



2025-26

Emergency Preparedness Plan Tampa Campus

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Schiller International University - Tampa Campus

EMERGENCY PREPAREDNESS PLAN

I. Purpose

The purpose of the Schiller International University Emergency Preparedness Plan is to establish policies, procedures, and an organizational structure for response to significant emergency or dangerous situations. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen nor covered by the elements of the plan.

The safety plan and organization shall be subordinate to State and Federal plans during a disaster declared by those authorities.

The Plan establishes an Emergency Response Team (ERT) and identifies members of the team. The ERT is responsible for assessment and implementation of emergency procedures, including but not limited to, evacuations, lockdowns, crowd control, access controls, and coordination with responding emergency services. The team's functions are also defined in the Plan.

1. Define action plans based on emergency level.
2. Coordinate communications with staff, students, and faculty.
3. Coordinate efforts with Emergency Authorities.
4. Respond to SIU related crises or issues caused by a severe weather event.

Reporting an emergency in an accurate and timely manner is crucial in minimizing the effect of a significant emergency or dangerous situation on the community. Anyone who has an emergency should call 911 and contact the Campus Director. The Campus Director, as the lead member of the ERT has contact information for emergency service units (Fire, Police, and Emergency Medical Services), government agencies (e.g., Office of Emergency Management; Board of Health; Poison Control Center; and the National Response Center for Chemical, Oil, and Chemical/Biological Terrorism). This report complies with Higher Education Opportunity Act (P.L. 110-315) and is updated annually to comply with all US and European requirements.

Copies of this report are distributed to students, employees, prospective students, and prospective employees, according to the U.S Code of Federal Regulations and University Policy and Procedures. An electronic copy is accessible for faculty, staff,

students, and the local community on the University's website, <https://www.schiller.edu/campus-safety-reports>. Printed copies are available from the Campus Director's offices and from the Financial Aid offices at each campus upon request.

Campus security procedures and practices are explained to students during orientation and continue throughout the year. Crime prevention literature is available from the Campus Director. Schiller provides presentations and special workshops on personal safety and related safety topics are provided for all campus members and at student orientation.

I. Plan Overview

a. Introduction to Emergency Response Planning

Planning for emergency responses in the event of an emergency situation on campus requires input and cooperation from the campus and the community. Ultimately the responsibility for preparation, response and recovery from any disaster or emergency event that disrupts the business and educational processes of the college resides with the Campus Director together with staff and faculty. This document is designed to provide clear direction to this team for coordinating all appropriate actions that lead to the full recovery of campus operations in as short a period as possible.

Use of this document

This plan is intended to provide specific guidelines and actions to:

1. Respond to an emergency event
2. Assess the extent of the emergency
3. Protect and conserve life and property
4. Communicate appropriately to all stakeholders in the event of an emergency
5. Recover all critical business and educational functions to normal operating levels

As such, faculty and staff, and in particular those individuals who are identified as a team member for responding to and recovering from a disaster should become familiar with the contents of this plan. Key contact information should be kept current and personally kept with the team members at all times.

The document also serves as a foundation for training and preparation for many types of emergencies. Emergency response should be an agenda item on a regular basis at staff meetings and the plan document should be used to conduct periodic tests, suggested improvements identified during the periodic tests should be made to the administrator of the plan.

The plan is organized in five sections:

- Section I provides general information about the document and covers the design of the plan, including information associated with the overall structure of emergency response planning at Schiller University-Tampa.
- Section II provides specific guidelines for the response to emergency situations and details the Leadership Tree. The Campus Director serves as the leader of all drills. In the event the Campus Director is not on site,

- refer to the Leadership Tree to determine the leader of the drill.
- Section III addresses recovery procedures for the various levels of the incident.

b. Purpose of the Emergency Response Plan

Schiller University provides educational services to its students. The students, the faculty and staff, and the stakeholders depend on the ongoing operation of the campus. This plan outlines the procedures to be used on campus in the event of an emergency.

At its core, the purpose of the plan is to provide procedures for:

1. Protection of life during and immediately following an emergency

Preparation and planning for emergency events is critical to minimizing loss of life or injury, which is the primary objective of the plan.

2. Stabilizing the emergency

A key component of emergency response is to contain the emergency to mitigate and/or prevent further injury or damage to people and college assets (i.e. physical property, or intellectual assets). This depends on the quick response by the teams and deployment of internal and external resources. A key element to this is the organization and decision making by the emergency response teams.

3. Emotional and physical well-being during an emergency

Many emergencies can be devastating both physically and psychologically. Execution of the plan includes meeting vital human services needs of students, faculty, and staff. This response aids in a faster return to normal operations.

4. Effective communications throughout an emergency response and recovery

Communication is a vital element to the success of any plan. This includes not only who initiates the communications, and to whom, but also frequency. Communications must be accurate and timely and follow agreed upon protocols and priorities.

5. Property conservation during a state of emergency

Recovery is impacted by physical assets needed to conduct business. Just as critical processes are identified, assets necessary to support these processes, including records and documents must be protected or recovered in the early phase of an emergency.

6. Full recovery of business and educational operations

The ultimate success of the plan is measured in how quickly the campus can return to normal operations.

c. Plan Development and Maintenance

At the direction of the Campus Director, an Emergency Response Plan has been developed for all campus operations. The implementation of the plan is a joint effort involving the Campus Director along with staff and faculty. The Campus Director ensures there is consistency of the plan and that the appropriate resources are available to execute the plan, such as information systems, supplies, and communications. The Campus Director is responsible for the planning, preparation and testing of the plan.

d. Responsibility

The Campus Director is responsible for maintaining the plan and updating semiannually the 'Emergency Contact Information form.

Only Campus Director has the ability to update the 'Emergency Contact Information form.' As reviews and tests of the plan are conducted, the Campus Director is responsible for ensuring that any changes to improve the plan resulting from this activity are documented and disseminated appropriately.

e. Emergency Declaration and Response

A crisis situation or state of emergency can be declared by the Campus Director, or her designee. This declaration will result from some form of notification or indication of an emergency.

Notifications can come from various sources within and external to the campus such as campus personnel, commercial radio or television, National Weather Service radio, building smoke detection or sprinkler system, emergency siren, web/internet, private citizens, or the local police and fire department. Several sources should be monitored to assist in determining when emergency situations exist since no one system can cover all circumstances.

When such a state is declared, all or part of the Emergency Response Plan will be activated, depending upon the situation. Campus access will be limited to faculty and staff, registered students, pre-authorized contract services, and emergency personnel, including law enforcement and fire department officials.

f. Emergency Communication

Rapid and timely communication of information to the school public during emergency situations is critical. In addition, accurate and timely communication of information to incident response personnel is required for adequate response to emergency incidents.

II. Emergency Response Procedures

a. Natural Disaster

Weather related emergencies can occur at any time of the year. If there is a severe weather warning, Schiller University may close. Notice of closing or delayed opening will be communicated to all students, faculty and staff by local media outlets and campus email for faculty and staff.

These guidelines are intended as a reference and do not replace common sense, sound judgment, and prudent actions in response to emergency situations.

I. Pre-Emergency Planning Actions

- Include the Emergency response plan with orientation materials
- Designate an interior meeting area that is away from doors and windows.
- Utilize a floor plan to establish and post building exit routes.
- Ensure our campus has a first aid medical kit readily available.
- The Campus Administrator will maintain an Emergency Response binder

2. Tornado Alert or Warning

- Determine when to close the campus.
 - Notify TV and Radio News, social media sources regarding campus closings.
- The Campus Director serves as the leader of the evacuation. In the event the Campus Director is not on site, refer to the Leadership Tree (Section II) to determine the leader of the evacuation.
- the Campus Director will make an announcement "This is a severe weather / tornado alert. Please safely and orderly make your way to the nearest interior designated meeting place."
- Campus Leadership Team Members will direct occupants to the nearest designated interior meeting area and assist anyone needing help. Seek shelter inside the determined meeting area.
 - The designated meeting area must be in the core of the building away from doors and windows on the lowest floor possible. Reinforced rooms such as bathrooms, closets or other interior spaces are best.
 - Protect your head and make yourself as small a target as possible by crouching down.
- Ensure those with special needs are provided with the assistance they need to get to the designated interior meeting area. Sweep all offices, workstations, restrooms, break rooms, and copy centers in the predetermined, designated areas within the building as a final check.
- If there is no shelter nearby, lie flat in a ditch or low spot, shielding your head

with your hands.

- Do not use elevators because the power may fail, leaving you trapped.
- NEVER seek shelter in a vehicle or under a bridge.
- Once all occupants of the building reach the designated interior meeting area, they are to be seated on the floor with their backs against the wall. Occupants will remain in the designated meeting area until advised that the severe weather / tornado event has passed, and it is safe to leave the area they are in.
- Each functional leader should take attendance for their specific areas.
 - Reception: Take the guest sign in sheets. Escort all visitors in the lobby to the designated interior meeting area. Report to the Campus Director or primary backup

3. Approaching Thunderstorm

- Seek shelter inside the building away from doors and windows.
- Use telephones or cell phones only if there is an emergency.
- Monitor weather alert radio for worsening conditions.

4. Fast Developing Storms

- Unplug all unnecessary electrical equipment and appliances, especially sensitive items such as computers and lab equipment.
- Store equipment in a designated area away from windows and doors if possible.

5. Approaching Hurricane

- Determine when to close the campus.
 - Notify TV and Radio News sources regarding campus closings.
- Unplug all unnecessary electrical equipment and appliances, especially sensitive items such as computers and lab equipment.
- Cover and store equipment in an interior designated area away from windows and doors if possible.
- Ensure all windows and glass doors are boarded up.
- Arrange for increased security patrols prior to and following the storm.
- Arrange and communicate an alternate location in the event power loss will exceed 5 business days.

6. After the Natural Disaster

- An incident report should be completed for every incident on campus (i.e. assault, theft, injury etc.) Incident reports must be given to the Campus

Director. If a person denies medical treatment or transportation, complete the Release of Liability form along with the Incident Report.

b. Fire

Fires are uncommon but can occur. A fire situation could be in the form of actual fire or smoke, a reported fire, or a fire alarm. In all cases, this should be taken seriously and the response should be quick and orderly.

These guidelines are intended as a reference and do not replace common sense, sound judgment, and prudent actions in response to emergency situations.

1. Pre-Emergency Planning Actions

- Designate a campus representative to walk through the building to ensure no fire hazards are present (at least weekly)
- Ensure all fire extinguishers are charged, on the hook and are visible to occupants. Maintenance will coordinate with the appropriate local monitoring and testing company for annual inspection, servicing, or replacement of fire extinguishers.
 - Ensure fire alarms are tested regularly and in accordance with fire system contractor or installer.
- Identify evacuation assembly areas or primary gathering points. The Campus Director must designate the primary gathering point for all evacuations (i.e. the faculty parking lot). This area should be central to all exits, well-lit and out of the way. Assembly points must be at least 50 feet from the building.
- Communicate with staff on what to do if a fire is detected.
- Maintenance is responsible for testing exit lighting biannually to ensure batteries are properly charged and lights function in the event of a power outage.
- Ensure that a set of master keys is maintained by the Campus Director and/or Campus Administrator.
- Ensure the campus has a first aid medical kit readily available.

2. If Fire Alarm Activates

- Assume the alarm is real.
- Immediately call 911 providing dispatcher with:
 - Your Name
 - Alarm type
 - Location of alarm if known

3. Evacuation:

- The Campus Director is the leader of the evacuation. In the event the Campus Director is not on site, refer to the Leadership Tree (Section II) to determine the leader of the evacuation.
- When the alarm sounds, the Campus Director will make an announcement. "The fire alarm has been activated. Please safely and orderly make your way to the nearest exit and proceed to designated areas for further instructions. Do not leave the campus."
- Avoid elevators unless instructed to do otherwise by first responders. Use emergency exit stairwells.
- Close all doors once a room is evacuated to confine the fire.
- Instruct students to follow the exit sign arrows to the nearest exit. Once outside of the building, everyone shall meet at the primary gathering point.
- Ensure those with special needs are provided with the assistance they need to get to the designated primary gathering point. Sweep all offices, workstations, restrooms, break rooms, and copy centers in the predetermined, designated areas within the building as a final check.
- The leader of the evacuation is stationed nearest the entrance the fire trucks/ police units will use to meet the firemen / policemen.
- Once out of the building, inform first responders of the location and size of the fire if known; if occupants remain in the building; and any other known information relating to the nature of the fire.
- The leader of the evacuation also has the master keys. All keys are taken and delivered to the fire department.
- No one should remain at the rear or front of the building. These locations are in designated fire lanes and will obstruct movement of fire and emergency equipment.
- Each faculty member should take attendance for their specific class.
 - Reception: Take the guest sign in sheets. Escort all visitors in the lobby to the designated interior meeting area.
 - The Director, Dean or Manager on duty will receive a head count from each supervisor
- Do not return until the "all clear" is given.

4. If Fire or Smoke Is Detected

- Immediately call 911, providing dispatcher with:
 - Your Name
 - Exact address of campus
 - Exact location of fire
 - Type of fire if known

- Any injuries or persons trapped.
- Activate a fire alarm pull station located at all exits.
- Report fire to Campus Director's office if possible
- Follow evacuation procedures notated above.

5. If Trained and it is Safe to Attempt – Use a Fire Extinguisher

- Identify a clear escape route – never place yourself in a position where the fire is between you and the exit.
- Attempt to extinguish or contain the fire using a portable fire extinguisher using the **PASS** technique:
 - Pull the pin out in a twisting motion.
 - Aim the extinguisher nozzle at the BASE of the fire.
 - Squeeze the handle to release the chemical.
 - Sweep side to side to put out the fire.
- Attempt only small fires in a limited area.
- Never return used fire extinguisher to hook.

6. If you are trapped in a Room

- Close all doors.
- Place clothing or other material at the door threshold to help prevent smoke from entering the room.
- Call 911 – tell the dispatcher exactly where you are.
- Listen to instructions given and do precisely what you are told.
- Maintain a position near a window and await rescue.
- **DO NOT** attempt to go into the fire or smoke-filled area.

7. After the Fire

- An incident report should be completed for every incident on campus (i.e. assault, theft, injury etc.) Incident reports must be submitted to the Campus Director. If a person Denies medical treatment or transportation, complete the Release of Liability form along with the Incident Report.

c. Earthquakes/Severe Weather

I. Overview

- The actual movement of the ground in an earthquake is seldom the direct cause of injury or death. Most casualties result from falling objects and

debris or collapsing structures. Injuries are commonly caused by:

- Partial building collapse, such as falling masonry, collapsing walls, falling ceiling plaster, etc.
- Flying glass from broken windows.
- Overturned bookcases, filing cabinets, fixtures, furniture, office machines and appliances.
- Fires, broken gas lines, these dangers may be aggravated by lack of water due to broken mains.
- Fallen power lines, inappropriate actions resulting from panic.

These guidelines are intended as a reference and do not replace common sense, sound judgment, and prudent actions in response to emergency situations.

2. Pre-Emergency Planning Actions

- The Campus Director must be aware of individuals with training (CPR, First Aid, etc.).
- Ensure our campus has a first aid medical kit readily available.

3. Earthquake Procedures

If indoors:

- Remain Calm. Sound usually precedes earthquake motion by a split second.
- Stay there. Drop to the floor under a sturdy desk or table. Cover your head and face with your arms and hold on. While dropping under a sturdy desk or table, students and teachers look around at what is falling on them. Avoid these areas.
- Move to an inner wall or corridor. (A door frame or the structural frame or inner core of the building are its strongest points and least likely to collapse. They will also break the impact of any falling objects).
- If suitable furniture is not nearby, sit on the floor against an interior wall and cover your head and face with your arms.
- Grab anything handy to shield your head and face from falling debris and splintering glass.
- Watch for falling objects - plaster, bricks, light fixtures.
- Stay clear of windows, bookcases, shelves, mirrors and sliding glass doors.
- Do not use elevators!
- Don't be alarmed if the fire alarm or sprinklers go off.

2. If outside:

- Get into an open area away from trees, buildings, walls, and power lines.
- Avoid overpasses, bridges, and power lines.

4. Evacuation

- The Campus Director serves as the leader of the evacuation. In the event the Campus Director is not on site, refer to the Leadership Tree (Section II) to determine the leader of the evacuation.

Once shaking has stopped the Campus Director will make an announcement that “evacuation is to begin”. If no Public Announcement system is available, the Campus Director must determine the best means of communication for the evacuation (bull horn, word of mouth, etc.)

- Campus staff and faculty will direct occupants to the Emergency Assembly Area (EAA) designated by the Campus Director. Use the suggested routes on your evacuation map to get to the EAA. Everyone is to stay together and to move away quickly and quietly from the building when exiting. Evacuees should cover their heads with their bag or book.
- Do not use elevators because the power may fail, leaving you trapped.
- Ensure those with special needs are provided with the assistance they need to get to the EAA. Sweep all offices, workstations, restrooms, break rooms, and copy centers in the predetermined, designated areas within the building as a final check.
- Each functional leader should take attendance for their specific areas.
 - Reception: Take the guest sign in sheets. Escort all visitors in the lobby to the designated interior meeting area. Report to the Campus Director or primary backup
 - The Campus Director or Manager on duty will receive a head count from each faculty member.

5. Aftershocks

During an earthquake aftershocks may occur. If an aftershock occurs, while you are exiting, ‘Drop, Cover, and Hold On’ until the shaking stops.

- When the shaking has stopped IMMEDIATELY and before you exit your room, take ten seconds to look around. Make a mental note of damage and dangers. Check to see if any students are injured. If immediate help can be given to those with injuries (to stop serious bleeding, put out a small fire etc.), do so. Ask responsible students to assist lightly injured. Non-ambulatory injured people should be reassured and wait for treatment where they are unless it is more dangerous to remain.

6. After An Earthquake

- Remain Calm. Don't Panic. Try to calm and reassure others. Stop and take time to think. Wait until all motion has stopped. Do not run downstairs or outdoors. Be prepared for additional shockwaves.
- Do not light matches, cigarettes or turn on electrical switches. Flashlights are one of the best light sources after a damaging earthquake. Proceed with extreme caution.
- Protect hands and feet from broken glass or debris. Keep head and face protected (hard-hat, blanket, tablecloth, etc.)
- Make a quick check for injuries or trapped people. Provide emergency first aid if needed. Do not try to move seriously injured people unless they are in immediate danger of further injury.
- Turn off all appliances and office machines. Extinguish all open flames. Check power lines and cords. If problems exist in electrical lines or gas lines the mains should be shut off.
- Attend to injured or trapped people. Try to get help if necessary. If a person is trapped and you can free him without injury yourself, remove debris piece-by-piece starting from the top.
- Be prepared for aftershocks - they are weaker than the main shock but can cause additional damage and psychological trauma. Watch out for other possible dangers, which may follow an earthquake, such as fire, flood, landslide, or TSUNAMI (tidal wave).
- Turn on the battery radio to receive disaster instructions. Use telephones only to report extreme emergency situations.
- Inspect your work area carefully for structural damage. Carefully open exit doors - they sometimes jam. The initial quake may damage the structure, and an aftershock could knock down weakened walls. Use extreme caution when moving around in damaged areas - they may collapse without warning. Check to see that sewage lines are intact before flushing toilets.
- You should not try to get home until government authorities say it is safe, which will be when the worst fires are under control, and the streets have been cleared. This may happen quickly, or it may take longer (perhaps 72 hours or more).
- Don't go outside sightseeing. Keep streets clear for the passage of emergency vehicles. Your presence might hamper rescue and other emergency operations.
- An incident report should be completed for every incident on campus (i.e. assault, theft, injury etc.) Incident reports must be input by the Campus Director or Campus Administrator. If a person denies medical treatment or transportation, complete the Release of Liability form along with the Incident Report.

d. Medical Emergency

1. Overview

Medical emergencies of all types can occur at any time and can stem from injury or illness. Call 911 for any emergency where response is required to protect or preserve life. This includes serious injury or illness, a mental health situation, assault, battery, homicide, or a threat of any of these.

These guidelines are intended as a reference and do not replace common sense, sound judgment, and prudent actions in response to emergency situations.

2. Pre-Emergency Planning Actions

- Maintain a safe and secure environment.

3. Injury or Illness

- Immediately call 911, providing dispatcher with:
 - Your Name
 - Campus Address
 - Location of injured or sick party
 - Type of injury or illness if known
 - Condition of the person (i.e. is he/she conscious, breathing, chest pains, etc.)
- If Trained and if it is Safe to do so, apply first aid if the victim gives consent.
- **DO NOT** move the person unless it is necessary to avoid further harm.
- Safeguard person's personal belongings
- Keep others away from the victim.
- **NEVER** attempt to get the person up, give them fluids or give them pills.
- If the person is conscious, calmly provide assurance to the victim that help is on the way.
- Provide assistance first responders as required to locate the victim and in the incident investigation.

4. After a Medical Emergency

- An incident report should be completed for every incident on campus (i.e. assault, theft, injury etc.) Incident reports must be input by the Campus Director or Campus Administrator. If a person denies medical treatment or transportation, complete the Release of Liability form along with the Incident Report.

e. Suspicious Mail or Objects

3. Overview

Suspicious items such as an envelope, package, or even a backpack can potentially cause harm to people and property. This is an especially troubling concern in a campus environment where packages, backpacks and book bags can be prevalent. The challenge is to identify suspicious articles.

Characteristics to look for include excessive postage, misspelled common words, very poor handwriting, items addressed to a title, not a person, no return address or a return address that does not match the post office stamp, excessive weight, a rigid envelope, or an unexpected special delivery, especially from a foreign location. Other signs to look for are markings such as "Private" or "Confidential," excessive amounts of tape or cord around the object, oily stains, and discoloration, protruding items such as foil or wires or an item in a strange location.

These guidelines are intended as a reference and do not replace common sense, sound judgment, and prudent actions in response to emergency situations.

4. Pre-Emergency Planning Actions

Identify evacuation assembly areas. The Campus Director must designate the primary gathering point for all evacuations (i.e. the faculty parking lot). This area should be central to all exits, well-lit and out of the way. Assembly points must be at least 50 feet from the building.

5. If Suspicious Mail, Package, or Object Is Discovered

- Generally – DO NOT attempt to MOVE, OPEN, or COVER the item.
- Cover the item **ONLY IF** there is evidence of a suspicious powder or liquid.
- **DO NOT use cell phones** – this may trigger the device if it is a bomb.
- Notify the Campus Director immediately.
- Keep others away from the package; close door of room where item was found (if in a room) and leave the room or area immediately.
- If the Campus Director determines there is a threat call 911, providing dispatcher with:
 - Your Name
 - Location of the campus
 - A description of the suspicious item
- Record and follow the 911 dispatcher's instructions exactly.
- Remove all people from the area as quickly as possible and secure the area.
- If the threat is considered significant, evacuate the building. Instruct students to follow the exit sign arrows to the nearest exit. Once outside of the building, everyone shall meet at the primary gathering point. Ensure those with special needs are provided with the assistance they need to get to the designated

primary gathering point.

- Upon arrival of the first responders, direct them to the object and provide them with details as to how the item was discovered and any other information that might be critical to the investigation.

6. If a Suspicious Item is Opened and an Unidentified Substance is Found

- Remain calm.
- Do not touch, smell, taste or try to analyze the substance. Do not try to clean up the substance.
- Carefully put the item down and step away. Do not carry the item to another location.
- Cover the item with a towel, piece of clothing or paper to prevent the spread of the substance.
- Remain in the immediate area to minimize the spread of the substance.
- Alert others to keep away from your area.
- Turn off any circulating fans, air conditioners or heaters.
- Immediately call 911, providing dispatcher with:
 - Your Name
 - Location of the campus
 - A description of the suspicious item
- Record and follow the 911 dispatcher's instructions exactly.
- If you touch the substance with your hands, do not touch your face.
- Wait for trained emergency personnel to arrive.
- Inform emergency personnel of all people who came in contact with substance.

7. After a Suspicious Item Incident or Substance is Found

- An incident report should be completed for every incident on campus (i.e. assault, theft, injury etc.) Incident reports must be input by the Campus Director or Campus Administrator. If a person denies medical treatment or transportation, complete the Release of Liability form along with the Incident Report.

f. Bomb Threat

I. Overview

Bomb threats are unfortunately an easy way to disrupt any operation but must always be taken seriously. If a bomb threat is received by telephone, remain calm and attempt to get as much information as possible from the caller. If the phone system has a caller ID display, write down the number from the display. If possible, record exactly what the caller states.

Immediately contact the Campus Director after the call. Then call 911.

These guidelines are intended as a reference and do not replace common sense, sound judgment, and prudent actions in response to emergency situations.

2. Responsibility

It is the primary responsibility of law enforcement to handle incidents involving bomb and or terrorism threats to conclusion, coordinating the protective and technical skills of related agencies and emergency responders.

It is the responsibility of the Emergency Communications Center (911) to make appropriate dispatches to law enforcement and fire agencies and make notifications. These include, but are not limited to, the Watch Commander, the Communication Supervisor, and in the case of a court facility, the Court Executive Officer or person in charge.

3. Pre-Emergency Planning Actions

- Ensure the Bomb Threat Checklist is available to all personnel answering campus telephones.
- Keep a megaphone or bullhorn on site.
- Report any verbal threats of violence to the Campus Director.
- Report any morale or harassment issues to the Campus Director.
- Identify evacuation assembly areas. The Campus Director must designate the primary gathering point for all evacuations (i.e. the faculty parking lot). This area should be central to all exits, well lit and out of the way. Assembly points must be at least 50 feet from the building.
- Ensure your campus has a first aid medical kit readily available. First aid medical kits are available for order via Workplace. The first aid medical kit is located at the front desk, but this varies by campus. The Campus Administrator or Campus Director is responsible for ensuring the campuses have a first aid medical kit.
- The Campus Director and/or Campus Administrator will maintain an Emergency Response binder including the Emergency Response Plan, evacuation maps, and key contact information.

4. Following the call, or If Threat Comes from Other Means

- Immediately call the Campus Director
- Then call 911, providing dispatcher with:
 - Your Name
 - Location of the campus
 - Time of the threat
 - What the caller said – exactly
- Take note of the surrounding area, look for any suspicious devices or objects.
- Record and follow the 911 dispatcher's instructions exactly.
- Notify the Campus Director and/or the senior staff with instructions provided by the 911 dispatcher.
- Upon arrival of the first responders, provide them with the details of the threat.
- Follow the directions of the first responders exactly.
- If the building has been evacuated, do not reenter, or allow anyone else (other than emergency professionals) to reenter until the building is cleared by first responders.

5. Evacuation

- Unless the authorities advise to remain in the building, the evacuation process should occur immediately. The seriousness of the threat must never be underestimated.
- The Campus Director serves as the leader of the evacuation. In the event the Campus Director is not on site, refer to the Leadership Tree (Section II) to determine the leader of the evacuation.

The leader of the evacuation will use Megaphones or the P.A. system to alert everyone to evacuate. Words and phrases such as BOMB, EXPLOSION, BLOW-UP, etc. can produce panic. To clear people from the building use more acceptable phrases such as, "Please clear the building immediately; we have an emergency." Repeat as often as necessary.

- DO NOT activate the fire alarm, as this may trigger the bomb to explode.
- Instruct students to follow the exit sign arrows to the nearest exit. Once outside of the building, everyone shall meet at the primary gathering point. Ensure those with special needs are provided with the assistance they need to get to the designated primary gathering point.
- If personal belongings, such as purses and briefcases, are located close to employees and can be readily retrieved, employees should take these items with them as they leave the building. These items pose a problem to searchers. However, if these items are not readily retrievable (i.e. the

employee is on the first floor and her purse is on the third floor) they should not be retrieved, and the employees are to exit the building immediately. **Safety comes first.**

- Avoid elevators unless instructed to do otherwise by first responders – use emergency exit stairwells.
- Each functional leader should take attendance for their specific areas.
 - Reception: Take the guest sign in sheets. Escort all visitors in the lobby to the designated interior meeting area. Report to the Campus Director or primary backup.
 - The Director, Dean or Manager on duty will receive a head count from each Director of Admissions, Business Office Manager, Campus Administrator, and Program Director.
- If the building has been evacuated, do not reenter, or allow anyone else (other than emergency professionals) to reenter until the building is cleared by first responders.

6. After A Bomb Threat

When the authorities have given their permission for all personnel to re-enter the building(s), the Campus Director's main responsibility is to ensure a safe and orderly re-entry for all occupants and assure them that the situation is under control.

An incident report should be completed for every incident on campus (i.e. assault, theft, injury etc.) Incident reports must be input by the Campus Director or Campus Administrator. If a person denies medical treatment or transportation, complete the Release of Liability form along with the Incident Report.

g. Workplace Violence / Lockdown

I. Overview

Workplace violence is a serious and ever-present threat in any workplace and campus. It involves any threatening behavior and actual violence against others. Workplace violence perpetrators may include:

- Students (present and former)
- Campus contractors and employees
- Strangers (criminals)
- Family members, friends, significant others

These guidelines are intended as a reference and do not replace common sense,

sound judgment, and prudent actions in response to emergency situations.

2. Pre-Emergency Planning Actions

- Conduct an active shooter drill annually (at a minimum.)
- Prepare a tailored LOCKDOWN plan of action for your campus in advance. Determine possible escape routes and know where the nearest building exits are.
- New hires should receive training and instructions on what to do in the event of an emergency.
- Create a gathering point after an evacuation so all employees can be accounted for.
- Keep a megaphone or bullhorn on site.
- Advise students to report any threat or suspicious behavior or general security/safety concerns to the Campus Director
- Meet with local law enforcement to determine crimes and crime trends in the area.
- Conduct annual crime prevention awareness training using local police department or other source (internal or external)

3. Response to Active Shooter or Criminal Act

- The Campus Director serves as the leader of the evacuation. In the event the Campus Director is not on site, refer to the Leadership Tree (Section II) to determine the leader of the evacuation.
- When the alarm sounds, if a Public Announcement system or bull horn is utilized, the Campus Director will make an announcement. "Faculty, Staff, and Students we are IN LOCKDOWN until further notice." If no Public Announcement system is available, the Campus Director must determine the best means of communication for the drill (bull horn, word of mouth, etc.) Follow the evacuation steps notated above.

Do not pull fire alarms during a Lockdown as this may encourage people to evacuate rather than following event procedures.

- **EVACUATE.** As a first course of action, Evacuate the building and classroom immediately.
 - If you can safely flee the building – do so immediately.
 - Leave personal belongings behind
 - Take other employees with you.
 - Leave the building with your hands up so that you will not be considered a potential threat.
 - After evacuating, call 911.
- **Hide.** If you cannot safely flee because of the proximity of an active threat, hide.

- Secure the door and turn off the lights.
 - Barricade the entrance by moving tables and other items to prevent entry.
 - Everyone remains silent. Silence all cell phones and electronic equipment.
 - Place students on the ground and against the wall out of sight from the doorway or window. Cover any windows if possible.
 - Turn off lights and computer monitors.
- If in the hallways or corridors, get into a room that is not already secured and secure it.
 - If you are in an open space, stay alert and look for appropriate cover locations.
 - Hard cover, such as brick walls, large trees, retaining walls, parked vehicles, and any other object may be utilized as cover.
 - Never open doors during a lockdown, even in the event of a fire alarm.
 - NEVER respond to unfamiliar voices or knocks – NEVER open the door, even if the person claims to be the police.
 - Authorized staff will signal all personnel if the lockdown has been lifted.
 - FIGHT. As a last resort – if you can't run or hide, confront the shooter in numbers with excessive force.
 - As a last resort, fight the shooter with any tools that you may have.
 - Use pieces of furniture, heavy objects, hot coffee, etc.
 - Get as many people to help over-power the individual as possible .

4. Shooter Confrontation

- Try to remain calm and quiet.
- NEVER argue with the person
- If shots are fired, drop to the floor, place something between you and the shooter, or try to escape, running in a zigzag pattern.
- If you flee:
 - Have an escape route in mind.
 - Leave everything behind except cell phone.
 - Keep your hands visible.
 - DO NOT stop to help others or attempt to move them.
 - Follow police instructions exactly.

5. If Confronted by a Hostile Person

- Stay calm.
- Be empathetic – show you are concerned.

- Be positive and respectful.
- Maintain some eye contact.
- Repeat what person is saying to you.
- Get help from another faculty member or student.
- Try to have the other person and you sit down – sitting is a less aggressive position.
- Try to be helpful – for example, schedule an appointment for a later time.
- Give positive-outcome statements, such as “We can get this straightened out”.
- Give positive feedback for continued talking, such as “I’m glad you’re telling me how you feel”.
- Be empathetic by saying “I can see you are upset”.
- **NEVER** say “I know how you feel” – you don’t.
- Stay at least 2 to 3 arms lengths away from the person.
- Take notes.
- Avoid certain non-verbal cues such as looking at your watch, shaking your head, crossing your arms, etc.

6. Avoid Exacerbating Behaviors

- Do not patronize.
- Do not yell, argue, or use profanity.
- Do not threaten.
- Do not joke or be sarcastic.
- Do not touch the person.
- Do not use inappropriate body language such as rolling eyes, smirking, shaking your head or crossing your arms – these will all diminish your credibility and may cause the person to escalate his/her behavior.

7. If Someone Becomes Agitated

- Leave the area immediately, if possible
- Call 911 from a safe place.
- Try to alert a co-worker that there is a problem, e.g., by calling and using an agreed-upon code word to indicate trouble.

8. Violence – Criminal Acts

- Assault, robbery, any acts of violence
- Try to remain calm.
- Distance yourself from criminal/s.
- Get to a safe location.
- Try to remember key descriptive information.
- Call 911
- Get help from others around you.
- Report incident to campus administration
- Preserve evidence.
- Wait for assistance.

9. After Workplace Violence Acts

An incident report should be completed for every incident on campus (i.e. assault, theft, injury etc.) Incident reports must be input by the Campus Director or Campus Administrator. If a person denies medical treatment or transportation, complete the Release of Liability form along with the Incident Report.

h. System Failure

These guidelines are intended as a reference and do not replace common sense, sound judgment, and prudent actions in response to emergency situations.

I. Pre-Emergency Planning Actions

- Test elevator emergency button at least quarterly
- Maintain equipment according to manufacturer or installer. Contact your local service provider to test fire and security alarm systems for all campuses annually according to manufacturer or installer.
- Contract with a disaster response company in the event of a water leak, smoke, fire, or other damage
- Campus is responsible for maintaining and testing flashlights monthly to ensure batteries are properly charged and function in the event of a power outage.
- Campus to maintain a bin entitled 'System Failure Kit' which contains flashlights, tarps, and buckets. Campus is also responsible for keeping a wet vacuum on site.
- Know location of:
- Gas shut off.

- Electrical re-sets.
- Water shut offs (building, fixtures).

For facility system failures:

System	Regular Office Hours	After Hours
Electrical/Power Failure/Gas	Contact your local service provider	
Heating or Air-Conditioning		
Water/Flooding		
Maintenance		

2. Electrical Emergencies

- Determine extent of power failure if possible
- Avoid touching equipment that is smoking, sparking, tripping circuit breakers, or giving electric shocks.
- Contact the Campus Director if the building loses power. In the event the Campus Director is not on site, refer to the Leadership Tree (Section II) to determine the point of contact.
- Remain at your location until you are instructed to do otherwise.
- Use flashlights.
- Wait for emergency power.
- Manually secure the building. If the campus experiences a full power outage, the facility may be evacuated at the Campus Director's discretion.

3. Water System Failure or Flooding

- Avoid areas of standing water.
- If **Trained** and it is **Safe** to do so:
 - Unplug electrical equipment before water reaches it.
 - Turn off circuit breakers to flooded areas.
 - Use plastic or tarps to cover water-sensitive materials and equipment.
 - Move materials from floors and other flooded areas to a safe location.

4. If Trapped in an Elevator

- **DO NOT** try to exit the elevator car through the roof or by forcing the doors.

- Call for help using the elevator's emergency telephone.
- Contact the Campus Director from a cell phone or bang on the doors and shout for assistance.
- Stay in contact with someone until help arrives.
- Always wait for trained personnel to assist you from the elevator.

5. After System Failures

An incident report should be completed for every incident on campus (i.e. assault, theft, injury etc.) Incident reports must be input by the Campus Director or Campus Administrator. If a person denies medical treatment or transportation, complete the Release of Liability form along with the Incident Report.

III. Recovery Procedures

a. Level I Incident

A Level I incident is defined as any event that disrupts 3 or fewer critical business processes for no more than two days. The incident is limited to the immediate campus area. This might include severe weather, a bomb threat, minor chemical spill, or a suspicious package.

With a Level I incident, the Business Recovery Team (BRT), defined in Appendix A, will convene immediately following the response to the incident and take the lead to determine those processes that have been disrupted and whether or not they need to perform off-site or by other sources.

b. Level II Incident

A Level II incident is when 3 to 5 critical business processes are disrupted, and the disruption is expected to last between two and seven days. The incident may impact more than the immediate campus area. Examples of a Level II incident are a minor fire, minor storm damage, or an incident that resulted in the death of a person or persons on campus.

The Business Recovery Team will convene immediately following the response to the incident to determine those processes that have been disrupted and whether or not they need to be conducted off-site or by other sources. The appropriate campus support teams will be convened by the BRT based on the impacted processes. These support teams will meet daily to coordinate activity for their respective areas of responsibility until the processes are returned to normal operation. The BRT will establish a schedule for briefings by the support teams and will provide guidance as appropriate to restore operations and manage interim workflows.

c. Level III Incident

A Level III incident is a catastrophic event that impacts the campus and the

community. Multiple processes are disrupted for more than seven days. The campus facility is impacted as well as systems to conduct normal business. A major weather disaster such as a tornado or hurricane might be an example, or a fire.

The Campus Leadership Team will convene immediately following the response to the Level III incident to determine those processes that have been disrupted and whether or not they need to perform off-site or by other sources. The appropriate campus support teams will be convened by the BRT based on the impacted processes. These support teams will meet daily to coordinate activity for their respective areas of responsibility until the processes are returned to normal operation. The BRT will be briefed daily by the support teams and provide guidance as appropriate to restore operations and manage interim workflows.

The Business Recovery Team (BRT) is mobilized after an emergency situation is stabilized to the point where actions can begin for the recovery of campus operations. The BRT is responsible for coordinating activities for the recovery of the business and educational processes of the campus.

Organization:

The BRT is led by the Campus Director, or in the case of her absence, Campus Administrator.

Command Site:

The BRT is convened in the Campus Director's office. If unable to convene on campus they will meet virtually via Teams or cell phones.

Team Duties:

- Coordinate the activation of alternative sites and processes as required to conduct critical campus operations.
- Contact legal counsel for advice and service.
- Arrange for off-site storage of necessary records and supplies.
- Secure alternate office and/or classroom space as needed.
- Activate temporary workspace plan for the administrative office
- Activate temporary classroom space plan as required.
- Document all actions taken