified.

Members of the CFK EMT represent the following functional areas:

Executive Staff (as listed in exhibit 1)	
Academic Affairs	Human Resources
Finance and Administration	Information Technology
Advising Services	President’s Office
Business Services	Public Relations
Enrollment Management	Public Safety
Facilities	Dorms/Housing
Student Support Services	Students w/ Disabilities
Aquatics	Marine Science and Technology
Arts and Hospitality	TWFAC
Science and Nursing	Controller

**B: EMERGENCY MANAGEMENT ROLES & RESPONSIBILITIES**

**College Level**

**College President**

The College President is responsible for ensuring the ongoing mission of CFK. The CFK EMP is promulgated under his/her authority. All policies and procedures related to the safety and security of the college community shall be approved by the College President or his/her designee.

Emergency Response Role

The College President has the authority to declare a College state of emergency. This declaration activates the EMT. All decisions concerning the discontinuation of College functions, cancellation of classes, or cessation of operations rest with the College President or designee. If the College President is unavailable, the Executive Vice President and CFO is authorized to assume this role.

**Executive Staff**

The Executive Staff is comprised of the College President and his direct reports.

Emergency Response Role

The Executive Staff’s role is that of policy and major decisions. Typically, this would be centered on planning and preparation prior to and the recovery from the incident, the long-term effects of the incident and the needs to restore the College to normal operations (continuity of operations planning and recovery management). The Executive Staff would be directly involved in incident stabilization only if major expenditures or policy decisions were needed to complete the stabilization.

## **Exhibit 1 – Executive Staff Members**

- President
- Executive Vice President and CFO
- Vice President, Academic Affairs
- Vice President, Advancement
- Director, President’s Office

### **Executive Vice President and CFO**

The Executive Vice President and CFO is responsible for the ongoing operational status of CFK. The EVP has the authority to assign members from the College’s operational divisions with emergency management roles and responsibilities in support of the CFK EMP and other emergency preparedness initiatives.

#### **Emergency Response Role**

During a declared campus state of emergency, the EVP will be responsible for the proper and expeditious handling of the emergency in accordance with the guidelines set forth in the CFK EMP. If the College President is unavailable, the EVP may declare a College state of emergency and activate the EMT.

### **Vice President of Academic Affairs (VPAA)**

The VPAA is responsible for the ongoing academic status of CFK. The VPAA has the authority to assign members from the College’s academic divisions with emergency management roles and responsibilities in support of the CFK EMP and other emergency preparedness initiatives.

#### **Emergency Response Role**

During a declared College state of emergency, the VP Academic Affairs will be responsible for the proper and expeditious handling of the emergency in accordance with the guidelines set forth in the CFK EMP. If the College President and EVP are unavailable, the VPAA may declare a College state of emergency and activate the EMT.

### **Vice President of Advancement**

The VP of Advancement is responsible for creating and maintaining a safe, healthy, and supportive environment for CFK students. He/she oversees the planning and governance of Marketing, Recruitment, Student Activities, Alumni Relations, Financial Aid, Enrollment, the Aquatics Center, and Athletics. The VP Advancement has the authority to assign members from the College’s divisions with emergency management roles and responsibilities in support of the CFK EMP and other emergency preparedness initiatives.

#### **Emergency Response Role**

During a declared state of emergency, the VP Advancement accounts for students involved in or impacted by a College emergency. The VPA will develop strategies to reschedule events or alter event schedules, identify alternate locations for College functions (classes, events, etc.), organize student



crisis counseling services and secure and/or organize the evacuation of the Residence Hall.

### **Director, Facilities**

The Director of Facilities provides vision, leadership, strategic planning, policies, goals, and oversight in the management of College-wide resources in facilities, grounds, and physical plant operations. The Director of Facilities has the authority to assign members from his/her division with emergency management roles and responsibilities in support of the CFK EMP and other emergency preparedness initiatives.

#### Emergency Response Role

During a declared College state of emergency, the Director of Facilities can serve as the Logistics or Operations Section Chief on the EMT.

### **Associate Vice President, College and Community Engagement**

The Associate Vice President, College and Community Engagement is responsible for the College's activities relating to external and internal communications. The Associate Vice President, College and Community Engagement is the College's point of contact with all media agencies. He/she is responsible for informing the college community about the CFK EMP and other emergency preparedness initiatives.

#### Emergency Response Role

The Associate Vice President, College and Community Engagement is the primary college official responsible for activating the College's emergency notification system (Blackboard Connect) and alerting the general college community of a MAJOR EMERGENCY. The Director of Information Technology and the Director of Facilities will serve as backups for the emergency notification responsibility. If a College state of emergency is declared, the Associate Vice President, College and Community Engagement will provide media relations support.

### **Director, Talent Acquisition, Development, and Accountability (TADA)**

The Director of TADA is responsible for directing all talent-related activities for the College. TADA consists of benefits, compensation, employee relations, staffing, and compliance. The Director of TADA has the authority to assign members from his/her department with emergency management roles and responsibilities in support of the CFK EMP and other emergency preparedness initiatives.

#### Emergency Response Role

During a declared college state of emergency, the Director of TADA can serve as the Planning Coordinator on the EMT.

### **Director, Information Technology**

The Director of Information Technology provides the vision and leadership for the evaluation of short and long-range goals for all instructional and administrative technology needs of the College. The Director of Information Technology has the authority to assign members from his/her division with emergency management roles and responsibilities in support of the CFK EMP and other emergency preparedness initiatives.

### Emergency Response Role

During a declared College state of emergency, the Director of Information Technology can serve as the Logistics or Operations Chief on the EMT.

### **Deans and Directors**

Deans and Directors must be familiar with College emergency and building evacuation procedures and follow all directions during and after the emergency.

Ensure that employees know their roles during an emergency response.

In addition, other assigned duties may be required that support in the mission of the emergency plan.

### **Employees**

Employees are seen as leaders and must be prepared to direct students, visitors, and colleagues to safe locations in the event of an emergency. Employees are responsible for being familiar with applicable emergency plans, procedures, and evacuation routes for their assigned work locations. Employees are also responsible for maintaining their contact information for CFK Emergency Notification Systems to maximize the College's capability to notify them of a life-threatening emergency and issue appropriate protective actions.

### Emergency Response Role

If employees are involved in or witness a life-threatening emergency, they are required to call 911 immediately. Employees must be prepared to assess emergencies quickly but thoroughly and use common sense in determining how to implement any issued protective actions. During a declared state of emergency, employees without specific crisis management responsibilities are required to act as directed by the EMT.

### **Students & Residence Hall**

Students are responsible for familiarizing themselves with emergency preparedness resources, campus emergency procedures, and evacuation routes in the buildings they use frequently. Students are responsible for maintaining their contact information for CFK EMERGENCY NOTIFICATION SYSTEMS to maximize the College's capability to notify them of a life-threatening emergency and issue appropriate protective actions.

### Emergency Response Role

If students are involved in or witness a life-threatening emergency, they are required to call 911 immediately. Students must be prepared to assess emergencies quickly but thoroughly and use common sense in determining how to implement any issued protective actions. Students are required to implement protective actions in an orderly manner when directed by faculty, staff, emergency response personnel, or an CFK EMERGENCY NOTIFICATION SYSTEMS message.

### **LOCAL LEVEL**

#### **Monroe County**

The Monroe County Department of Emergency Management & Homeland Security (DEM & HS) is responsible for coordinating all countywide emergency management efforts. DEM & HS prepares and

implements the County EMP and periodically conducts exercises to test county and municipal emergency response capabilities. The County Mayor has the authority, under Chapter 11 of the Monroe County Code, to declare a county emergency, activate the Emergency Operations Center (EOC), and allocate the resources necessary to protect lives and property. The Monroe County EOC is the facility in which emergency and disaster preparations, response, and recovery activities are coordinated among participating agencies residing within the County's jurisdiction.

All CFK locations reside within the jurisdiction of Monroe County. The Key West Police Department is primary for the Key West campus. The Monroe County Sheriff's Department (MCSD) is the primary law enforcement agency for the Big Pine Key property, Middle Keys Center, and Upper Keys Center. The Key West Fire Department is the primary fire rescue for the Key West campus. The Monroe County Fire Department (MCFD) is the primary fire rescue agency for the Big Pine Keys property, Middle Keys Center, and Upper Keys Center.

## **REGIONAL LEVEL**

### **Regional Domestic Security Task Force**

The State of Florida has taken a regional approach in the fight against terrorism and preparation for catastrophic disasters. The State is divided into seven Regional Domestic Security Task Forces (RDSTF). Each task force is made up of the local, state, and federal emergency response agencies that serve and protect the communities within the defined region. The Southeast RDSTF (Region 7) encompasses Miami-Dade, Broward, Monroe, and Palm Beach counties. The task force is broken down into functional workgroups that meet regularly and discuss ways to update/sustain equipment, train personnel, increase public awareness and establish protocols for responding to a terrorist incident under a unified command. CFK's ongoing participation in the RDSTF is instrumental in applying for homeland security grants, planning of regional exercises, and ensuring the consistency of the CFK EMP with other local and state response plans.

## **STATE LEVEL**

### **Florida Division of Emergency Management**

The Florida Division of Emergency Management (FDEM) is responsible for the coordination of all statewide emergency management efforts. FDEM prepares and implements the State of Florida EMP and periodically conducts exercises to test state and county emergency response capabilities. The Governor has the authority to issue an Executive Order declaring a Florida state of emergency and activating the State's emergency response resources. During a declared Florida emergency, FDEM is authorized to support the local response efforts through the activation of the State EMP and EOC. If the Governor is not able to issue an Executive Order due to time constraints, the Director of FDEM is authorized to activate the State EMP and immediately initiate emergency response actions. The Region 7 FDEM Coordinator is responsible for coordinating FDEM initiatives with the CFK EMT.

### **Florida Department of Law Enforcement**

The Florida Department of Law Enforcement (FDLE) was created to promote public safety and strengthen domestic security by providing services in partnership with local, state, and federal criminal justice agencies to prevent, to investigate, and to solve crimes while protecting Florida's citizens and visitors. Through its seven Regional Operations Centers, fourteen field offices, and seven

crime laboratories, FDLE delivers investigative, forensic, and information system services to Florida's criminal justice community. FDLE is responsible for coordinating the seven RDSTFs and the State of Florida Domestic Security Oversight Committee (DSOC). The Region 7 FDLE Special Agent Supervisor is responsible for coordinating FDLE and DSOC homeland security and emergency management initiatives with the CFK EMT.

### **Florida Department of Education**

The Florida Department of Education (FDOE) governs public education for the State of Florida. The State's colleges are governed locally by a board of trustees and coordinated statewide under the State Board of Education. The Florida College System consists of 28 state colleges from across Florida. The Chancellor of Florida Colleges is the chief executive officer of the system and supports the member colleges on statewide education initiatives. The Assistant Chancellor of Florida Colleges is responsible for assisting FDEM and FDLE with all statewide emergency management efforts that impact the Florida College System. The Assistant Chancellor of Florida Colleges is also responsible for coordinating FDOE emergency management initiatives with the CFK EMT.

## **C: PREPAREDNESS & MITIGATION/PREVENTION ACTIONS**

### **Collaboration**

Collaboration with off-campus emergency response agencies is critical at CFK. CFK is committed to enhancing collaboration and communication with these agencies to avoid duplication of effort; ensure that CFK's emergency policies, plans, and procedures are consistent with local, state, and federal plans; and be as prepared as possible for a major campus emergency of any type.

### **Planning**

The CFK EMP is reviewed, updated, and enhanced on an as needed basis in accordance with newly implemented laws or regulations and the lessons learned after emergency preparedness exercises or real-life emergency incidents. The EMT consists of representatives from Academic Affairs, Administrative Services, Advising Services, Business Services, Enrollment Services, Facilities Management, Human Resources, Information Technology, President's Office, Public Relations, Public Safety, Student Government Association, and Students w/ Disabilities. The EMT consults other members of the CFK community as needed for additional input.

Emergency preparedness and the planning process are the responsibility of the entire college community. The EMT is responsible for distributing a copy of the entire EMP and updated College floor plans to all supporting emergency response agencies on an as needed basis not to exceed one year.

### **Hazard Analysis**

The College is an open-access, public institution of higher education. CFK's annual enrollment is over 1,000 students and approximately 200 employees. CFK has one main campus, two centers, a property in Big Pine Key, and online teaching. All CFK facilities are located within Monroe County on the southeast coast of the Florida peninsula. Monroe County's low and flat topography coupled with its coastal geography makes the College extremely vulnerable to hurricanes and other natural hazards. All open-access, public institutions of higher education are vulnerable to intentional human-generated hazards.

Due to CFK's vulnerability to a wide range of hazards, the EMP was developed using a risk-based hazard analysis. The EMP provides specific guidance to some of the College's most likely hazards. The College's vulnerabilities are listed below by hazard category.

#### Natural Hazards

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- |              |                                 |
|--------------|---------------------------------|
| • Hurricanes | • Tornadoes                     |
| • Fires      | • Pandemics/Infectious Diseases |
| • Floods     |                                 |

#### Accidental Technological Hazards

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- |                                      |                           |
|--------------------------------------|---------------------------|
| • Utility/Telecommunication Failures | • Major Vehicle Accidents |
| • Hazardous Material Spills/Releases | • Airplane Crashes        |

#### Intentional Human-Generated Hazards

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- |   |                             |
|---|-----------------------------|
| • Active Shooters/Hostile Intruders       | • Bombings                  |
| • Cyber Security Attacks                  | • Other Terrorism Incidents |
| • Civil Disturbances/Demonstrations/Riots |                             |

### **Training**

Training is a critical component of CFK's preparedness actions. The CFK EMT is responsible for identifying college personnel who need to receive training based on their roles and responsibilities in the overall preparedness for, management of, and response to a college emergency.

#### **Annual Training Exercises**

The CFK EMT is responsible for the development, implementation, and maintenance of a yearly exercise schedule to test and evaluate the EMP. At a minimum, CFK must participate in the Statewide Hurricane Exercise. The EMT will analyze the academic calendar to determine the best times to conduct the specified exercises and work to finalize the schedule with each functional area to ensure the least impact to normal College operations and the adequate involvement of faculty, staff, and students. The EMT will attempt to hold exercises in conjunction with the local, state, and federal emergency response agencies that serve and protect CFK to avoid duplication of efforts and enhance collaboration. All exercises are required to be conducted in accordance with the Homeland Security Exercise and Evaluation Program. Lessons learned from completed exercises will be documented, and an improvement plan will be created to identify areas for improvement.

### **Emergency Drill Standards**

Each campus shall schedule Emergency Drills (Shelter in Place and Evacuation) during the academic year. Drills shall be conducted in all buildings at times when buildings are normally occupied. Responsibility for scheduling, coordinating, and evaluating drills rests with the Director of Facilities.

- Frequency: "Evacuation" drills and "Shelter in Place" drills should be conducted in all campus buildings at least once each calendar year.

- **Scheduling:** Emergency drills shall be scheduled at least two weeks in advance to allow for proper preparation and notification of only the campus community supporting the drill. Drills shall be scheduled for specific dates and times (i.e., no announced drills).
- **Notifications:** The Director of Facilities will notify the support personnel one week prior to the scheduled drill. College Security shall then notify local emergency responders of the date/time of the drill.
- **Pre-Drill Meetings:** Pre-drill meetings should occur 30 minutes before announcing the drill, especially for drills involving multiple buildings. The Director of Facilities, Security Officers, and Facilities personnel should meet to discuss drill preparations.
- **Simulation:** In some cases, it is not necessary to participate in a drill, but rather the person in charge of the area would make an announcement that if this were an actual emergency, we would do the following. Examples: science labs, special events, etc.
- **Evaluation:** Immediately upon the conclusion of a drill, Security, and others involved in monitoring the drill shall meet to discuss and prepare an after-action report. The Director of Facilities shall complete an Emergency Drill Report within 48 hours.

## **D: EMERGENCY ORGANIZATION STRUCTURE**

### **Implementation of the Incident Command System**

CFK will utilize the Incident Command System (ICS) in response to a declared College state of emergency. A basic premise of NIMS is that incidents typically are managed at the local level first. The CFK EMP assumes that all emergencies will start at the campus level. The EMT will operate as separate incidents and become branches within the CFK structure depending on the type and severity of the emergency and how many locations are impacted.

#### **Advantages of an Incident Complex Structure**

- Assists in College-wide coordination
- Ensures efficient resource use
- Ensures that College policies, priorities, constraints, and guidance are implemented consistently across campus incidents

### **Emergency Management Team**

The EMT consists of college personnel who are assigned specific emergency roles and responsibilities. The appropriate VP for each of the areas of responsibility are responsible for assigning the supervisors listed. The EMT consists of a Public Safety Group Supervisor, Student Affairs Group Supervisor, Academic Affairs Group Supervisor, Campus Services Group Supervisor, Facilities Operations Group Supervisor, and an Information Technology Operations Group Supervisor. The College EMT is required to have a primary and an alternate person for each position.

**Public Safety Group Supervisor Responsibilities**

- Disseminates Campus warnings and threats
- Directs evacuation efforts
- Maintains traffic and crowd control
- Controls access to the incident scene
- Coordinated response with the local emergency response agencies

**Advancement Group Supervisor Responsibilities**

- Accounts for students involved in or impacted by a College emergency
- Develops strategies to reschedule classes or alter class schedules
- Identifies alternate locations for campus functions (classes, events, etc.)
- Organizes student crisis counseling services
- Notifies RA's to account for students residing in the Residence Hall

**Academic Affairs Group Supervisor Responsibilities**

- Accounts for faculty involved in or impacted by a college emergency
- Develops strategies to reschedule classes or alter class schedules
- Identifies alternate locations for critical academic functions
- Organizes faculty crisis counseling services

**Facility Operations Group Supervisor Responsibilities**

- Provides utility assessment and shut down services
- Organizes the clearance and removal of debris
- Conducts preliminary damages assessments

**Information Technology Group Supervisor Responsibilities**

- Maintains the operation of campus voice, internet, radio, and wireless communications
- Identifies Information Technology resources and services required to support the incident
- Implements proper backup controls and redundancies to maintain critical College Information Technology services
- Maintains information security controls

**Campus Liaison Officer Responsibilities**

- Serves as point of contact for external college agencies with a presence on campus (Charter School, PACE, food contractor, etc.)

**E: RESPONSE & RECOVERY OPERATIONS****Incident Identification & Threat Assessment**

The most critical steps in the emergency response process are incident identification and threat assessment. The CFK EMP assumes that most emergency incidents on campus are going to be identified by students, employees, or visitors. If students, employees, or visitors are involved in or witness a life-threatening emergency, it is essential for them to call 911 immediately. This notification

is the first step in the activation of the CFK EMP and emergency response. The first responding College personnel is responsible for safely assessing the scene for threats; a report of known threats to other responding officials and confirms the emergency severity and type. The College personnel is then responsible for contacting the Associate Vice President, College and Community Engagement and/or the Director of Facilities to initiate the major emergency notification process.

A non-life-threatening emergency should be immediately reported to the appropriate College personnel. When doubt exists or if a non-life-threatening emergency has the potential to become more dangerous, always resolve in favor of notification based on the above guidelines.

Once the appropriate College personnel is notified of an incident, the threat assessment process begins. Personnel at the college must assess the emergency incident and any known threats to determine the appropriate level of response. The following elements of information should be used to assist in the threat assessment process:

- 1.Type of incident
- 2.Location of incident
- 3.Time of incident
- 4.Information received from local law enforcement & fire rescue agencies
- 5.Information received from CFK Emergency Management personnel on scene
- 6.Information received from local, regional, state, and federal intelligence reports

### **Emergency Response Levels**

In responding to an emergency, it is important for College personnel to identify and classify the severity of the incident to ensure the appropriate resources are allocated, and organizational structure is implemented in a timely fashion. There are three levels of emergency response. The higher the level of emergency, the larger the scale of the incident and the more resources and coordination required to manage it. Any given level may be bypassed, if necessary, to allow a response to proceed to a higher level.

#### **Level 1 – Minor Emergency**

A MINOR EMERGENCY is defined as a localized incident with a limited threat to life/safety and no impact to normal college operations. Duration of the incident is short-term, and it does not affect campus operations outside of the immediate incident area. Planning and response to a MINOR EMERGENCY are carried out at a limited local level. The CFK EMP is not activated for a MINOR EMERGENCY, but certain sections can be used as standard operating guidelines to the extent necessary.

#### **Level 2 – Major Emergency**

A MAJOR EMERGENCY is defined as an incident that threatens life/safety and/or severely impacts normal college operations and or incident that disrupts operations and impacts portions of the campus, and that may affect mission-critical functions or life safety. A subset of the EMT determines the magnitude of the emergency. Response to a MAJOR EMERGENCY can be managed at the local level and could require significant resources internal and external to CFK. The CFK EMT is activated for a MAJOR EMERGENCY.



### Level 3 – Disaster

A DISASTER is defined as an incident that results in the catastrophic loss of life and/or closure of the college for an extended period. Response to a DISASTER is managed at the district level and requires mutual aid from external agencies. The CFK EMP and COOP are fully activated for a DISASTER.

### Exhibit 1.1 - Expected Impact

Incident Level	Definition	Examples	Action
<b>Level 1 – Minor Emergency</b>	Localized emergency or unplanned event that is not likely to adversely impact or threaten life, health or property, or impact is contained to a small, localized area. Duration of the incident is short-term, and it does not affect College operations outside of the immediate incident area.	Confrontation between two students Student intoxication Minor chemical spill Water line breakage in a confined area Systems outage for a limited time period Wildlife/stray animal on campus Illness/medical emergency	The EMT is not activated. Control of the incident is within the normal scope of CFK operations. Resolved with internal resources or limited help from outside agencies.
<b>Level 2 – Major Emergency</b>	Incident that disrupts operations and impacts portions of the College and that may affect mission-critical functions or life safety. A subset of the EMT determines the magnitude of the emergency.	Violence involving physical assault or battery Weapon possession Bomb Threat Major gas leak/utility failure Fire in a confined area	President and Executive Vice President and CFO are notified. The EMT may be convened. The CFK Emergency Operations Center may be opened. Appropriate outside agencies will be called as necessary.
<b>Level 3 - Disaster</b>	A major emergency. The incident is life-threatening and/or affects mission-critical functions. A disaster that involves the entire College or one of its locations and possibly the surrounding community.	Active shooter(s) Building fire(s) Major explosion Riot conditions Major chemical spill Systems outage longer than 1 day Terrorist attack Bomb threats in multiple locations Biological/chemical release Complete systems outage Plane crash on campus	President and Executive Vice President and CFO are notified. The EMT is convened. The Emergency Operations Center is opened. Appropriate outside agencies will be called. May require external disaster response services.

### Response Protocol

The operational aspect of the College EMP is based upon the National Incident Management System (NIMS). 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. With training, the use of NIMS at the College facilitates the College's ability to communicate and coordinate response actions with other

jurisdictions and external emergency response agencies.

Some of the kinds of incidents and events that would be 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

### **College Incident Command Post**

During the Declared State of Emergency, the College President's Office (Bldg. A Room 101) will serve as the designated Command Post for the EMT to meet and begin directing response actions and assigning emergency responsibilities.

Once opened, the EMT members, their alternates, and others as designated should report to the EOC for a formal briefing by the President or designee. The EOC may operate on a 24-hour, 7-day basis during extended events with rotating shifts until the emergency is over. The EMT determines whether the event no longer needs to be managed from the EOC and will so advise the President.

The purpose of the EOC is to centralize all relevant information and organize the information into a usable format to facilitate the coordination of resources needed to respond to the emergency. The EOC will:

- Be located away from the areas of highest activity to avoid interference with operations, yet close enough to have reasonable access to information as it becomes available.
- Have the capacity to operate on a 24-hour basis if required.
- Have multiple forms of communication available.
- Be secured from unauthorized access.
- Have a recommended primary and back-up location.
- In general, the major functions performed by the EMT in the EOC include:
- Direction and control – The EOC is a single point where all information is received and analyzed, decisions made, priorities established, and resources allocated.
- Information collection, evaluation, and display – from information gathered, the entire situation can be reviewed and evaluated. Information gathered should be used to make assessments from which decisions can be made and priorities established. Also, rumors may be counteracted.
- Coordination – Coordination is facilitated among responding personnel, departments, and off-campus agencies. This is especially important in the area of communications.
- Establishment of priorities – Determining the order which problems should be addressed
- Resource management – Facilitates the acquisition, distribution, and use of equipment and supplies.

### **Other EOC Locations**

The EOC location for an incident will be determined at the time of the incident based on consideration of the actual location of the incident, the type and scope of the incident, necessary access to the EOC, security of the EOC, communication, and technology needs, and other necessary resources.

### **Activation of Emergency Management Team**

Depending on the severity of the emergency, the EMT may or may not be activated. However, if the emergency calls for activation, the EOC should be opened.

- If the emergency occurs during normal business hours, all designated members will report to the EOC as soon as possible.
- If the emergency occurs after normal business hours, designated EMT members will be called back to the campus. A contact list of key personnel will be maintained. Once the EMT has been briefed in the EOC, the following activities will occur:
- The President or designee will report to the emergency scene as soon as possible and report to the on-scene Command Post.
- The President or designee will take over as the Incident Commander or the role of liaison to the Incident Commander (Incident Commander may be law enforcement or Fire-Rescue depending on the nature of the emergency).
- The President or designee will direct the actions of the CFK personnel based on the circumstances and needs. An EMT of CFK personnel may be activated using members of the EMT.
- Surveys of the situation will be initiated, focusing on the mitigation of immediate hazards.
- Immediate assistance will be given to injured persons, as necessary.
- The Director of Facilities or their designee will continually update the EMT as the events unfold.

### **On-Scene Command Post**

As a **high-level Emergency (Level 3)** situation unfolds at the College, an on-scene **Command Post** will be set up in a safe area nearby or adjacent to the physical location of the emergency. This is the location from which emergency response activities take place. The person in charge of the emergency response activities is called the Incident Commander.

The **Incident Commander** may not always be linked directly to CFK. The decision as to who is the Incident Commander depends upon the type of emergency. For example, in the event of a structural fire, the Incident Commander would probably be the leader of the responding local Fire Department. In addition, this position may change from one organization to another. For example, in the event of a hostage situation, the Incident Commander would probably start as CFK's Security Department, switch to the local Police Department and conceivably end up with the FBI.

The Incident Commander has the authority to evacuate a building, or declare Shelter in Place, based on the threat to life safety. Incident Commanders also have the authority to deny access to facilities should there be crime scene evidence that may be disturbed or a hazard that is present. The goals of

the Incident Commander at the on-scene Command Post are tactical in nature, as the immediate on-scene needs are handled. Once the emergency response is over (i.e., the activities have moved to the recovery phase), the role of the Incident Commander ceases.

If CFK’s Operations Team Leader is NOT the Incident Commander, he/she must become a liaison to the Incident Commander, and contact must be maintained to offer information and resources to the outside agency Incident Commander. The Operations Team Leader continues to update the Policy Team Leader. Regardless of the On-Scene Command Post scenario, the CFK’s EMT structure remains the same.

**F: EMERGENCY NOTIFICATION**

**CFK Emergency Notification Systems (ENS)**

To aid in the awareness of students, employees, and visitors, CFK combines all its emergency notification systems into a single system concept called CFK ENS. Regardless of which notification methods/technologies are utilized, to the recipient, all emergency notification and warning messages come from CFK ENS.

**Emergency Communication Methods**

The CFK ENS consists of the following delivery methods, listed in order of effectiveness (activation, delivery speed, audience reach, etc.). CFK recognizes that emergency information will travel via word-of-mouth. However, in that this method is unreliable and cannot be controlled, it is not considered an official communication method.

<u>Primary (immediate)</u>	<u>Secondary (15 minutes and beyond)</u>
<ul style="list-style-type: none"><li>• Public Address</li><li>• Text Message</li><li>• Bulk Email</li><li>• CFK Website</li></ul>	<ul style="list-style-type: none"><li>• CFK Website</li><li>• Voicemail Message</li><li>• Media Release / Press Conference</li><li>Emergency Phone Trees</li></ul>

If a campus siren or public address capability is available, the message used and the decision to activate the system takes place immediately. All delivery methods listed above will be initially activated by the Associate Vice President, College and Community Engagement, Director of Information Technology and/or the Director of Facilities in accordance with established guidelines

**Decision Criteria**

Five criteria must be considered to determine if activation of the CFK ENS is warranted, which communications will be utilized, and who authorizes activation of the system:

- 1. Hazard Type
  - What is the hazard? (room fire, tornado, hurricane)
  - What is the impact to CFK? (minor, major, disaster)
  - What is the potential for the situation to worsen?
  - Is the situation under control?

## 2. Life Safety / Property Protection

- What is the potential for death?
- What is the potential for serious injury?
- What is the potential for a minor injury?
- What is the potential for damage?
- What is the potential for disruption to the normal course of business?

## 3. Urgency

- How soon does the message need to go out? (Seconds, hours, days)
- Is there time for approval?

## 4. Audience

- Who needs to be alerted? (administration, faculty, staff, students, visitors)
- How many people need to be alerted? (dozens, hundreds, thousands)

## 5. Capabilities / Limitations

- What are the limitations of the system? (audience, delivery time, mass panic)
- Which system should be used? (press conference, bulk text message, siren)
- How quickly can the messages be sent? (immediately, minutes, hours)

### **Activation Approval**

Activation of the CFK Emergency Notification System must be approved by the appropriate college officials. The CFK EMP was developed under the assumption that there is a need to streamline the activation process for an emergency notification system to ensure timely notification and warning. Seconds count! A cumbersome activation and/or approval procedure may result in injury or loss of life. As such, this process serves to establish a flexible, but controlled, activation approval hierarchy.

### Activation Approval for On-Campus CFK ENS Delivery Methods

The following individuals are trained and authorized to activate the campus public address CFK ENS delivery methods during a life-threatening MAJOR EMERGENCY. **As practical and without jeopardizing life safety**, the Director of Information Technology is the primary person responsible for activating all On-Campus CFK ENS delivery methods during a MAJOR EMERGENCY. If he/she is not available or capable of activating the system proceed down the list to the next available individual:

1. Associate Vice President, College and Community Engagement
2. Director of Facilities

**As practical and without jeopardizing life safety**, the following individuals shall be consulted prior to CFK ENS message dissemination. If the preceding individual is not available or not feasible, proceed down the list to the next available individual:

1. College President
2. Executive Vice President and CFO
3. Vice President, Academic Affairs
4. Vice President, Advancement

Authorized users are permitted to only send prepared ENS Messages without prior consultation with one of the individuals listed above. Situations or messages that do not fall within the prescribed parameters of a prepared alert must be approved by at least one of the individuals above prior to dissemination.

#### Activation Approval for Off-Campus CFK ENS Delivery Methods

The following individuals are trained and authorized to activate all other CFK ENS delivery methods during a life-threatening MAJOR EMERGENCY. **As practical and without jeopardizing life safety**, the Associate Vice President of College and Community Engagement is the primary person responsible for activating all Off-Campus CFK ENS delivery methods during a MAJOR EMERGENCY. If he/she is not available or capable of activating the system, proceed down the list to the next available individual:

1. Associate Vice President, College and Community Engagement
2. Director of Facilities

**As practical and without jeopardizing life safety**, the following individuals shall be consulted prior to CFK ENS message dissemination. If the preceding individual is not available or not feasible, proceed down the list to the next available individual:

1. College President
2. Executive Vice President and CFO
3. Vice President, Academic Affairs
4. Vice President, Advancement

Authorized users are permitted to only send prepared ENS Notifications without prior consultation with one of the individuals listed above. Situations or messages that do not fall within the prescribed parameters of a prepared notification must be approved individually by at least one of the individuals above prior to dissemination.

#### **Prepared ENS Messages**

The following emergency scenarios and associated CFK ENS prepared notifications were developed by the Associate Vice President, College and Community Engagement, and have been reviewed by the College President, Executive Vice President and CFO, and Vice President Advancement. These prepared notifications are eligible for immediate activation by an authorized user only if a College emergency falls within the prescribed parameters listed below. All prepared notifications will be followed by a CFK ENS message with the appropriate issued protective actions.



**DANGEROUS SITUATION**\_\_\_\_\_

**Definition:** Any intentional human-generated hazard, generally of a criminal nature, occurring or imminent, that poses an immediate threat to the health and safety of individuals on campus and requires a response from local law enforcement.

**Examples:** active shooter, hostile intruder, a suicide bomber, hostage situation, civil unrest, terrorist attack, credible bomb, or terrorist threat.

**Origin:** Monroe County Sheriff's Department.

**Urgency:** Immediate (seconds)

**Threat:** Potentially fatal or serious injuries to individuals on campus.

**Sample Dangerous Situation Prepared Message for Public Address Delivery Methods:**

Attention! Attention Please! A Dangerous Situation has been confirmed on campus. The appropriate personnel are responding. Seek shelter immediately in a secure location and await further instruction.

**Sample Dangerous Situation Prepared Message for SMS Text Message & Bulk Email Delivery Methods:**

DANGEROUS SITUATION - If on campus, seek secure location. If off campus, avoid the area.



**HAZARDOUS CONDITION**

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**Definition:** Any technological hazard, generally as the result of an unintentional accident or natural occurrence, occurring or imminent, that poses a threat to the health and safety of individuals on campus. Although a Hazardous Condition is generally the result of an unintentional accident, this message can be used during an airborne threat that is a result of an intentional hazard.

**Examples:** gas leak, chemical spill, biological hazard, radiological hazard.

**Origin:** Monroe County Sheriff's Department, Key West Police Department, or Monroe County Health Department.

**Urgency:** Immediate (seconds)

**Threat:** Potentially fatal or serious injuries to individuals exposed to the hazard.

**Sample Hazardous Condition Prepared Message for Public Address Delivery Methods:**

Attention! Attention Please! A Hazardous Condition has been confirmed on campus. The appropriate personnel are responding. Seek shelter immediately in a safe location in the nearest building away from doors and windows and await further instruction.

**Sample Hazardous Condition Prepared Message for SMS Text Message & Bulk Email Delivery Methods:**

HAZARDOUS CONDITION - If on campus, seek shelter indoors. If off campus, avoid the area.



## **WEATHER EMERGENCY**

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**Definition:** Any natural weather hazard that immediately threatens life safety.

**Examples:** Spotted Tornado in Area, Severe Hail, Severe Lightning (During Outdoor Events)

**Origin:** National Weather Service (NWS), NOAA Weather Radios, Emergency Alert System, local media.

**Urgency:** Immediate (seconds – 5 minutes)

**Threat:** Potentially fatal or serious injuries to individuals located outdoors on campus.

### **Sample Weather Emergency Prepared Message for Public Address Delivery Methods:**

Attention! Attention Please! A Weather Emergency has been reported in the area. Seek shelter immediately in the nearest building away from doors and windows. Wait for further information or until you return outdoors.

### **Sample Weather Emergency Prepared Message for SMS Text Message & Bulk Email Delivery Methods:**

WEATHER EMERGENCY - Seek shelter immediately in the nearest building.

### **Declaration of Emergency**

The College President has the authority to declare a College state of emergency. This declaration activates the EMT with the authority to implement actions for the protection of life and property warranted by the scope, location, and/or magnitude of the emergency. If the College President is unavailable, the Executive Vice President and CFO may declare a College state of emergency.

Once the College President and/or Executive Vice President and CFO have been notified of a major emergency incident, they should assess the situation to determine if a state of emergency needs to be declared. The following questions should be asked to assist in assessing the situation:

1. Are lives threatened?
2. Is there significant property damage?
3. Has a campus state of emergency been declared?
4. Are standard campus operations departments able to manage the incident?
5. Are specialized emergency services needed? (i.e., Bomb Squad, Urban Search and Rescue, SWAT, (HazMat)
6. Are significant outside mutual aid services needed from the City, County or State?



Should it be deemed necessary to warn the College community of an impending threat or emergency, the Associate Vice President, College and Community Engagement is designated to maintain the Communications Center with the authority to activate alert warning resources and activities.

### **Emergency Response Kits**

The CFK EMT and Director, Facilities are responsible for collaborating with the local emergency response agencies that serve and protect the College. Even though collaboration and communication are priorities to CFK and its partners and every effort is taken to familiarize local emergency response personnel with the campus/center, the EMP was developed under the assumption that some responders will be dispatched to a college emergency with limited knowledge about the campus/center layout. Therefore, CFK EMT is required to maintain an emergency response kit to be distributed to the local emergency response agencies during a declared emergency.

At a minimum the kits must include the following items:

- One set of keys and key fobs to campus/center buildings
- One campus/center two-way radio
- One flash drive with a PDF version of campus/center floor plans
- One paper copy of campus/center floor plans

## **G: PROTECTIVE ACTIONS**

There are three protective actions (SHELTER-IN-PLACE, EVACUATION, and TEMPORARY CLOSURE) that can immediately be issued and implemented by the Executive Staff and the EMT personnel in response to a spontaneous MAJOR EMERGENCY. **Lockdown is not considered a viable protective action** because CFK is an open and public institution of higher education, and its locations were designed for easy accessibility.

The cancellation of a CFK sponsored event or the closure of all CFK locations in preparation for a tropical storm/hurricane or other planned event is not covered below. Closures in preparation for a tropical storm/hurricane are covered in the HAZARD SPECIFIC section of the EMP.

### **Evacuation Procedure**

Evacuation may be required when there is a power outage; any time the fire alarm sounds; when an evacuation announcement is made by the College EMT or law enforcement agency; and whenever an emergency situation warrants evacuation for safety and/or security. When an evacuation is necessary, building occupants should exit immediately to the designated Safe Assembly Area(s), putting the campus-specific evacuation plan into effect. After a building has been evacuated, occupants must wait for direction from Emergency Responders before re-entry or should follow directions to leave the campus/center if necessary.

The types of evacuations are as follows:

- Vacate the entire building.
- Move horizontally or vertically inside the building.
- Suspend operations and exit the campus/center.

If an evacuation is necessary:

SECURITY PERSONNEL needs to:

- Report to the building being evacuated to assist with the evacuation.
- Direct persons to a safe area away from the building.
- Keep persons from entering the building.
- Assist persons with disabilities in exiting the building safely in route to the safe area away from the building.
- Render first aid as necessary.
- Direct emergency response vehicles to the building and non-essential vehicles away from the area.
- Check areas inside the building to ensure they have been vacated.
- If the building is in alarm, check the Fire Alarm Control Panel (FACP) to determine the cause/location of the alarm.
- Check the area in alarm as indicated by the FACP to assess the situation/damage, etc.
- Reset the alarm following the emergency. In the event of an actual fire, this would be done only after the Fire Commander has given the approval to reenter the building.

FACILITIES PERSONNEL need to:

- Assemble in the lobby or foyer outside the building to render assistance to Security or responding emergency services personnel as necessary.
- Direct persons to the designated safe area away from the building.
- Assist Security in securing the building.

PERSONS UNABLE TO LEAVE THE BUILDING DUE TO A PHYSICAL DISABILITY OR BECAUSE THEY ARE IN A WHEELCHAIR need to:

- Individuals at ground floor locations may be able to evacuate without assistance. Otherwise:
- Go to the nearest telephone if the area is free of hazards.
- Use a telephone to call 911 or College Security and give your room number.
- If necessary and possible, signal out the window to Emergency Responders.
- If necessary and possible, go or have someone take you to the nearest stairwell and await assistance from Emergency Responders. One or two persons should remain with the person in the wheelchair if it is safe to do so.
- Other persons exiting the building must inform emergency personnel of the person in the wheelchair and its location.
- Unless conditions do not warrant waiting, trained Emergency Responders should always be utilized in the evacuation of persons with disabilities.
- If emergency personnel have not arrived, and it becomes unsafe to remain, the person(s) left with the individual will have to attempt removal.

TO ASSIST VISUALLY IMPAIRED PERSONS:

- Personnel in the area announce the type of emergency, e.g., fire, power outage, etc.
- Offer your arm for guidance.
- Tell the person where you are going and the obstacles you encounter.
- When you reach safety, ask if further help is needed.

#### TO ALERT PEOPLE WITH HEARING LIMITATIONS:

- Turn lights on/off to gain the person's attention.
- Indicate directions with gestures.
- Write a note with evacuation directions.

### **Shelter-In-Place**

One of the protective actions that may be issued by the Executive Staff and EMT personnel is SHELTER-IN-PLACE. A SHELTER-IN-PLACE protective action may be issued in response to a hazardous materials spill/release, active shooter situation, or weather emergency. This protective action is aimed to keep students, employees, and visitors safe while remaining indoors. SHELTER-IN-PLACE means selecting a secure, interior room if possible, with no or few windows, and taking refuge there. Students, employees, and visitors are required to immediately SHELTER-IN-PLACE in an orderly manner when directed by emergency response personnel or an CFK ENS message.

Go inside as quickly as possible.

- In the case of a tornado warning, avoid seeking refuge in auditoriums, gymnasiums, and other buildings with large roof spans. Occupants of such structures should move into adjacent or nearby offices, locker rooms and/or interior hallways.
- Move to an interior room on the lowest floor possible of the building. Because of possible electrical failures, use the stairs, not the elevator.
- Or, move to an interior stairwell or a hallway not directly connected to the outside.
- Close all the windows if you are in a room with windows. Contrary to a common myth that open windows will equalize pressure and minimize damage, an open window will allow wind to enter the building, leading to over-pressurization of the structure and causing more damage.
- Also, close window coverings, e.g., blinds, drapes, or shades, if present, to protect from potential flying glass.
- Close doors and stay in the center of the room away from doors and windows.
- Use the phone only for emergencies.
- Stay in place and only come out when you are told that it is safe by Security or a College official.

#### Shelter in Place Procedure for a Hazardous Material Incident

- In the event of an incident where hazardous materials (e.g., chemical fumes from an overturned tanker truck, smoke from a fire or burning vehicle) have been released into the atmosphere in the vicinity of the campus, Shelter in Place may be the preferred method of safely waiting out the release. The following actions should be undertaken:
- Close and lock all windows (to provide a tighter seal) if you are in a room with windows or move to a room with no windows.
- Stay low and away from windows in high winds.

- The heating, ventilation, and air conditioning (HVAC) system may be shut down or changed to the re-circulation mode by Facilities personnel to stop exchanges of air with the outside.
- Only come out when you are told that it is safe by emergency response personnel.

### **Evacuation Route and Plan**

One of the protective actions that may be issued by the Executive Staff or the EMT personnel is building or campus-wide EVACUATION. An EVACUATION protective action may be issued in response to a fire, hazardous materials spill/release, or active shooter situation. An EVACUATION protective action should not be issued for a bomb threat unless there is credible and specific information regarding the location and time of the threat. This protective action is aimed to keep students, faculty, staff, and visitors safe by creating distance between them and the hazard area. EVACUATION means immediately leaving the area you are located for another designated safe location. If a campus-wide EVACUATION is issued, everyone on campus is required to immediately leave on foot in an orderly manner and should not try to leave by car.

### **Evacuation Route Planning**

Evacuation route planning involves the development of floor plans that show the appropriate path to take for exiting from a facility during an emergency evacuation. The College requires development and posting of these plans. Exits must be clearly marked in accordance with OSHA requirements.

### **Facility Evacuation Plans and Routes**

Plans showing the primary and secondary evacuation routes for each area within the campus are located within each of the buildings at exits to help guide egress during an evacuation. The primary evacuation route is typically the route to the nearest exit or exit stair. The secondary evacuation route is an alternate route to be used if the primary route is obstructed. The floor plan is oriented correctly to match the location it is posted in. The floor plan contains a “You are here” mark, the primary evacuation route, and the secondary evacuation route. The direction of evacuation should be away from the specific hazard posed by the emergency.

### **Evacuation Assembly Location**

All building/area evacuees are instructed to move away from an evacuated building/area immediately and to assemble in a location nearby until given the approval to return to the building/area evacuated. The seriousness of the incident will dictate the distance evacuees should travel; however, under no circumstances, evacuees should remain in close proximity to an evacuated building/area. When evacuating be mindful of hazards created by the incident and of emergency response vehicles in the area.

### **Temporary Closure**

One of the protective actions that may be issued by the Executive Staff or the EMT personnel is TEMPORARY CLOSURE. A TEMPORARY CLOSURE protective action may be issued after an EVACUATION is ordered and it is determined that a building or campus is unsafe until further notice. This protective action is aimed to keep students, faculty, staff, and visitors safe by keeping them out of the hazard area and away from emergency response operations. TEMPORARY CLOSURE means all campus classes and functions are canceled until further notice. Only essential personnel should

remain on campus unless they ordered to leave by the Executive Staff or local emergency response agency personnel.

## **H: PEOPLE WITH DISABILITIES**

CFK recognizes the need to incorporate provisions within all sections of the EMP to address the specific needs of people with impairments to their vision, hearing, or mobility. Their disabilities can be permanent or temporary. The CFK EMP addresses the unique issues regarding identifying people with disabilities who might need assistance during an emergency and provisions within the plan for notification and evacuation. The participation of an ADA Coordinator on the CFK EMT ensures that the requirements of students, employees, and visitors with disabilities will be maintained in all sections of the CFK EMP.

### **Self-Identification**

The best way to identify emergency needs for persons with disabilities is to ask members of the College community, whether they may need assistance in case of a College emergency. The Equal Employment Opportunity Commission has issued guidance regarding what information employers are allowed to gather when developing an emergency plan. According to the Equal Employment Opportunity Commission:

- An employer may periodically ask all its current employees if they will require assistance in an emergency. The employer must be clear that self-identification is voluntary, and the purpose of the request is to provide information to assist them in case of an emergency.
- An employer may ask employees with known disabilities if they will require assistance in the event of an emergency. An employer should not assume, however, that everyone with an obvious disability will need assistance during an evacuation. For example, individuals who are blind may prefer to walk downstairs unassisted. People with disabilities are generally in the best position to assess their needs.

CFK will create a voluntary Person with Disabilities Registry to assist with the identification of individuals who might need assistance during a college emergency. At least once per semester, the College's ADA Coordinator will email all students, faculty, and staff regarding the emergency preparedness resources that are available for persons with disabilities. The email will also direct faculty, staff, and students with permanent or temporary disabilities the opportunity to voluntarily identify themselves via the registry. Supervisors are directed to ask faculty and staff with known disabilities if they will require assistance in the event of an emergency and to ensure they are aware of the resources available to them. The ADA Coordinator is responsible for notifying students with disabilities the availability of the emergency preparedness resources and assist them to sign-up via the online registry if they choose to do so.

CFK will use the information contained within the Persons with Disabilities Registry for the sole purpose of identifying who might require additional assistance during an emergency and where they are primarily located on campus/center. The EMT is authorized to pull a Person with Disabilities Registry during a declared campus emergency. The registry will contain the name, student/employee number, location, type of assistance requested and emergency contact information for the individuals who are known to be on campus at the time the report is pulled. The Person with

Disabilities Registry will be linked to employee records and student class schedules. All information on the Person with Disabilities Registry will be kept confidential. However, a local emergency response agency may be informed, when appropriate, if an individual with a disability requires immediate emergency medical treatment or if the assistance requested is outside the capabilities of the impacted CFK Department.

### **Evacuation Provisions**

Locations for Rescue Assistance will be identified on all floors of each building where there is no exit at grade level. Whenever possible, these locations should be in approximately the same place on each floor, close to but not in a stairwell. These designated locations will allow for the swift evacuation of persons with disabilities by emergency personnel, as they do not have to locate a variety of offices or locations throughout the building. These locations should have a closing door, a phone for communication, and supplies that enable the person(s) to block smoke from entering under the door. If possible, they also should have a window so that evacuees can signal their location; however, the fire rating of the location is most important. The location must be clearly identified on emergency evacuation plans, so that employees, students, visitors, and emergency personnel may easily locate them. Locations for Rescue Assistance will be identified based on the building configuration and construction.

In cases where a person with a disability is identified, they should be escorted to a designated Location for Rescue Assistance, escort the person from the building or identify a volunteer “buddy” who can assist the person. In circumstances where evacuation is not possible, and a Location of Rescue Assistance has not been identified, a person with a disability should SHELTER-IN-PLACE and inform at least two other evacuees of their location.

CFK is required to maintain equipment to assist with the emergency evacuation of persons with disabilities, especially persons with mobility impairments who cannot use the stairs. This equipment should only be used in life-threatening situations since it requires two or more trained personnel and can easily hurt someone if not used correctly. Similarly, Individuals with mobility impairments should only be carried out of a building in case of a life-threatening emergency. This presents a risk not only for the person with a disability but also for the “Good Samaritans” or buddies who have agreed to assist the individual. Executing both types of evacuation techniques require extensive training by emergency evacuation professionals.

### **Notification Provisions**

Students and employees with a disability who may need assistance during an emergency will be encouraged to sign-up to the Persons with Disabilities Registry. Students, employees, and visitors with disabilities who do not pre-register will be responsible for asking for assistance in case of an emergency. This should include providing their location if they are unable to evacuate. If they SHELTER-IN-PLACE, they should attempt to notify officers of their location, in addition to asking others who are evacuating to provide their location to emergency personnel immediately upon leaving the building.

Students and employees with a disability are encouraged to review the methods of emergency notification that are present on their campus/center. Since the details of the emergency may not be immediately known to the person with a hearing impairment, a floor marshal or “buddy” should

guide him or her on how to implement the appropriate protective action. CFK buildings are equipped with voice and siren notification methods that are integrated into the fire alarm system. Most people with visual impairment are familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance during an emergency evacuation. Assistance should be offered to the individual with a visual impairment and guide him or her through the evacuation route.

## **I: PUBLIC INFORMATION**

Public Information is a priority response action. The increased demand for public information after a major emergency can quickly overwhelm the capabilities of response personnel if it is not addressed appropriately. In response to a MAJOR EMERGENCY, CFK supports the creation of a Joint Information System (JIS). A JIS integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during emergency operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort. The CFK Associate Vice President, College and Community Engagement is responsible for integrating the College's public information resources and coordinating all official information regarding CFK via the JIS process. To support the JIS process, CFK has adopted the following principles.

### **Joint Information Centers**

A Joint Information Center (JIC) is a designated location established to coordinate all incident-related public information activities and the JIS process. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC. The Associate Vice President, College and Community Engagement will work with the EVP & CFO to identify a location that could serve as a JIC during an emergency.

### **Official Spokespersons**

The Associate Vice President, College and Community Engagement and the College President are the only official spokespersons for CFK who are authorized to complete interviews with the media during a declared college emergency. The Associate Vice President, College and Community Engagement or the College President are authorized to designate other CFK official spokespersons as needed.

### **Designated Areas for Media**

The CFK EMP was developed under the assumption that there will be increased media presence during a campus MAJOR EMERGENCY. If the media is not controlled, they could interfere with response operations. A media staging area will be positioned outside the present and potential hazard zone and the secure perimeter of response operations, but close enough to accurately report the incident. As the scope of the emergency increases, so does the media presence. A designated press conference location should be positioned as close to the JIC as possible.

### **Rumor Control**

The CFK EMP was developed under the assumption that rumors and unofficial information will be spread during a declared MAJOR EMERGENCY. The implementation of a JIS and the activation of a JIC will help CFK control rumors but may have limited results. If further rumor control is needed, CFK will request the assistance of the Monroe County rumor control call center at (800) 955-5504. The CFK EMP was developed under the assumption that current CFK hotlines and call centers will not be able to handle the call volume of a MAJOR EMERGENCY. The Monroe County call center has the telecommunication resources needed to handle the increased call volume of a MAJOR EMERGENCY. The Associate Vice President, College and Community Engagement will be responsible for providing the Monroe County call center with all official information regarding the CFK emergency. The Associate Vice President, College and Community Engagement will distribute a press release to all media outlets directing the members of the community with questions regarding the CFK emergency to call (800) 955-5504. The Monroe County, call center supervisor, will report the most asked questions hourly to the CFK Public Relations Officer. The CFK Public Relations Officer will evaluate the information provided by the Monroe County call center supervisor and issue new press releases to the media as needed to clarify or correct any rumors being spread or questions going unanswered.

### **Student & Employee Accountability**

Family reunification is a priority after a major life-threatening emergency. Requests for information regarding the welfare of students and employees could quickly overwhelm the College's internal communication resources and negatively impact CFK's response capabilities. Increased demand for external communication infrastructure, such as cell phones, will also hinder the family reunification process. Therefore, CFK crisis management team personnel will immediately evaluate the need to implement an external accountability system for the college community to report their welfare status. Once the need for student and employee accountability is determined, CFK will request assistance from the American Red Cross.

The American Red Cross has the resources to assist CFK with welfare status information and family reunification. The American Red Cross provides a Safe and Well Website for people who have been impacted by a disaster or major emergency. CFK will request that the American Red Cross allow the College to direct students and employees to the Safe and Well Website. The CFK Public Relations Officer will then distribute a press release to all media outlets directing students and employees to immediately report their welfare status online at <https://disastersafe.redcross.org>. The press release will also include instructions for how family members can access the Safe and Well Website to check the welfare status of their loved ones.

### **Maintenance of Critical Services**

A MAJOR EMERGENCY may cause a campus or the entire college to cease certain CFK operations. For CFK to effectively respond to a MAJOR EMERGENCY, continue to protect life and property, and restore critical operations, the following services must be maintained throughout the incident:

- Public Safety
- Facility Operations
- Facility Safety & Security Systems
- Plant Maintenance
- Computer & Network Services



- Student Records
- Telecommunications
- Purchasing
- Payroll

## **J: ESSENTIAL PERSONNEL**

CFK conducted a needs assessment and determined the positions and functions within the College that are critical for responding to and recovering from an emergency. If a position or function was determined to be critical, the employee responsible for that position or function was designated as essential personnel. Essential personnel are required to remain available for an assignment during a declared emergency as a condition of their employment. Employees are advised annually if they are essential in the case of a declared emergency.

The College reserves the right to designate additional positions as essential according to circumstance and the needs of the College.

### **College Security**

Security services are provided in Key West 24 hours seven days a week and in the evenings at the Upper Keys Center. Security for the Residence Hall is provided on an as-needed basis for events and closures.

College security is provided by **Ralon's Security (305) 467-6912 or Ext. 543.**

## **OFF-CAMPUS LOCATIONS**

### **Middle Keys Center**

Call 911 (9 – 911 when using a College phone). This allows contact with fire, ambulance, and police services. If possible, use an office phone, if not, evacuate, and find a safe phone outside the building.

If a fire, accident, or other emergency occurs, get details as soon as possible. Then immediately sound the fire alarm if evacuation from the building is needed.

Inform Marathon High School office of the reason for the alarm.

Inform the Executive Vice President & CFO and the President of the College.

Assist as necessary in disseminating correct information about evacuation procedures, etc., to our instructors and students, and in getting them back to their classrooms once the emergency has passed.

Instructors should check roll books for any missing students.

1. Middle Keys Center – (305) 743-2133
2. Marathon High School (305) 289-2480

## Upper Keys Center

In the event of a bomb threat prior to 7 p.m. either the Center Director or the Staff Assistant will contact the Monroe County Sheriff's Department and the Manager, Maintenance and Security Operations. The alarm will be sounded, and students will be alerted to leave the building.

In the event of a fire, the Center Director or Staff Assistant will call 911 and the Manager, Maintenance and Security Operations. The alarm will be sounded, and the students will be alerted to leave the building. If the fire is in the central office, college personnel will first evacuate the office and then call the proper authorities.

In the event of a civil disturbance, the Center Director or Staff Assistant will dial 911 or 9-911 and then leave the area.

Inform Director of Facilities, Dean, and the President of the College.

Assist as necessary in disseminating correct information about evacuation procedures, etc., to our adjuncts and students, and in getting them back to their classrooms once the emergency has passed.

Instructors should check roll books for any missing students.

1. Upper Keys Center – (305) 809-3147
2. Staff Assistant - (305) 664-4758
3. Center Director – (305) 743-2133
4. Plantation Key Sheriff's Sub-Station – (305) 853-3211

## EMERGENCY CONTACTS

### **MEDICAL EMERGENCY, FIRE, CIVIL DISTURBANCE, CALL 911**

	<b>Title</b>	<b>Phone</b>	<b>Alternate Phone</b>
1	Ambulance	911	289-6004
2	Animal Shelter (FKASPCA)		294-4857
3	Chief of Police	911	809-1111 (Key West)
4	Key West Fire Department	911	809-3936
5	Monroe County Fire Rescue	911	289-6010/289-6088
6	Fishermen's Hospital (Middle Keys)		743-5533
7	Florida Highway Patrol		292-6712 (Lower Keys)
			289-2300 (Middle Keys)
			853-2300 (Upper Keys)
8	Lower Florida Keys Health System		294-5531
9	Mariners Hospital (Upper Keys)		424-3000

10	Miami-Dade Emergency Information Hotline		800-236-4935
11	Monroe County Emergency Management	289-6018	294-4641
	Dept and Hotline		800-427-8340
12	Monroe County Sheriff	911	296-2424 (Key West)
			745-3184 (Cudjoe)
			289-2430 (Middle Keys)
			853-3211 (Upper Keys)
13	National Weather Service		295-1316
14	Poison Information Center		800-282-3171
15	Red Cross		296-3651
16	Key West Police Department	911	305-809-1111

## K: Recovery

Recovery includes actions taken to return to a normal or a safer situation following an emergency. The goal after an emergency is to return to the business of learning and restore the infrastructure of the College as quickly as possible. There are three key components of recovery that need to be addressed so that a smooth transition to a relative state of normalcy can occur and the healing process can begin. They are:

- Physical/Structural Recovery
- Academic Recovery
- Business/Fiscal Recovery

### Physical/Structural Recovery

Following an emergency event, College Facilities personnel are responsible for conducting damage assessments and debris removal. After a major emergency, ONLY AUTHORIZED PERSONNEL are to be on campus at this time. Employees not authorized to be on campus during this time should monitor local media sources and the multi-modal alert system for information on re-opening.

The President or Executive Vice President & CFO will issue a directive to reopen after conferring with the Director of Facilities regarding damage assessment and debris removal.

## L: DAMAGE ASSESSMENT

CFK Facilities Management created the Post Hurricane Building Assessment and Recovery process to determine the extent of damages after a hurricane and the length of time needed to resume normal operations. The color-coded key listed below is based on the Post Hurricane Building Assessment and Recovery process and will be used to assess damage from a MAJOR EMERGENCY or DISASTER no matter the cause. This color-coded key can be used to assess the damage of buildings and operational resources as well as a campus as a whole.

- **BLUE** = No serious damage, Operational within 24-48 hours
- **GREEN** = Minor damage, Operational within 24-48 hours
- **YELLOW** = Major damage, Operational within one week
- **ORANGE** = Extensive damage, Operational within six to eight weeks
- **RED** = Destroyed, cannot resume operations without being rebuilt or replaced

CFK Facilities Management is responsible for working with the EVP & CFO to collect all damage

assessment data and provide a report to the College President's office.

### **Damage Assessment Teams**

The composition of the Damage Assessment Teams is the responsibility of the Executive Vice President & CFO and the Vice President of Academic Affairs and will vary depending on the type and severity of the damage and the availability of personnel. The Vice President will ensure that the team members have the proper forms, equipment, and transportation. Training is conducted annually for the EMT to ensure a full understanding of the use of the forms and how to conduct the assessments. Additionally, Facilities personnel will take inventory of emergency equipment annually.

Depending on the nature of the emergency, other authorized personnel may be called upon to respond during the assessments. For example, the IT Department may be asked to assess the damage done to the computer system, or science personnel may be asked to assess hazards posed by damage to a chemistry or biology lab, etc.

### **Assessment Reports**

After they are collected, the detailed assessment reports are compiled and submitted to the Director of Facilities. The data from the reports are compiled and ultimately turned over to the Business Office coordination of insurance claims and reimbursement. The insurance companies and FEMA/Florida Public Assistance require extensive documentation of damaged facilities, lost equipment and resources, and special personnel expenses.

The reports help Facilities personnel to focus on specific areas that need to be repaired or reconstructed. The Director of Facilities will receive ongoing status reports from the campus/center during the recovery phase to determine when the campus/center can be fully operational, including detailed data for the campus/center to estimate temporary space reallocation needs and strategies. Following a report from the Director of Facilities to the President and EVP & CFO, the re-opening of the College is determined based on whether the facilities are safe and inhabitable.

### **Academic Recovery**

It is essential for college administrators to recognize that recovery from an emergency incident is a long-term process of supporting normal people who have experienced abnormal stressors. Restoring structure and routine is the key purpose of academic recovery, and a quick return to a "normal school day" will enhance the healing process. College-based resources need to be in place to assist individuals in getting back to normal. In the months and years that follow a critical incident, individuals may require additional assistance and continued academic support. Employees are able to avail themselves of the Employee Assistance Program to obtain counseling services and should be encouraged to do so following an emergency incident. Additional information can be found on the Office of TADA Benefits webpage. Students may obtain a referral to services by contacting an advisor.

#### **Academic Recovery Considerations**

- Quick decision-making regarding school/academic routines.
- Frequent briefing of staff and faculty on academic changes, events, and planning.
- Communication with students and parents/guardians on events and planning.
- Maintaining the school routine as much as possible.

- Encouraging and supporting students in the hospital.
- Rearranging tests or assignments as needed.
- Encouraging counseling follow-up as needed.
- Providing direction to emergency resources

### **Business/Fiscal Recovery**

Critical business functions within the College must be restored as soon as possible after the occurrence of an emergency or crisis. Administrative functions such as payroll systems, accounting departments, and personnel records will be necessary for full operation of the College. Unexpected expenses can tax the budget, or large dedicated donations and gifts can require time and resources to manage.

#### **Business Recovery Considerations**

- Continuity of Operations Plan (COOP) in place for emergency recovery to include:
  - Pre-incident risk assessment and planning
  - Business impact analysis
  - Operational readiness review
  - Insurance and risk implications
  - At-time-of-disaster costs
  - Post-incident restoration and recovery costs
- Functional responsibilities identified
- Succession plans in place
- Potential outside contractors identified
- Potential offsite lease space identified
- Systems in place for rapid contract execution in the event of an emergency

### **Hurricane**

Dangers from hurricanes/tropical storms include high winds, flooding, and flying debris. Hurricanes may also spawn tornadoes. A hurricane warning is issued when hurricane conditions (winds of 74 miles per hour or greater or dangerously high water and rough seas) are expected within 24 hours or less. A tropical storm warning is issued when tropical storm conditions (sustained winds of 39-73 mph) are expected within 36 hours or less. Once winds reach the minimum tropical storm level, outside preparations become extremely difficult. The hurricane season in Florida lasts from June through November.

During hurricane season, the College EMT will routinely monitor weather conditions for potential tropical storm/hurricane development. If a storm is identified as threatening central Florida, the College will begin preparing for its arrival.

When a storm appears likely to impact the College, the Associate Vice President, College and Community Engagement will send out an informational email to all employees, students, and partners to advise that a storm is approaching and to begin making preparations and taking precautions. Information will also be provided regarding where to locate updated College storm information. Additional informational emails may be sent as necessary as the storm progresses.

1. The CFK website and social media sites will be updated frequently with storm information by the Associate Vice President, College, and Community Engagement or designee.
2. If the severity of the storm requires the College to close, the CFK Alert system will be utilized to make the closing announcement. This announcement will be sent out by the Associate Vice President, College and Community Engagement and will provide a date, time, and any details of the closure. This information will also be made available via the news media, LSSC website, and social media. All classes and other activity will cease until further notice.
3. Once the College has closed, the LSSC Alert system will be utilized to provide any updates pertaining to the status of the College. This information may also be made available via news media, social media, and the LSSC website.
4. Once the storm has passed, the campuses will be assessed for damages and safety. CFK will be re-opened as soon as it is safe to do so. The Associate Vice President, College and Community Engagement will use the CFK Alert system to make notification of the time and date of re-opening. No unauthorized access will be allowed prior to that time. Please do not attempt to return to campus until it has been re-opened.

## **Lightning**

Florida is the lightning capital of the United States, with an average of 1.4 million lightning strikes per year. Accordingly, it is known as the deadliest state in the country for lightning strikes. Lightning kills more people each year than hurricanes or tornados. The so-called “30-30 Rule” provides a lightning danger gauge. If you see lightning, you should count the number of seconds until you hear thunder. If it is 30 seconds or less, it is time to take action, namely, to seek shelter indoors. Large buildings, such as those found on the CFK campus, offer the best protection from lightning bolts. You should wait 30 minutes after the last flash of lightning and rumble of thunder to leave the building.

In the extreme, a lightning strike can result in cardiac arrest (stoppage of the heart) and death.

Otherwise, it can cause memory difficulties, nausea, headaches, personality change, sleep problems, and quasi-seizures. If someone near you is struck by lightning, the victim does NOT carry an electrical charge and is safe to touch. If the person appears to be a victim of cardiac arrest, have someone call 911 and get an Automated External Defibrillator while you begin CPR.

In addition to being on the alert yourself, the College Administration also keeps an eye on the weather and may use LSSC Alert to issue an alert immediately. When you receive an alert to Shelter in Place due to an imminent lightning storm, do the following:

- Take cover. Go inside a large, enclosed building (one with a roof, walls, and floor, plumbing or wiring) as quickly as possible.
- If you cannot make it inside an enclosed building, go into a hard-top automobile or other hard-top vehicle and close all windows.
- Stay away from windows and doors.
- Do not use and stay away from plumbing fixtures (showers, sinks, bathtubs).
- Avoid contact with conductive surfaces with exposure to the outside, such as metal door or window frames, electrical wiring, telephone wiring, cable TV wiring, etc.
- Do not use the telephone unless you need to make an emergency call.
- Stay in place for at least 30 minutes after the last flash of lightning and rumble of thunder

## **Fire**

A fire can strike quickly and without warning. When the fire alarm sounds, **YOU MUST EXIT THE BUILDING!** All faculty, staff, and students must evacuate during an emergency.

In the event of a fire alarm and/or reported fire, faculty and staff members should use the following guidelines to ensure the safety of all students, faculty, and staff.

**All fires must be reported to Security immediately.**

**IF YOU SEE A FIRE, ACTIVATE THE BUILDING FIRE ALARM SYSTEM BY PULLING THE HANDLE ON A LOCAL FIRE ALARM BOX LOCATED ALONG THE EXIT ROUTES.** This will automatically alert Security and get help on the way. It will also sound the fire alarm bells to evacuate the building and shut down the air handling units to prevent the spread of smoke.

**You should then exit the alarmed area.** If possible, follow up with a call to 911 and Security from a safe location to provide more details.

Although portable fire extinguishers are installed throughout all FKC College buildings, their use is not encouraged. The College does not want its employees to risk their lives to fight fires. Do not attempt to extinguish the fire yourself.

### **WHEN TO USE PORTABLE FIRE EXTINGUISHERS:**

- Usually never, unless all the following conditions apply:
- The fire is small, contained and not spreading beyond its starting point.
- The exit is to your rear and cleared, there are no obstacles to it, and there is no imminent peril.
- The proper extinguisher is readily available. The proper extinguisher will depend on the source/nature of the fire and will be one of the following:
  - Class A – Used for fires involving paper, wood, textiles, or plastics
  - Class B – Used for fires involving flammable liquid, such as oil, gasoline, kerosene, or paint
  - Class C – Used for fires in “live” electrical equipment
  - Class ABC – A “tri-class” or “multi-purpose” dry chemical extinguisher that can be used on Class A, B or C fires. Most of the College’s fire extinguishers are rated Class ABC.

To operate the extinguisher, remember the word **PASS**.

- P – Pull the pin
- A – Aim low
- S – Squeeze
- S – Sweep

**Do not attempt to fight a fire if the following conditions exist:**

- You don't know what's burning.
- The fire is in a lab with chemicals or biohazards.

- There is potential for explosion.
- The fire is spreading rapidly.
- You don't have the proper equipment.
- You can't do so with your back to an exit.
- The fire might block your means of escape
- You might inhale toxic smoke.
- The fire is too large to handle.
- Your instincts tell you not to do so.

After the use of a fire extinguisher, please contact Facilities so that it can be replaced.  
If the first attempts to put out the fire fail, evacuate the building immediately.

### Evacuation

- Alert people in the immediate area of the fire and evacuate the room. All others, upon hearing the alarm or announcement, **MUST** leave the building immediately.
- Take your belongings (if feasible).
- Confine the fire by closing doors behind you as you leave the room, ensuring that everyone is out of the room.
- **FOLLOW YOUR EVACUATION ROUTE** and leave the building through the nearest safe exit.
- Walk, do not run.
- **DO NOT USE ELEVATORS!** Should the fire involve the control panel of the elevator or the electrical system of the building, power in the building may be cut and, you could be trapped between floors. Also, the elevator shaft can become a flue, lending itself to the passage and accumulation of hot gases and smoke generated by the fire and they may stall in the event of a power failure or deliver you to the floor where the fire is located.
- Faculty must **direct students to evacuate the building and proceed to the nearest Safe Assembly Area** as indicated on the classroom evacuation map. No one should leave campus without being accounted for.
- Faculty or Supervisory staff members should position themselves at the Safe Assembly Area to account for building occupants.
- If no other option but to proceed in a direction towards the fire or obvious danger exists, persons should crawl on their hands and knees past or under dangerous conditions, e.g., smoke.
- If you encounter smoke on your way out, stay low and crawl if necessary. You are more likely to find breathable air close to the floor. Cover your nose and mouth with a wet cloth, if possible. If the hallway or stairway is filled with smoke, you may have to evacuate horizontally or use a secondary stairway.
- If possible, a faculty/staff member or the Building Coordinator should check restrooms to ensure everyone is aware of the evacuation.
- Faculty and staff or the Building Coordinator should position themselves at intersections of the building to direct pedestrian traffic to Safe Assembly Areas.
- Assist any person in immediate danger if it can be accomplished without risk to you.
- If you are trapped in a building, the following procedures should be followed:



- Feel all doorknobs you encounter before opening any door.
- **If the doorknob is hot, do not open the door.** Stay where you are or move in another direction if possible.
  - Seal the cracks around the door with any available material.
  - Call 911 and let them know your location and that you are unable to exit.
  - Keep low to the floor and await evacuation by Emergency personnel.
- **If the doorknob is not hot,** brace yourself behind the door and open it slightly. If heat or heavy smoke is present, close the door and stay where you are.
  - If smoke and heat fill the hallway outside your room, close the door, stay where you are, and wait for help.
  - Call 911 and let them know your location and that you are unable to exit.
  - Leave by the nearest clear exit stairway.
  - If you can move around within the building, but can't exit, find a safe room farthest from the fire.
- Make sure all exits clearly marked.
- Avoid excessive clutter in your workspace.
- Know and practice *at least* two ways out of your building. Take note of how you can reach these exits.
- When you hear a fire alarm, get out!

Once outside, you must go directly to the Safe Assembly Area, stay there, and await instructions. Give Emergency Responders any information they may need, e.g., location, size, and nature of the fire, persons remaining behind and their locations. **Do not reenter buildings until Emergency Responders advise that it is safe to do so.**

While at the Safe Assembly Area, watch out for moving vehicles, both the fire-rescue vehicles are coming on to the campus and the employee and student vehicles attempting to leave. Remain at the Safe Assembly Area until all personnel have been accounted for, and the all-clear signal has been given.

In a building evacuation, persons in wheelchairs on a second floor or higher should be moved to a stairwell. One or two other persons should remain with the person in the wheelchair if it is safe to do so. Other persons exiting the building must inform **Fire-Rescue personnel of the person in the wheelchair and their location.** Fire-Rescue personnel will remove the person in the wheelchair. If Fire-Rescue has not arrived, and it becomes unsafe to remain, the person(s) left with the individual will have to attempt removal.

If the media approaches you, refer them to the College and Community Engagement Department. Please note that once the Emergency Responders arrive, they are in charge of the scene and you must comply with their directions and not interfere with the emergency response. Failure to comply with Emergency Responders can lead to criminal arrest or citation.

To minimize the risk of fire, please note the following, always be mindful of fire hazards at all times and report any hazards you observe to Facilities or your supervisor:

- Smoke only in designated areas and extinguish smoking materials properly.
- Candles or other sources of open flame are prohibited on campuses.
- Fireworks are prohibited on campuses.
- Avoid overloading circuits and outlets with office equipment and look for exposed wires. If you see any electrical hazards, report them to Facilities.
- Extension cords must be in good condition and of the proper rating. Use only Underwriters Laboratory-approved extension cords. Cords should not run through doorways, partitions, or be covered with rugs.
- No storage is allowed under stairs or in a means of egress/exit. Means of egress/exits must never be blocked by objects.
- Always store flammables in approved flammable cabinets.
- Gasoline, propane, and other fuel items are prohibited in College buildings.
- Cooking is only permitted in approved areas with permanent cooking facilities
- Do not install refrigerators in closets or bathrooms since they require ventilation. Do not cover them with blankets, tablecloths, or other materials.
- Make sure all exits clearly marked.
- Avoid excessive clutter in your workspace.
- Know and practice *at least* two ways out of your building. Take note of how you can reach these exits.
- When you hear a fire alarm, get out!

### **Bomb Threat**

- Remain calm and obtain as much information as possible from the caller. Try to write down the caller's exact words and if possible, the number called from. Ask for and try to obtain the following information:
- Where is the bomb located right now?
- When is the bomb going to explode?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

Also, record the following information:

- Exact time the call is received
- Information about the caller including:
  - Sex – Age – Accent
  - Education - Location of the caller – Background noises

- Caller's attitude – Speech impediments or traits

Immediately notify local law enforcement personnel by calling 911 and then notify Security. Always call from a safe location. Provide the police with the context of the threat, telephone number on which it was received, your name, room number and telephone number where you can be reached, as well as the information obtained through your questioning of the caller.

Take no other action unless directed to by law enforcement personnel.

### **Suspicious Packages or Mail**

If you receive or observe a suspicious letter or package that is unexpected or unknown with the following characteristics:

- Excessive postage
- Misspellings of common words
- Excessive weight
- Rigid envelope
- Foreign mail, air mail or special delivery
- Hand-written or poorly typed the address
- Restrictive markings such as confidential, personal, etc.
- Excessive securing – material such as masking tape, string, etc.
- Incorrect titles
- Oily stains or discoloration
- Visual distractions
- Lopsided or uneven
- Titles but no names
- No return address
- Protruding wires, bumps, or tinfoil

Notify local law enforcement personnel immediately by calling 911 and notify Security. Always call from a safe location.

Move people away from the package. DO NOT

- Use your cellphone.
- Move or open the package.
- Investigate too closely.
- Cover, insulate or place the package into a cabinet or drawer.
- Pass the letter or package to others to look at.
- Disturb any contents in the letter or package. Handling the letter/package may only spread the substance contained inside and increase the chances of it getting into the air.
- Ignore the threat; it must be treated as real until properly evaluated.

If you inadvertently open a suspect package/letter or if it is leaking liquid or an unknown substance, you should:

- Immediately set the item down gently at the location where it was opened and move away from the area to avoid exposure.
- All potentially exposed persons should leave the area and wash exposed skin with soap and water.

Move to an area within the building adjacent to the initial exposure and wait for law enforcement personnel and Security to arrive (for example, a hallway outside the original room).

- Do not allow others into the area. Remember that this is NOT a medical emergency yet, but it may be a potential contamination problem.
- This is also a potential crime scene – preserve evidence and pay attention to what you have seen or done.

## **Chemical Spill**

Specific procedures for responding to the chemical spill are contained in Chemical Spill Response Plan.

### **Minor Chemical Spill**

A minor chemical spill is characterized by the following:

- Chemical is known.
- Does not pose an immediate or potential significant risk to safety or health, i.e., no fire, explosion, or chemical exposure hazard.
- Does not have the potential to become an emergency.
  - Can be absorbed, neutralized, or otherwise controlled and cleaned up by personnel in the immediate area or by Facilities personnel.

In responding to a minor chemical spill, trained laboratory personnel are responsible for the following:

- Alert people in the immediate area of the spill and evacuate them as necessary.
- Isolate the area by closing doors, etc. as necessary.
- If spilled material is flammable, remove or turn off ignition and heat sources and unplug nearby electrical equipment.
- Establish exhaust ventilation, if possible, by turning on fume hoods; avoid breathing vapors from the spill.
- Locate the spill kit.
- Put on protective equipment, including safety goggles, suitable gloves, and long-sleeved lab coat.
- Confine and contain the spill by applying spill socks/pillows/pads or other appropriate absorbent material, first around the outside of the spill, encircling the spilled material, then absorb to the center of the spill.
- Use appropriate materials to neutralize inorganic acid and base spills.
- For solid chemical spills, cover the spill with a slightly damp paper towel to avoid creating a cloud of dust and push the material into a dustpan or other collection receptacle using the towel.

Sweep material, used absorbents/neutralizing agents, etc. into a plastic dustpan and place into a plastic bucket or bag.

- Wet mop the spill area. Be sure to decontaminate the broom, dustpan, etc.
- Place all contaminated PPE into a plastic bag.
- Store waste in the designated area until waste pick-up is scheduled.
- Notify Security to obtain assistance from Facilities if necessary. In any event, notify Security after you have cleaned up the spill so that the incident can be documented.

Security will notify the following:

- The Manager, Maintenance if maintenance personnel are required to assist in the clean-up.
- Director of Facilities

### Major Chemical Spill

A major chemical spill is characterized by the following:

- Chemical is unknown.
- Chemical is highly toxic or reactive.
- Poses an immediate significant risk to health.
- Involves a fire hazard outside a fume hood or an explosion risk.
- Involves injury to personnel in the vicinity.
- Response and cleanup are beyond the expertise and ability of personnel in the immediate area or Facilities personnel, and the equipment and materials for adequately containing and cleaning up the spill are not available.

In responding to a major chemical spill, laboratory personnel are responsible for the following:

- Attend to any injured or contaminated persons and remove them from exposure.
- Alert people in the immediate area to evacuate.
- Call 911. Provide as much of the following information as is known.
  - Chemical(s) involved.
  - Quantity spilled.
  - Location of the spill.
  - Nature and extent of any injuries or damage incurred if any.
  - Control measures are taken.
- Your name and phone number (or where you will be located) and how you can be identified.
- Use eyewash or safety showers in other areas as needed to rinse spilled chemicals off people.
- If spilled material is flammable, turn off ignition and heat sources if that can be done safely.
- If trained in spill clean-up and if appropriate, spill response equipment and materials are available, take measures to clean up or contain the spilled material if it is safe to do so.
- If danger is believed sufficient – activate the nearest fire alarm (**unless there is a chance of explosion from the chemical spill**) and evacuate the building. If there is a possibility of explosion by activating the fire alarm, evacuate the building manually by alerting others by voice.
- Close doors to the affected area.
- Notify Security.
- Meet responders.

Security will coordinate with or notify the following:

- Appropriate emergency response personnel (e.g. Key West Fire and Rescue).
- The Manager, Maintenance who will obtain assistance from outside spill response and clean-up contractors if necessary.
- Safety & Risk Manager.

### **Medical Emergency**

A medical emergency includes any serious injury or illness that requires immediate medical attention. If a medical emergency/illness occurs:

- **CALL** 911 for paramedic/ambulance assistance **and** contact Campus Security. A report must be made as soon as possible to human resources for **all** injuries/illnesses that occur to employees, students, and visitors.
- **STAY**, or have someone else stay, with the patient until help arrives.
- **DO NOT** move the patient; keep the patient still and comfortable.
- **PROTECT** the patient from injury by removing any potential safety threat, if possible.
- **PROVIDE** first aid until help arrives, if you have appropriate training and equipment and it is safe to do so.
- **SEND** someone outside to escort Emergency Responders to the appropriate location, if possible.
- **STAY** out of the way unless assistance is requested once help arrives.
- **INFORM** Emergency Responders of the following information:
  - Building or location where assistance is needed.
  - A specific location within the building.
  - Type of problem, an individual's condition.
  - Medical history, if known.
  - The sequence of events.

If a **minor** injury/illness occurs:

If you are unsure of the seriousness of an injury or with how to proceed, contact Campus Security immediately.

- Assess the need for medical attention. If immediate medical attention or medical transport is required, then follow the procedures outlined above.
- Provide first aid as appropriate.

### **Threatening Behaviors/Mental Health Emergencies**

- **In the event of overtly threatening behavior constituting an immediate threat to self or others, notify 911 and Security.**
- In **non-emergency** situations:
  - Refer students to Advising Services
  - Refer employees to TADA
  - Complete an incident report form.

- If the report reaches a threshold of immediate concern or multiple reports of concern from various sources are filed, Advising Services will call a meeting with the student to check on his/her welfare; TADA will act on employee-related incidents.

#### **Things to Do When Facing an Individual with Mental Health Issues:**

- Express your concerns directly to the individual
- Make a referral in the presence of the individual and offer to accompany him/her
- Watch for changes in behavior:
- Significant changes in academic or work performance
- Changes in hygiene, speech, attentiveness, or social interaction
- Excessive drinking or drug use
- Severe loss of emotional control
- High levels of irritability
- Impaired speech or garbled/disjointed thoughts
- Excessively morbid, violent, or depressing themes in written assignments
- Verbal expressions of suicidal or violent thoughts

#### **Wildlife/Stray Animals on Campus**

The College of the Florida Keys locations are home to several wildlife species. Some of the more common ones are raccoons, opossums, fox, squirrels, bats, snakes, iguanas, alligators, skunks, and many birds.

The College of the Florida Keys locations also may have stray animals, i.e., cats and dogs. Wildlife on campus is protected, and all students, staff, and visitors are asked to not harass them in any way. **Do not feed wild animals.**

Stray animals (dogs and cats) need to be reported to College Security who will notify Animal Control or handle them using an outside contractor. Do not feed stray animals. While an effort is made to protect wildlife at our locations, personal contact with wildlife or stray animals can pose a health risk.

**Never feed or touch or try to pick up any animals.** If an animal bites you, you should:

- Notify Security immediately of the incident.
- Call 911 if the bite is severe if the animal is wild, or a stray, or if the owner (if known) cannot provide rabies vaccination documentation.
- Immediately wash the wound with soap and water for at least 15 minutes to try and rinse away the animal's saliva.
- **Seek medical attention immediately.** All animal bites, regardless of the species or the severity, should be examined by a physician.
- Try to remember what the animal looks like, so it can be caught and tested for rabies.

#### **DO NOT**

- Try to trap the biting animal yourself.
- Try to kill the animal.

- Approach any wild animal.
- Feed any wild animals.
- Attempt to take action yourself.
- If the animal is someone's pet, you should still call Security and/or 911. They will speak to the animal's owner and make sure the animal has had required vaccination.
- If the animal is dead - DO NOT TOUCH IT.

If the biting animal tests positive for rabies (or if the biting animal can't be found), you will need to get the rabies vaccine as soon as possible. Without the treatment, a person bitten by a rabid animal may die. The rabies vaccination series consists of five to seven shots in the arm and the buttocks, which are spread out on different days.

### Utility Problems and Failures

All utility problems and failures need to be reported to Facilities and Security immediately. Please follow the procedures outlined below in the event of a utility emergency.

#### Power Outage

- Report any power failure to **Facilities** and **Security** immediately.
- Loss of power to fume hoods may require the evacuation of laboratories and surrounding areas.
- **Any building experiencing a power outage must be considered for an evacuation**, per Code requirements. Even if a building has the capability to receive power from an associated emergency generator, the generator may not be capable of supplying the building's entire needs, and its ability to provide power for an extended period of time may be limited. In the absence of offsite power, the emergency lighting and life safety systems in the building will have a limited duration. Without offsite power, the HVAC systems will be inoperable, and the environmental conditions within the building will deteriorate to a point where the building may become intolerable for occupancy. A power outage may be accompanied by a power surge, which can cause lighting ballasts to burn out and other electrically powered equipment to become inoperable. Accordingly, depending on the extent and anticipated duration of the power outage, it may be necessary to evacuate the building or even close the entire campus. In light of the emergency equipment limitations and consideration of the impact of a power outage on staff, faculty and students, the process to arrive at this decision will be completed as soon as possible, with a targeted time of 15 minutes, but in any case, it must not go beyond 30 minutes.
- If the building's fire alarm system should happen to be triggered because of the power surge or smoke from burnt-out lighting ballasts or other equipment, evacuation of the building is **MANDATORY**. Otherwise, the decision to evacuate a building and/or close the campus because of a power outage will follow a deliberate process and will be made as follows:
  - The Director of Facilities must be notified of the power outage immediately by whoever first becomes aware of it or receives the report of it (other Facilities personnel or Security).
  - The Director of Facilities will notify the College President or designee and the EMT.



- The Director of Facilities will contact the utility company serving the affected campus (i.e., FKEC, and FKAA,) to obtain as much information as possible concerning the cause and extent of the outage and the anticipated time of restoration of service. Communication with utility representatives must be continuous throughout the decision-making process and as necessary until power is restored.

Following consultation among these parties, the decision to evacuate the affected building(s) and/or close the campus will be made by the College President or designee, based on information from Facilities and the local utility company regarding the extent and likely duration of the power outage.

- Notification of the College community of an outage, or closure due to an outage, will be made using the CFK Alert system. Updates on the status will be communicated, and a notification will be made when service has been restored.
- If so directed, building occupants will evacuate to the building's safe evacuation area(s), following The College of the Florida Keys evacuation procedures, to await instructions to return to classrooms or offices or notification of campus closure.
- College Security will deploy to the area(s) affected by the outage to direct personnel to the safe evacuation area(s) and assist as necessary.
- If you become trapped in an elevator during a power outage, use the emergency phone in the elevator. Wait for assistance. Do not panic. Help will be on its way.
- If your building is evacuated or the campus is closed, do not reenter the building, or remain on the campus until an official announcement from the College is issued. Closing of the campus will require everyone to leave except for key staff (Facilities and Security).

### **Plumbing Problem/Flooding**

- Call Security. Security personnel will evacuate affected areas and establish access control measures to ensure that only authorized personnel to enter the affected areas.
- Call Facilities. Facilities personnel will respond to correct the problem and effect any necessary repairs.
- Cease using all electrical equipment until repairs have been made.
- If necessary, vacate the area and prevent anyone else from entering by using signs or barricades.
- AVOID standing water due to the potential for electrical shock.

### **Gas Leaks**

**If you smell natural, propane or other compressed gases, you should:**

- Cease all operations!
- Do not switch on the lights or any electrical equipment. Remember, electrical arcing can trigger an explosion.
- LEAVE the area immediately.
- Keep others out of the area.
- Call Facilities. Facilities personnel will respond to correct the problem and effect any necessary repairs.

- Call Security. Security will call 911. Security personnel will evacuate affected areas and establish access control measures to ensure that only authorized personnel to enter the affected areas.
- Evacuate the building if appropriate and report to its Safe Assembly Area(s).
- Monitor wind direction and ensure the Safe Assembly Area is up-wind from the gas fumes.
- Wait for Emergency Responders and inform them of the emergency.
- Do not reenter the area until Emergency Responders have announced that it is safe to do so.

### **Internet Outage**

- Partial or complete internet outage may affect College operations in a variety of ways and may prevent normal operations from continuing. Sudden internet outages should be reported to College Security and Information Technology immediately.
- A decision closes the campus because of an internet outage will follow a deliberate process and will be made as follows:
- The Vice President of Advancement and the Director of Information Technology must be notified of the internet outage immediately by whoever first becomes aware of it or receives the report of it (other Facilities personnel or Security).
- The Vice President of Advancement will notify the College President or his designee and the EMT.
- The Director of Information Technology will contact the internet provider serving the affected campus to obtain as much information as possible concerning the cause and extent of the outage and the anticipated time of restoration of service. Communication with internet provider representatives must be continuous throughout the decision-making process and as necessary until connectivity is restored.
- Following consultation among these parties, the decision to close the College will be made by the College President or designee, based on information from IT and the internet provider regarding the extent and likely duration of the outage.
- Notification of the College community of an outage, or closure due to an outage, will be made using the CFK Alert system. Updates on the status will be communicated, and a notification will be made when service has been restored.

### **Elevator Failure**

#### **If you are trapped in an elevator:**

- REMAIN CALM!
- Use the emergency call button or a cell phone to notify Security.
- Do not attempt to pry open doors.
- Do not attempt to use the overhead hatch.
- Security and Facilities personnel will be dispatched to attempt to restore the elevator to service.
- If the attempt to restore the elevator to service is unsuccessful, an elevator mechanic will be called to take care of the problem.
- In the event of a medical emergency or if the Expected Time of Arrival of the elevator mechanic will exceed one-hour, local Fire-Rescue (911) will be contacted.

- If you come across individuals who are trapped in an elevator:
- Immediately call Security and Facilities.
- Try to locate the elevator car by going floor-to-floor and listening at the door for sounds such as banging, crying, or yelling.
- Talk to the person inside by yelling through the door.
- Tell them to remain calm and not to try to escape. Remain in contact with the trapped individuals and inform them of the steps being taken to get them out of the elevator.
- If safe to do so, remain with the person(s) until help arrives.

### **Criminal Activity, Civil Disturbance or Violence**

If you witness criminal activity, civil disturbance or violence or are a victim (assault and/or battery, theft, etc.) you should:

- Attempt to remove yourself from any danger.
- Notify law enforcement personnel by calling 911 immediately. Try to call from a safe location if possible.
- Notify Security of the incident.
- If possible, provide law enforcement personnel with the following information.
  - Location of crime or disturbance
  - Nature of the incident and specifics—number of people involved, weapons, etc.
  - Any injuries
  - Description of suspect(s) or participant(s)—height, weight, sex, race, clothing, hair, etc.
  - The direction of travel of suspects
  - Description of any vehicles involved in the crime

**DO NOT** confront the individuals yourself.

**AVOID** provoking or obstructing anyone participating in a disturbance.

**DO NOT** pursue or attempt to detain suspects.

### **Sexual Assault or Battery, Spousal Abuse or Dating Violence**

If you are the victim of a sexual crime, spousal abuse, or dating violence, you should:

- **Immediately call 911, and, if possible**
- Call Security
- **Call a nearby relative or friend for assistance.**

After contacting the police, you should remain calm and avoid destroying or contaminating any available evidence. In the case of a sexual crime, it is best **NOT** to bathe, shower, brush your teeth, urinate, defecate, douche, change or launder clothing or bedding where evidence may be found. Clothing may be kept as evidence.

If you choose NOT to contact law enforcement personnel, it is still important to take care of yourself. You may consider making an appointment with a physician to be screened for sexually transmitted diseases and pregnancy. A police report is **not necessary** to receive victim services.

Students may request confidential counseling services:

[Mental Health Community Resources | College of the Florida Keys \(cfk.edu\)](#)

Employees may request confidential counseling services:

J:\Human Resources\Benefits Discounts & Perks\Health and Wellness\EAP (Employee Assistance Program)

Local Law Enforcement Contacts

- **Key West Police Department** Non-emergency number (305) 809-1111, Emergency number 9-1-1 See the Key West Police Office website for more information.

### Active Shooter

An Active Shooter emergency involves one or more persons with a firearm engaged in a random or systematic shooting spree. Once an Active Shooter event begins, local law enforcement and Security should be notified and will respond. Facilities personnel will position themselves at main campus entry areas in order to inform and direct responding police. Persons in the vicinity of the Active Shooter will need to undertake actions to protect themselves or evacuate if shooting starts.

*If you are outside and you hear shots elsewhere:*

You can either:

- Evacuate
- Leave the area, or the campus/center, away from the direction of the shots, if, in your judgment, it is safe to do so.
- Move away as quickly as possible.
- Call 911 as soon as it is safe to do so to report the location of the shooting and any other information you know, or that is requested by the 911 operator.
- Watch out for vehicles trying to leave the campus and for law enforcement personnel coming onto the campus/center.

OR

Shelter-in-Place

- Enter the nearest building and proceed to take shelter in the nearest classroom, office, or another area that can be secured.
- If outdoors, go into the nearest building and/or proceed to an area that can be secured.
- If inside a building, enter the nearest classroom, office, or secure space with locking capabilities.
- Employees should look outside their classroom/office to direct any students or staff in the hallway into the room immediately.
- Anyone in a hallway, restroom, gym, or cafeteria should move to the nearest classroom or another secure area immediately.
- Secure and lock windows of classrooms and offices and close window coverings.
- Cover door window, if possible
- Use anything you can to barricade the doorway

- Turn off lights and computer monitors. Silence cell phones; if used, text only.
- Everyone spread out, seek concealment, and keep quiet.
- Be prepared to attack an intruder if they gain entry
- Do not open doors, even in the event of a fire alarm.
- Stay in secured areas until directed by Security, law enforcement, or a College Official.

*If you are inside a building when shots occur elsewhere, and you can safely evacuate the building:*  
You can either:

- Evacuate
- Leave the area, or the campus/center, away from the direction of the shots, if, in your judgment, it is safe to do so.
- Move away as quickly as possible.
- Call 911 as soon as it is safe to do so to report the location of the shooting and any other information you know, or that is requested by the 911 operator.
- Watch out for vehicles trying to leave the campus/center and for law enforcement personnel coming onto the campus/center.

OR

Shelter in Place

- Remain in the building and proceed to take shelter in the nearest classroom, office, or another area that can be secured.
- Follow the guidelines described above.

*If you are unable to evacuate the building:*

- Proceed to take shelter in the nearest classroom, office, or another area that can be secured.
- Follow the guidelines as described above.

*If the door to space, you take shelter in cannot be locked:*

- If the door opens inward, barricade it with anything you have available (desks, chairs, bookcases, etc.).
- If the door opens outward, tie it down, if possible, by using something attached to the door handle.
- Follow the guidelines as described above.

*If the shooter is attempting to break down the door or get past the barricade:*

- Try to escape through a window or another door and evacuate.
- If escape is not possible, position yourself in the room in a location that will allow for the element of surprise if the shooter enters.
- Plan to survive—obtain anything that will serve as a weapon and be prepared to attack as the shooter enters the room.

*If the shooter gains access to your room:*

- Consider these options:
  - Try to escape through a window, another door, or past the shooter, if his/her attention is directed elsewhere. Run away as fast as you can.
  - Attack the shooter

- Throw anything available at the shooter, aiming at the face to distract his/her aim.
- Attack in a group (swarm).
- Use all available weapons to attack and disarm the shooter.
- Grab the shooter's extremities (arms, legs, and head) and take him/her to the ground using body weight to secure him/her.
- **"Fight dirty"** to survive—bite, kick, gouge eyes, etc.
- Continue to fight until the shooter is no longer a threat.

*If you have incapacitated the shooter:*

- Call 911 and advise law enforcement personnel that the shooter is down.
- Provide your location and stay on the telephone, if possible.
- Secure the shooter (belts, body weight, etc.).
- Move any weapons away from the shooter, but **DO NOT HOLD A WEAPON**. At this point, law enforcement personnel are likely unable to distinguish you from a shooter. If possible, place the weapon in the nearest trash can and notify responding officers of its location.
- **DO NOT RUN** from the room. Help will be there very soon, and you do not want to have law enforcement personnel think you are a shooter trying to escape.
- Provide first aid to others in the room, as needed.
- When responding officers arrive, follow instructions, and do not appear threatening to the responding law enforcement officers.

*What to expect from responding law enforcement personnel:*

- The objectives of responding law enforcement personnel are:
- Immediately engage or contain the Active Shooter to stop life-threatening behavior.
- Identify threats such as improvised explosive devices.
- Identify victims to facilitate medical care, interviews, and counseling.
- Investigate.

Police officers responding to an Active Shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams. They may be dressed in civilian clothing or normal patrol uniforms, or they may be wearing external ballistic vests and SWAT Team-type gear. They may be armed with various weapons. Be prepared for “dynamic entry”—the police will enter areas with weapons drawn and at the ready in order to be prepared to shoot if a threat is present. Regardless of how the police appear or sound, do not be afraid of them.

- Do exactly as the officers instruct.
- Put down any bags or packages you may be carrying and keep your hands visible at all times.
- If instructed to lie down, do so.
- If you know where the shooter is, tell the officer

**The first responding officers to arrive will not stop to aid injured people.** They will be focused on stopping the Active Shooter and creating a safe environment for medical assistance to be brought in to aid the injured after the area is secured. Keep in mind that even if you have escaped to a safer location, the entire area is still a crime scene.

### **Keeping Updated**

If an Active Shooter situation develops, the College will implement the EOP and will work with law enforcement personnel to support their efforts to manage the incident. Updates on the situation may be obtained through:

- CFK Alert system
- Updates on the CFK College website
- Your supervisor, department/College administrator
- College social media
- Other means of notification available

### **Hostage Situation**

Hostage situations are usually different than Active Shooter situations because the hostage-taker is usually most interested in using the hostages for bargaining. It is recommended that the following actions be taken unless the hostage-taker starts to actively shoot or threaten to shoot the hostages.

- If you are caught by the intruder and you are not going to attempt to escape or fight back, do not look the intruder in the eyes and obey all commands. Do not speak unless spoken to and then only when necessary. The captor may be in an agitated state—do not talk down to or speak to him/her in a manner that might cause further upset. Avoid appearing hostile.
- Try to remain calm and be patient.
- Follow the instructions of the hostage-taker.
- Be respectful to the hostage-taker and attempt to establish rapport with him/her. Ask permission. Be cooperative and non-argumentative.
- Treat the hostage-taker as normally as possible.
- Be prepared to speak with the police on the phone if directed by the captor, or if the opportunity presents itself.
- If medications, first aid or restroom privileges are needed by anyone, respectfully bring it to the attention of the hostage-taker.
- Be observant. You may be released or get the opportunity to escape. The personal safety of others may depend on your ability to remember the details of your captivity when you are debriefed by law enforcement personnel.
- If the hostage-taker proceeds to actively shoot the hostages or threaten to do so, look for an opportunity to escape, if possible, or to attack, if necessary.

### **Aircraft Crash on Campus/Center**

Because of the location of airports in close proximity to our campus/center, the possibility of an aircraft crash on campus/center must be considered.

- Take the following actions if you are in a structure affected by an aircraft crash:
- Immediately take cover under tables, desk, and other objects that will give protection from falling glass or debris.
- If necessary, or when directed to do so, activate the building alarm, and evacuate the building. Depending on the damage, you may have to use alternative methods of notifying building occupants to evacuate.

- Follow standard evacuation procedures and report to the designated Safe Assembly Area until you can be accounted for.

### **Mutual Aid**

CFK is a signatory of the Florida Statewide Mutual Aid Agreement. The Statewide Mutual Aid Agreement is an agreement between state and local entities to leverage limited resources and assist each other during a major disaster. The Statewide Mutual Aid Agreement streamlines the assistance process within the State of Florida when resources are needed most. The agreement provides CFK a mechanism to request critical resources needed to restore college operations after a disaster. The Statewide Mutual Aid Agreement also provides access to assistance from the Federal government and other states via the Robert T. Stafford Disaster Relief and Emergency Assistance Act and Emergency Management Assistance Compact. CFK can also invoke assistance under the Statewide Mutual Aid Agreement when the College needs assistance from a participating agency during a minor emergency and does not have an existing mutual aid agreement with them.

The Director of Emergency Preparedness is responsible for maintaining the Statewide Mutual Aid Agreement with the Florida Division of Emergency Management. The Director of Emergency Preparedness is the primary college official authorized to coordinate CFK resources in accordance with the Statewide Mutual Aid Agreement. The Director of Facilities and the EVP & CFO serve as the Director of Emergency Preparedness's backups for mutual aid requests. All requests for mutual aid must be approved by the College President or designee.

### **Critical Operations Restoration**

As the immediate threat to life, property, and the environment subsides, the restoration of critical CFK operations becomes the priority. A MAJOR EMERGENCY or DISASTER may cause a campus or the entire college to cease critical operations. Critical operations restoration is the first step of transitioning from emergency response to recovery once the campuses are determined to be safe and secure for all personnel. The specific processes and responsibilities regarding the restoration of critical CFK operations are not covered in the CFK EMP's BASIC PLAN. Specific information regarding the restoration of critical CFK operations will be covered in the CFK Continuity of Operations Plan (COOP).

## **L: ATTACHMENTS**

Key West Campus Map – see page 58

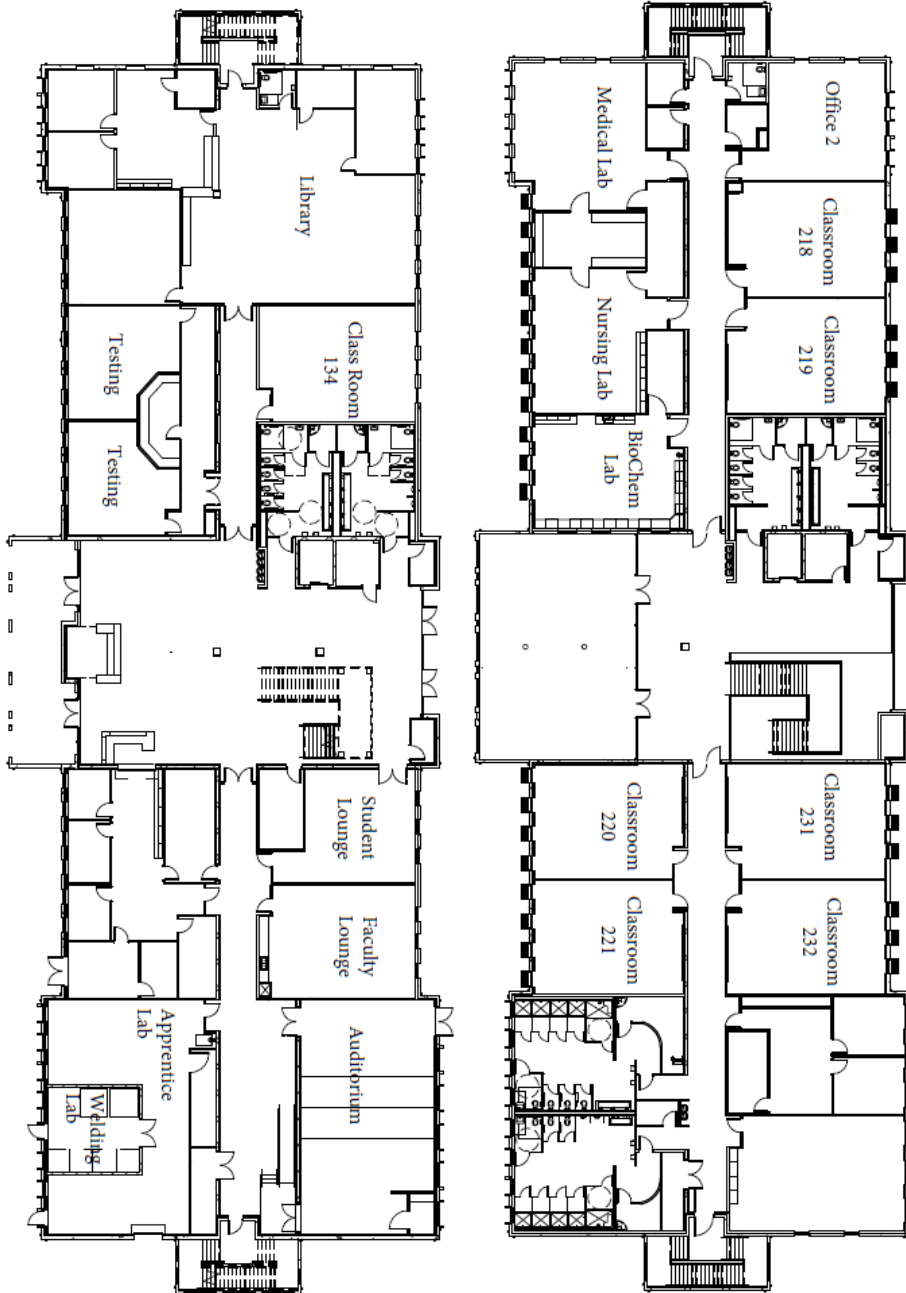
Upper Keys Center Map – see page 59

Bomb Threat Procedures – see page 60





## Upper Keys Center



## Bomb Threat Procedures

### BOMB THREAT PROCEDURES

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call \_\_\_\_\_
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

**\* Refer to your local bomb threat emergency response plan for evacuation criteria**

#### DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

#### WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

**For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov**



V2

### BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER  
HUNG UP:

PHONE NUMBER WHERE  
CALL RECEIVED:

#### Ask Caller:

- Where is the bomb located?  
(building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

#### Exact Words of Threat:

#### Information About Caller:

- Where is the caller located?  
(background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

#### Caller's Voice

- ☐ Female
- ☐ Male
- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking Voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

#### Background Sounds

- ☐ Animal noises
- ☐ House noises
- ☐ Kitchen noises
- ☐ Street noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

#### Threat Language

- ☐ Incoherent
- ☐ Message read
- ☐ Taped message
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

#### Other Information: