

**EMERGENCY**

JANUARY 1

**RESPONSE MANUAL**

**2016**

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This emergency response manual provides contingency plans for  
Campus emergencies.

**Warner  
University**



**DAYTIME EMERGENCY PHONE TREE – Fall and Spring Semesters**

IF YOU GET NO ANSWER FROM A DEPARTMENT YOU CALL, AND THAT DEPARTMENT IS RESPONSIBLE FOR CONTACTING OTHERS, PLEASE CONTACT THOSE DEPARTMENTS AS WELL.

**CAMPUS SAFETY & SECURITY**

President’s Office – Ext 7209

Student Life – Ext 7246

Inst. Tech Service – Ext 2345

Physical Plant – Ext 7228

**STUDENT LIFE**

All Dorms

**PRESIDENT’S OFFICE**

Executive V.P. Office – Ext 7206

Registrar’s Office – Ext 7204

Business Office – Ext 7214

**BUSINESS OFFICE**

Financial Aid – Ext 7202

Student Accounts – Ext 7226

Switchboard – Ext 7201

**P.L.R.C.**

Fine Arts – Ext 7231

Admissions – Ext 7212

Computer Lab Rigel Ct. – Ext 3910

**ADMISSIONS**

School of Prof. Studies – Ext 7117

Athletic Department – Ext 7258

Communication Arts – Ext 7267

**REGISTRAR**

Bookstore/Post Office – Ext 2775

Advancement – Ext 1465

**FINANCIAL AID**

School of Ministry – Ext 7237

School of Business – Ext 3907

Cafeteria – Ext 7229

**EXECUTIVE V.P. OFFICE**

Teacher Education – Ext 7243

P.L.R.C. – Ext 7235

**PHYSICAL PLANT**

SLWCOG – 638-1019

Genesis Point – 638-4334

HEART – Ext 638-1188

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## **PREFACE**

This Emergency Response Manual has been designed by Warner University to provide a contingency plan for campus emergencies. New employees should become familiar with this manual as part of the employing unit's orientation program.

All members whose responsibilities cover the operational procedures found in this plan will make every effort to follow them.

Any exception to these emergency response procedures will be conducted only with the approval of the President or his designee directing and/or coordinating the emergency operations.

All requests for procedural changes are to be submitted in writing to the Director of Campus Safety and Security for review. Any changes to the plan will not occur without the approval of the President or his designee.

## **INTRODUCTION**

### **PURPOSE**

The emergency procedures outlined in this guide are designed to navigate through emergencies by effective use of university and community resources.

Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President or the President's designee, may declare a **STATE OF EMERGENCY**.

In this case, the following contingency guidelines may be implemented.

Because emergencies may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various magnitudes.

### **SCOPE**

These procedures apply to all members of Warner University. Emergencies may be generated or continued outside the limits of Warner University property, but affecting the campus as emergencies nonetheless.

### **DEFINITION OF EMERGENCIES**

The President or the President's designee shall serve as overall Emergency Coordinator during any major emergency or disaster.

The following definitions of an emergency are provided as a guideline to assist in determining the appropriate response:

#### **Minor emergency**

Any incident, potential or actual, which will not seriously affect the overall functional capacity of the University.

#### **Major emergency**

Any incident, potential or actual, which affects University persons or property, and possibly disrupt the operations of the University. Outside emergency services will probably be required, as well as major efforts from campus support services.

#### **Disaster**

Any event or occurrence which has taken place or may occur that would seriously impair or halt the general operation(s) of the University.

In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to control such a situation effectively. Outside emergency services will be essential to the control effort.

## **LIFECYCLE OF AN EMERGENCY**

### **Declaration of university state of emergency**

The authority to declare a campus state of emergency rests with the University President or the Presidents designee.

During any campus major emergency specific departments will immediately begin implementing appropriate measures to meet the emergency, safeguard persons and property, and maintain facilities. These specific departments include, but are not limited to:

Campus Safety and Security

Business Services

Physical Plant

Human Resources

Student Life

Administrative

Computer Services

The President or the President's designee shall consult with the above departments and their administrators regarding the emergency and decide the possible need for a declaration of a university state of emergency.

When a determination is made to restrict the campus, those without authorization under the emergency declaration are denied access or to leave if necessary.

An Emergency Control Center will be activated, and the appropriate operational plans will be executed. In some situations, more than one Emergency Control Center may be created.

### **Assumptions**

The University's Emergency Response Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster.

### **Enacting the Emergency Response Plan**

The following are guidelines for determining and enacting the Emergency Response Plan:

An emergency or disaster may occur at any time of the day or night, weekend or holiday, with little or no warning. The succession of events in an emergency is not predictable. Hence, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency. Disasters may also affect residents in the geographical location of the University (or University properties); therefore, local, state and federal emergency services may not be available immediately. Warner University officials responsible for emergency and disaster response and action should be expected to communicate and coordinate with a variety of governmental and non-governmental organizations to accomplish order restoration. A major emergency may be declared if information indicates that such a condition is developing or is probable.

### **NOTIFICATION**

Employees and students of the University shall follow these directives until otherwise notified.

Any member of the university wishing clarification of an announcement may call Campus Safety and Security at 638-7232.

### **UNIVERSITY EMERGENCY CONTINGENCY PLAN**

One important factor in emergency planning and disaster recovery is the suspension of services and the shut-down of systems. Equally important is the subsequent restoration of those services and systems.

It becomes evident in most emergencies that a portion or all of routine University activities may be curtailed or suspended to insure personal safety as well as property preservation. The following information is designed to serve as guidelines.

If it becomes necessary, the President, or his designee may call for the suspension of classes, office work, maintenance or campus evacuation. When this occurs,

communication of these acts may be accomplished by one or more of the following: emergency text messaging, voice communication from supervisors, voice and electronic services over the university communication system; notification by Campus Safety and Security Officers, and by use of specific and/or general news media.

**RESUMPTION OF SERVICES AND SYSTEMS**

The resumption of campus activity, both limited and total, will be announced through the same methods as indicated above. Campus personnel should not enter or utilize University facilities until the all clear has been communicated.

It is important to note that campus personnel use extreme care in re-entering the campus or any part thereof after the emergency has ended. There is some danger of accident and injury where the facilities may not be totally restored.



## **UNIVERSITY EMERGENCY RESOURCE TEAM**

### **EMERGENCY COORDINATOR**

The Emergency Coordinator is the University President or his designee and will coordinate all emergency preparation; direct all emergency response and disaster recovery.

### **EMERGENCY COMMAND POST**

When a major emergency or disaster occurs, or is imminent, the Campus Safety and Security and Physical Plant Departments shall set up and staff appropriate emergency control centers as directed by the Emergency Coordinator in this order:

1. Ratzlaff Administration Center, if damaged then;
2. Clois Williams Hall, if damaged;
3. Physical Plant

Physical Plant and Campus Safety will stock the command post (s) with the emergency equipment, which will include but it not limited to, barricades barrier tape along with command post signs, two portable handheld radios, First Aid kit, and campus telephone directory and local phone book with yellow pages.

### **EMERGENCY RESOURCE TEAM**

In addition to establishing an Emergency Control Center, the Emergency Coordinator shall assign staff to begin contacting all necessary members of the Campus Emergency Resource Team:

Emergency Coordinator

Director of Physical Plant

Director of Campus Safety and Security

Director of Human Resources

Dean of Student Life

Director of Computer Services

Media Specialist

Essential personnel are designated staff members who comprise the Emergency Response Team and whose primary responsibility shall be the protection of resident students, staff, and University property.

President- Dr. Gregory Hall, Office: 638-1043

Dean of Students- Rev. Dawn Meadows, Office: 638-7246 Cell: (863) 528-8898

Vice President for Advancement- Mrs. Doris Gukich, Office 638-7611

Cell: 557-0176

Director of Security- Mr. Brian Rowles, Office 638-7667 Cell: 412-0946

Director of Physical Plant- Mr. Bill Brown, Office: 638-7228 Cell: 412-0932

Director of Information Technology- Mr. Mark Thomas, Office: 638-2345

Cell: 528-0498

Faculty Representative- ??????????????????

Team members coordinate with the Emergency Coordinator and begin the duties described below in the event of a major emergency or disaster. The emergency resource team also edits and evaluates the emergency response plan as necessary.

#### TEAM RESPONSIBILITIES

The general responsibilities of the Emergency Team are:

##### **Emergency coordinator**

- Coordinates with all operational Emergency Resource Team members
- Declares and ends, when appropriate, the campus state of emergency
- Activates campus(es) evacuation or partial evacuation when appropriate
- Notifies and conducts liaison activities with the college administration, governmental agencies, Emergency Resource Team, and others
- Determines the type and magnitude of the emergency and establishes the appropriate Emergency Control Center
- Coordinates the closing, adjustment and services operation for the university prior to (if possible), during and after the emergency
- Coordinates the protection preparation or recovery activity in regard to college property, including records and files

**Director of campus safety and security**

- Takes immediate and appropriate action to protect life and property
- Assists in scheduling university personnel to staff the Emergency Control Center and/or other duties during the emergency time period
- Assigns sufficient personnel to staff the Emergency Control Center and the general Security activities after the emergency
- At the direction of the Emergency Coordinator, activates the Security post within the Emergency Control Center
- Assists in the acquisition of emergency equipment, tools, vehicles and materials.
- Notifies and conducts liaison activities with the appropriate outside governmental organizations—fire, police, EMT.
- Notifies university administrators and liaison personnel of critical information when necessary.
- Provides perimeter access control of hazardous areas or properties; traffic and foot patrols.
- Assesses emergency and hazardous situations and notifies the appropriate personnel.

**Director of physical plant**

- Provides personnel and equipment to perform: shut down procedures; hazardous area control; barricades; damage assessment; debris clearance; power restoration; plumbing, water and waste removal restoration; emergency repairs and equipment protection
- Provides vehicles, equipment, and operators for movement of personnel and supplies. Assigns vehicles as required to the Emergency Resource Team for emergency use
- Engages or purchases emergency equipment.
- Obtains assistance of utility companies as required for emergency operations
- Furnishes emergency power and lighting systems as required
- Provides facilities for emergency generator fuel during actual emergency or disaster periods
- Provides for acquisition, transportation and storage of emergency equipment, tools, materials, food and water for the Emergency Control Center
- Surveys habitable space and relocates essential services and functions
- Provides for the storage of vital records at an alternate site; coordinates with the center directors and facilitators of the threatened university property for liaison and necessary support, photograph or video of assets.
- Assists the Emergency Coordinator in campus(es) evacuation when appropriate

**Director of human resources**

- Schedules departmental personnel as needed to prepare for an emergency, if possible
- Directs the projection of sensitive and important payroll and personnel files and computer information
- Assists in obtaining information for University employees for emergency preparation, protection and disaster recovery

**Dean of student life**

- Direct the evacuation of students and/or staff when necessary
- Schedule and assign emergency preparation duties, emergency activity and disaster recovery
- Coordinate with student organization leaders in the communication of the information to and from students

### **Computer services**

- If time permits, prior to an emergency condition, prepare the administrative computer center, as well as other computer operations, for risk exposure protection, possible shut-down and damage control.
- Provide or seek alternative repository for backup databases
- Prepare for resumption of computer services and equipment.

### **Media specialist**

- Coordinate with the President or his designee all information for public release

### **DISASTER RESOURCES**

- Local law enforcement - Polk County Sheriff's Office. (863)-298-6200
- Local fire department and paramedic units - Polk County E.M.S. (863)-534-0360
- State law enforcement agency - Florida Highway Patrol (non-emergency) 499-2300
- County health department - Polk County (863)-413-2620
- Local hospital - Lake Wales Medical Center (863)-676-1433
- The American Red Cross (863)-683-5716 or (863)-294-5941
- State Office of Emergency Management (FEMA) 904-487-4918
- The Division of Mines and Geology (863)-534-7370 (863)-534-7371
- Federal Small Business Association (863)-646-7989
- Board of County Commissioners (863)-534-6000
- National Weather Service (NOAA) 1-813-645-2506 (recorded weather)
- Salvation Army (863)682-8179
- State Highway Department (863)519-2300
- County Highway Department (863)534-6084
- State Government office (904)488-4441
- County and State Engineers (813)645-2506
- Local Television Radio Stations  
WLFA NBC Channel 8: 1-800-228-8888  
WTVT Fox Channel 13: 1-813-813-1313  
WPCV 97.5fm (863)293-9797

## **DAYTIME EMERGENCY PHONE TREE – Fall and Spring Semesters**

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All Dorms

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Genesis Point – 638-4334

HEART – Ext 638-1188



## **GENERAL RESPONSIBILITIES OF THE UNIVERSITY STAFF**

### **ADMINISTRATORS, DEANS AND DEPARTMENT HEADS**

Every administrator, dean, and department head may appoint a specific person as Building/Facility Coordinator for emergency planning and response under their control, and is responsible to the following during any emergency:

- Building and facility evaluation in concert with the Emergency Resource Team
- Interaction and discussion with the departmental management and staff in regard to risks, emergency preparation, and response
- Instruction and training for employees in regard to emergency policies and instructions
- Contact the Emergency Resource Team for information and instructions prior to or during an emergency, if possible
- Report all dangerous conditions or situations to Campus Safety and Security immediately, 24 hours a day at 638-7232 or ext. 7232.

### **FACULTY AND SUPERVISORS**

- Educate students and employees concerning university emergency procedures as well as evacuation procedures for their facility
- Inform students and staff of such an emergency and insure that they comply with instructions and safety procedures
- Report all safety hazards to Campus Safety and Security
- Submit work orders to Physical Plant to reduce the possibility of a hazardous situations

### **EMPLOYEES**

- Be aware of University safety policies, procedures and guidelines
- Follow safe working procedures at all times; report unsafe conditions, emergency and hazardous situations to Campus Safety and Security immediately at 638-7232 or ext. 7232.
- Follow special instructions in regard to emergency or disaster conditions
- Evacuate the campus when advised or instructed
- Return to campus only when notified by a member of the Emergency Resource Team.

### **MEDIA RELATIONS**

Only the President or his designee can authorize a spokesperson to meet or talk with the media. Faculty, Staff and Students should not speak on behalf of the University to any outlet regarding university incidences. Requests to do so should be referred to the President's Office. (non negotiable)



## **EMERGENCY PLANS**

### **MEDICAL AND FIRST AID**

1. If serious injury or illness occurs on campus, immediately call Campus Safety and Security at 638-7232 or ext 7232. Give your name; describe the nature and severity of the medical problem and the campus location of the victim.

2. In case of minor injury or illness, provide first aid care.

- Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
- Ask victim, “Are you okay?” and “What is wrong?”
- Check breathing and give artificial respiration if necessary.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical I.D., question witness(es), and give all information to the medical personnel.

### **EVACUATION PROCEDURES**

#### **1. Building evacuation**

All building evacuations will occur when an alarm sounds and/or upon notification by Campus Safety via text messaging, e-mail, voice mail, and announcements by supervisors, department heads, and faculty.

When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

An annual test of evacuation procedures will be conducted by the Safety and Security department.

#### ***ASSIST THE HANDICAPPED IN EXITING THE BUILDING.***

Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your assembly points.

DO NOT return to an evacuated building until told to do so.

**IMPORTANT:** After any evacuation, report to your designated area assembly point. Stay there until an accurate headcount is taken.

## **2. Campus evacuation**

The campus community will be notified to evacuate by general announcements via 1 or more of the following:

text messaging, e-mail, voice mail, campus safety public address systems, and announcements by department heads and residential staff.

Campus authorities will give directions as to evacuation routes.

Students, faculty, and staff must leave campus immediately taking ID and any prescription medications. Students should not take time to pack extra clothing or belongings.

Each car leaving campus should be full. Students, faculty, and staff who own cars are encouraged to take students, coworkers, and acquaintances with them who would not have transportation.

Drivers are discouraged from taking time to locate particular friends or individuals. The goal is to leave campus, taking as many people as possible.

Residence Directors staff will “sweep” residential buildings to ensure that everyone has evacuated. (Upon leaving a building, they will pull the fire alarm as one final notification to evacuate should anyone have remained in the building and been overlooked.)?

Campus Safety will “sweep” other buildings to ensure everyone has evacuated. (Upon leaving the building, they will pull the fire alarm as one final notification to evacuate should anyone have remained in the building and been overlooked.)

## **3. Lockdown Procedures**

1. If you get a text, phone call from an administrator, security personnel or you are told in person or via PA System from an administrator or security personnel to “LOCKDOWN” the following is to take place:

- a. Everyone is to stay where they are.
- b. Classroom instructors/office personnel are to:
  - i. Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
  - ii. Lock your door.
  - iii. Lower or close any blinds.
  - iv. Place students against the wall, so that the intruder cannot see them looking in the door.
  - v. Look for the ‘Safe Corner’.
  - vi. Turn out lights and computer monitors.
  - vii. Keep students quiet.

Note: All instructors should locate and hold on to their roll book prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary

- c. Classes being held in the TAC should move into a locker room, lock all doors, and find a safe area.
  - d. Anyone in the cafeteria should remain in the cafeteria. Cafeteria staff should lock all doors, turn off all lights and direct everyone to an area where they cannot be seen from the outside.
  - e. If outside a building, you should stop, drop, and remain still. You will be directed or escorted by Campus Security where to go depending on the situation. Be prepared to show your Warner Identification to enter a building.
  - f. Anyone in the bathrooms should move to a stall, lock it and stand on the toilet.
  - g. Anyone in the hallway should move to the closest classroom immediately
  - h. Students and staff in the PLRC should remain. Librarians should lock the doors, turn out the lights, and locate a safe area.
  - i. Anyone in the Rigel Center should go to the nearest interior room, lock all doors, turn out all lights and stay out of sight. Security personnel will lock the outside doors.
  - j. Students in Residents Halls should remain in their rooms, the curtains or blinds should be closed, all lights turned off and remain out of sight. The Resident Director or Assistant should assist anyone not in a room to a safe area. The Resident Director or Assistant will be notified when the lockdown is lifted.
  - k. Buildings with a red lock down folder will:
    - i. Place the **GREEN** sign in window if everyone is **ok**
    - ii. Place **RED** sign in window if someone is **injured**
    - iii. **If there is not sign is in the window, we will assume a hostage situation and the appropriate action will be taken.**
2. Stay in safe areas until directed by Security officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, Security officers and administrators will have keys to open the doors or announcements will be made over the text message service.
  3. An administrator or Security officers will signal all personnel when the lockdown has been lifted.
  4. If an evacuation occurs, all persons/classrooms will be directed by security personnel or an administrator to a safe location. Once evacuated from the building, instructors should take roll to account for all students present in class. Administrators will divide and keep in communication with radios or cell phone.

## **FIRE**

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
  2. If a minor fire appears controllable, IMMEDIATELY contact Campus Safety and Security, and then promptly direct the charge of the fire extinguisher toward the base of the flame.
  3. On large fires that do not appear controllable, IMMEDIATELY call **911** and as soon as possible contact Campus Safety and Security at **ext 7232 or 638-7232**. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen – **DO NOT LOCK DOORS!**
  4. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
  5. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING.**
  6. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
  7. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
  8. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air is less toxic. Shout at regular intervals to alert emergency crews of your location.
- IMPORTANT:** After an evacuation, report to your designated campus area assembly point. Stay there until an accurate headcount is taken.

### **UTILITY FAILURE**

1. In the event of a major utility failure occurring during regular working hours (8:00 a.m. through 5:00 p.m., Monday through Friday), immediately notify Physical Plant at **Ext. 7228**.

**7228**.

2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify Campus Safety and Security at **Ext. 7232**.

3. It is advisable to have a flashlight and portable radios available for emergencies.

### **FIRE ALARM FAILURE**

In the event of a fire alarm activation/failure notify Campus Safety and Security at **Ext. 7232**. If the door alarm is activated, notify your RA to have it reset. If that fails to silence the door alarm, notify physical plant between the hours of 8:00am - 5:00pm at **ext 7228**. After hours and on the weekend, notify Campus Safety and Security at **ext. 7232**.

### **PLUMBING FAILURE/FLOODING**

Cease using all electrical equipment. If during regular working hours (8:00 a.m. through 5:00 p.m., Monday through Friday), immediately notify Physical Plant at **Ext. 7228**. If the utility failure occurs after hours, weekends, or holidays, notify Campus Safety and Security at **Ext. 7232**. If necessary, vacate the area.

### **GAS LEAK**

Cease all operations. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER** that electrical arcing can trigger an explosion! Notify Campus Safety and Security at **Ext. 7232**.

### **VENTILATION PROBLEM**

If smoke odors come from the ventilation system, immediately notify Campus Safety and Security at **Ext. 7232**, and if necessary, cease all operations and vacate the area.

## **HAZARDOUS MATERIALS, CHEMICAL OR RADIATION SPILL**

1. Any spillage of a hazardous chemical or radioactive material is reported immediately to Campus Safety and Security at **ext. 7232**.
  2. When reporting, be specific about the nature of the involved material and exact location. Campus Safety and Security will contact the necessary specialized authorities and medical personnel.
  3. The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Campus Safety and Security personnel.
  4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to Campus Safety and Security. Required first aid and clean up by specialized authorities should be started at once.
  5. If an emergency exists, activate the building alarm.
  6. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
- 7. ASSIST THE HANDICAPPED IN EXITING THE BUILDING.**
8. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
  9. If requested, assist emergency crews as necessary.
  10. **DO NOT RETURN TO AN EVACUATED BUILDING** until told to do so.
  11. **IMPORTANT:** After any evacuation, report to your designated campus area assembly point. Stay there until an accurate headcount is taken.

## **EXPLOSION, DOWNED AIRCRAFT**

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire has subsided, notify Campus Safety and Security at **Ext. 7232**. Give your name and describe the location and nature of the emergency.
3. If necessary, or when directed to do so, activate the building alarm.
4. When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly to the nearest marked exit and ask others to do the same.

### **5. ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**

### **6. DO NOT PANIC.**

7. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.
8. If requested, assist emergency crews as necessary.
9. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

**IMPORTANT:** After any evacuation, report to your designated campus area assembly point. Stay there until an accurate headcount is taken.

## **VIOLENT OR CRIMINAL BEHAVIOR**

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

If you are a victim or a witness to any on-campus offense, promptly notify Campus Safety and Security at **ext. 7232** as soon as possible and report the incident, including the following:

- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Description of property involved

If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Campus Safety and Security at **ext. 7232** and report the incident.

Assist the Security Officers when they arrive by supplying them with all additional information and ask others to cooperate.

**Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary and call Campus Safety and Security at ext. 7232.**

### **What to do if taken hostage:**

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions and stay alert. The captor is emotionally imbalanced. Don't make mistakes that could compromise your well-being.
- Don't speak unless spoken to and then only when necessary. Don't talk down to the captor, who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments.
- Be observant. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone, contact between the police and the captor will be attempted.
- If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.



## **Active Shooter**

Active shooter situations are always unpredictable, but there are things that should be immediately done to protect oneself.

If it is possible to do so safely, exit the building immediately when you become aware of an incident, moving away from the immediate path of danger, and take the following steps.

1. Notify anyone you may encounter to exit the building immediately.
2. Evacuate to a safe area away from the danger and take protective cover. Stay there until assistance arrives.
3. Call the Warner University Security Department at 863 638 7232 or dial 911, providing the following information:
  - a. Your name
  - b. Location of the incident (be as specific as possible)
  - c. Number of shooters (if known)
  - d. Identification or description of shooter(s)
  - e. Number of persons who may be involved
  - f. Your exact location
  - g. Injuries to anyone, if known
4. Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.

If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office.
2. Close and lock the door.
3. Turn off the lights.
4. Seek protective cover.
5. Keep quiet and act as if no one is in the room.
6. Do not answer the door.
7. Call the Warner University Security Department at 863 638 7232 or dial 911, providing the following information:
  - a. Your name
  - b. Your location (be as specific as possible)
  - c. Number of shooters (if known)
  - d. Identification or description of shooter
  - e. Number of persons who may be involved
  - f. Injuries if known
8. Wait for police or security to assist you out of the building.

The Warner University Security Department, along with surrounding Law Enforcement agencies are trained and equipped to respond to an emergency incident of this nature. During the initial phase of the incident, the Security Department along with the Polk County Sheriff's Office will evaluate the situation to determine the best course of action for the safety of the university community and will notify everyone with emergency information as promptly as possible

## **CIVIL DISTURBANCES OR DEMONSTRATIONS**

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non obstructive.

A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstrations:

1. INTERFERENCE with the normal operations of the University
2. PREVENTION of access to office, buildings, or other University facilities.
3. THREAT of physical harm to persons or damage to University facilities.

If any of these conditions exist, Campus Safety should be notified and will be responsible for immediately contacting and informing the President, the Deans and the Public Relations Office.

Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

### **1. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS**

a. Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible.

b. If demonstrators are asked to leave but refuse to leave by regular facility closing time:

- (1) Arrangements will be made by the Director of University Safety to monitor the situation during non-business hours, or
- (2) Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Section 2).

### **2. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS**

a. In the event that a demonstration blocks access to University facilities or interferes with the operation of the University:

- (1) Demonstrators will be asked to terminate the disruptive activity by the head of safety/security
- (2) Key University personnel and student leaders will be asked by the Dean for Student Development to go to the area and persuade the demonstrators to desist.
- (3) The Vice President or his/her designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.

(4) If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including intervention by civil authorities.

(5) Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs is deemed advisable.

(6) After consultation with the President and Director of Campus Safety and the Vice President for Student Development, the need for an injunction and intervention of civil authorities will be determined.

(7) If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the Police Department the remaining demonstrators will be warned of the intention to arrest.

### **3. VIOLENT, DISRUPTIVE DEMONSTRATORS**

In the event that a violent demonstration in which injury to persons or property occurs or appears eminent, the Vice President for Student Development will be notified.

#### **a. During Business Hours**

(1) In coordination with the Vice President for Student Development, Campus Safety will contact the Polk County Sherriff Office.

(2) The President, in consultation with the above, will determine the possible need for an injunction.

(3) Campus Safety will provide an officer with a radio for communication between the College and the Polk County Sherriff Office as needed.

#### **b. After Business Hours**

(1) Campus Safety should be immediately notified of the disturbance.

(2) Campus Safety will investigate the disruption and report and notify the Director of Campus Safety and the Dean of Students.

(3) Dean:

(a) Report the circumstances to the President.

(b) Notify key administrators and, if appropriate, the administrator responsible for the building area.

(4) Campus Safety will:

(a) If instructed by the President, the Vice Dean of Students will call the Polk County Sherriff Office for assistance.

(b) Notify the College Public Affairs Office.

### **PSYCHOLOGICAL CRISES**

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic break.

A psychotic break may be manifested by hallucinations or uncontrollable behavior.

If a psychological crisis occurs:

1. Remove yourself from a dangerous situation immediately. Never attempt to handle a harmful or threatening situation on your own.
2. Call Campus Security at ext. 7232 or call 911 (in cases of extreme and immediate danger). Clearly state that you need immediate assistance. Give your name, location, and area involved.
3. Campus Security will notify the Dean of Students, who notifies appropriate faculty, staff, and/or ERT members.
4. If emergency response personnel are present, they will determine the action plan and control the scene.

### **PANDEMIC (Avian /Swine Flu)**

#### **Warner University Pandemic Preparedness and Response Plan**

It is critical for Warner University to plan to prevent disease transmission and protect students and staff, as well as local communities, from flu infection. Depending on the timing and severity of a potential fall H1N1 wave, interventions could include:

1. Extra measures to ensure that commonly touched surfaces are disinfected
2. Strict enforcement of exclusion policies for students and staff with flu-like symptoms
3. Extended school closures.

In addition, because schools could be used as vaccine distribution locations, schools should consider how they might accommodate such requests. While all of us want to do all we can to keep students engaged in learning and maintain a sense of normalcy, we need to be ready for whatever the fall may bring.

Therefore, an Emergency Response Team is being assembled by the University and is preparing a Pandemic Response Plan. The plan addresses preparedness and response to a pandemic, and portions of the preparedness phase are currently being implemented. Questions about the plan should be addressed to the Dean of Students.

In the interest of public health and welfare, Warner University would like to remind you of the following:

- Students, faculty or staff who live either on or off campus and who have Influenza like illness (ILI) should self-isolate (i.e., stay away from others) in their dorm room or home for at least 24 hours after their fever is gone except to get medical care or for other necessities (their fever should be gone without the use of a fever-reducing medicine). They should keep away from others as much as possible. This is to keep from making others sick.
- If possible, persons with ILI who wish to seek medical care should contact their health care provider or campus health services to report illness by telephone or other remote means before seeking care. Institutions should assure that all students, faculty and staff receive messages about what they should do if they become ill with ILI, including

reporting ILI to health services.

- If persons with ILI must leave their home or dorm room (for example, to seek medical care or other necessities) they should cover their nose and mouth when coughing or sneezing. A surgical loose-fitting mask can be helpful for persons who have access to these, but a tissue or other covering is appropriate as well. (See Interim Guidance for H1N1 Flu (Swine Flu): Taking Care of a Sick Person in Your Home).
- Roommates, household members, or those caring for an ill person should follow guidance developed for caring for sick persons at home. (See Interim Guidance for H1N1 Flu (Swine Flu): Taking Care of a Sick Person in Your Home).
- Eat a balanced diet. Be sure to eat a variety of foods, including plenty of vegetables, fruits, and whole grain products. Also include low-fat dairy products, lean meats, poultry, fish, and beans. Drink lots of water and go easy on salt, sugar, alcohol, and saturated fat.
- Exercise on a regular basis and get plenty of rest.
- If you do feel ill, please contact your physician.

### **Signs and Symptoms**

**For adults**, emergency warning signs that need urgent medical attention include:

- Difficulty breathing or shortness of breath
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting
- Flu-like symptoms improve but then return with fever and worse cough

*This fact sheet explains how cleaning and disinfecting surfaces in homes and public places (like schools) can help to prevent the spread of pandemic influenza (flu). This fact sheet will be updated as needed.*

### **How Flu Viruses Spread**

- A flu pandemic is an outbreak of illness caused by a new flu virus that spreads around the world. Because the virus is new to people, nearly everyone will be at risk of getting it.
- The main way that illnesses like colds and flu are spread is from person to person by coughs and sneezes. This can happen when droplets from a cough or sneeze of an infected person move through the air and make contact with the mouth or nose of people nearby.
- Droplets from an infected person can also make contact with environmental surfaces (like the tops of tables). The virus can then be spread from those surfaces if a person touches the droplets and then touches his or her own eyes, mouth, or nose before washing his or her hands.
- The virus also can be spread when an infected person coughs or sneezes into his or her hands and then touches a surface (like a phone, remote control, or toy) before washing his

or her hands. Another person could become sick if he or she touches that surface and then touches his or her own eyes, mouth, or nose before washing. Flu viruses and other germs can live 2 hours or longer on hard environmental surfaces like tables, doorknobs, and desks. Surfaces are likely to be touched much more often than they can be cleaned and disinfected. Thus, it is important to wash your hands often, keep your hands away from your face, and keep such surfaces clean to help prevent the spread of germs.

### **How to Stop the Spread of Pandemic Flu Virus from Environmental Surfaces**

#### ***Use good hygiene practices***

- Cover your mouth and nose with a tissue when you cough or sneeze; put the used tissue in a waste basket and clean your hands.
- Cover your mouth and nose with your upper sleeve (not your hands) if you do not have a tissue and need to cough or sneeze.
- Clean your hands as soon as possible after coughing, sneezing, or blowing your nose.
- Use soap and water and wash your hands for 15 - 20 seconds; or
- Use alcohol-based hand wipes or alcohol-based (60-95% alcohol) gel hand sanitizers; rub these on the hands until the liquid or gel dries.
- Clean your hands often when you or others are sick, especially if you touch your mouth, nose, and eyes.
- Always clean your hands before eating.
- Carry alcohol-based hand wipes or alcohol-based (60-95% alcohol) hand-sanitizing gels with you to clean your hands when you are out in public.
- Teach your children to use these hygiene practices because germs are often spread at school.

#### ***Clean and disinfect hard surfaces and items in homes and schools***

- Follow label instructions carefully when using disinfectants and cleaners.
- Pay attention to any hazard warnings and instructions on the labels for using personal protective items (such as household gloves).
- Do not mix disinfectants and cleaners unless the labels indicate it is safe to do so. Combining certain products (such as chlorine bleach and ammonia cleaners) can be harmful, resulting in serious injury or death.
- Keep hard surfaces like kitchen countertops, tabletops, desktops, and bathroom surfaces clean and disinfected.
- Clean the surface with a commercial product that is both a detergent (cleans) and a disinfectant (kills germs). These products can be used when surfaces are not visibly dirty.
- Another way to do this is to wash the surface with a general household cleaner (soap or detergent), rinse with water, and follow with a disinfectant. This method should be used for visibly dirty surfaces.
- Use disinfectants on surfaces that are touched often. Clean the surface as explained above before using disinfectants.

- If disinfectants are not available, use a chlorine bleach solution made by adding 1 tablespoon of bleach to a quart (4 cups) of water; use a cloth to apply this to surfaces and let stand for 3 – 5 minutes before rinsing with clean water. (For a larger supply of disinfectant, add ¼ cup of bleach to a gallon [16 cups] of water.)
- Wear gloves to protect your hands when working with strong bleach solutions.
- Keep surfaces touched by more than one person clean and disinfected. Examples of these surfaces include doorknobs, refrigerator door handles, and microwaves.
- Clean with a combination detergent and disinfectant product. Or use a cleaner first, rinse the surface thoroughly, and then follow with a disinfectant.
- Use sanitizer cloths to wipe electronic items that are touched often, such as phones, computers, remote controls, and hand-held games.
- Use sanitizer cloths to wipe car door handles, the steering wheel, and the gear shift.

***Use recommended laundry practices***

- Gently gather soiled clothing, bedding, and linens without creating a lot of motion or fluffing; for example, do not shake sheets when removing them from the bed.
- Clean your hands after handling soiled laundry items.
- Use washing machine cycles, detergents, and laundry additives (like softener) as you normally do; follow label instructions for detergents and additives.
- Dry the cleaned laundry items as you normally do, selecting the dryer temperature for the types of fabrics in the load. Line- or air-drying can be used to dry items when machine drying is not indicated.
- Clean your hands before removing clean laundry from the washer or dryer, especially if you have coughed or sneezed on your hands.

***Use recommended waste disposal practices***

- Toss tissues into waste baskets after they have been used for coughs, sneezes, and blowing your nose.
- Place waste baskets where they are easy to use.
- Avoid touching used tissues and other waste when emptying waste baskets.
- Clean your hands after emptying waste baskets.

**Additional Information**

Disinfectant products (sanitizer cloths and liquid disinfectants) available from grocery stores, hardware stores, and commercial cleaning product suppliers have been registered with the U.S. Environmental Protection Agency (EPA). Always follow label instructions carefully when using these products. For more information about EPA-registered disinfectants, visit [www.epa.gov/oppad001/chemregindex.htm](http://www.epa.gov/oppad001/chemregindex.htm). For more information about cleaning and disinfection of surfaces to protect against pandemic influenza virus, consult “Interim Guidance on Environmental Management of Pandemic Influenza Virus.” To learn more about pandemic influenza, visit [www.pandemicflu.gov](http://www.pandemicflu.gov).

For local information visit these websites:

Polk County Health Dept. [www.mypolkchd.org](http://www.mypolkchd.org)

Florida Dept. of Health [www.doh.state.fl.us](http://www.doh.state.fl.us)

211 Information and Referral search [www.211.org](http://www.211.org)

## **HOMELAND SECURITY ADVISORY SYSTEM**

The following Threat Conditions represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested Protective Measures, recognizing that the heads of federal departments and agencies are responsible for developing and implementing appropriate agency specific Protective Measures:



**Low Condition (Green):** This condition is declared when there is a low risk of terrorist attacks.

Federal departments and agencies should consider the following general measures in addition to the agency specific Protective Measures they develop and implement:

- Refining and exercising as appropriate preplanned Protective Measures;
- Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
- Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

**Guarded Condition (Blue):** This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Checking communications with designated emergency response or command locations;
- Reviewing and updating emergency response procedures; and
- Providing the public with any information that would strengthen its ability to act appropriately.

**Elevated Condition (Yellow):** An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:

- Increasing surveillance of critical locations;
- Coordinating emergency plans as appropriate with nearby jurisdictions; Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
- Implementing, as appropriate, contingency and emergency response plans.

**High Condition (Orange):** A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
- Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
- Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and
- Restricting threatened facility access to essential personnel only.

**Severe Condition (Red):** A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous

Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Increasing or redirecting personnel to address critical emergency needs;
- Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
- Monitoring, redirecting, or constraining transportation systems; and Closing public and government facilities.

#### **HURRICANE or TORNADO**

The procedures set forth are guidelines for actions to be taken if a tropical storm, hurricane, or tornado threatens this University campus. The purpose of the guidelines is to establish the preferred course of action for the university staff to engage in, when the safety of any person on campus may be threatened by the storm systems. The life and welfare of our students, staff, and faculty are of the utmost concern, followed by University property and buildings.

## **DEFINITIONS OF TERMS**

**TORNADO:** A violent highly destructive whirling wind up to 200 mph accompanied by a funnel shaped cloud that progresses in a narrow path over land. They occur with little or no notice.

**TORNADO WATCH:** A warning issued by the National Weather Service that weather conditions are favorable for possible formation of tornados.

**TORNADO WARNING:** A warning issued by the National Weather Service that a Tornado had been sighted.

**TROPICAL DEPRESSION:** A cyclonic system generating winds up to 38 mph.

**TROPICAL STORM:** A cyclonic storm system, elevated from a Tropical Depression, generating winds from 39 mph to 73 mph.

**TROPICAL STORM WATCH:** A warning issued by the National Weather Service for a specific area that a Tropical Storm, or a developing Tropical Storm condition poses a possible threat within approximately 36 hours.

**TROPICAL STORM WARNING:** A warning issued by the National Weather Service for a specific area that a Tropical Storm poses a possible threat within approximately 24 hours.

**HURRICANE:** A cyclonic storm system, elevated from a Tropical Storm, generating constant wind speeds of at least 74, the winds may gust up to and over 200 mph. The Hurricane can produce heavy rain in spiral bands that may cover an area of several hundred miles. The Hurricane can also generate Tornados along with torrential rain, and winds.

**HURRICANE WATCH:** A warning issued by the National Weather Service for a specific area that a Hurricane condition poses a possible threat within approximately 36 hours.

**HURRICAN WARNING:** A warning issued by the National Weather Service for a specific area that a Hurricane poses a threat within approximately 24 hours.

**HURRICANE SEASON:** June 1st to November 30th. (Although some have formed outside of these dates)

### **Hurricane procedures**

#### **ACTION TO BE TAKEN**

#### **RESPONSIBILITY**

##### ***1. When a hurricane watch is issued (36 hours)***

- A. Appoint a Hurricane Coordinator .....President
- B. Notify students of possible evacuation .....Student Life/security
- C. Monitor Radio, TV, or Weather Radio for Official Bulletins .....Physical Plant
- D. Check tie-downs on all mobile units .....Physical Plant
- E. Provide canned goods with manual can opener, disposable eating utensils and candles .....Food Service
- F. Provide First Aid supplies, Portable Radio, Flashlights, and fresh batteries for both. ....Student life/security
- G. Secure and store all outside furniture .....Physical Plant
- H. Board and/or tape all windows .....Physical Plant
- I. Prepare T.A.C. as an Evacuation Center .....Physical Plant
- J. Secure clean water containers .....Physical Plant
- K. Take Generator with fuel and oil to T.A.C.
- L. Secure an off campus Evacuation center for students if needed. ....President/Stud.Life
- M. Start backup procedures for all computer files and any other files that may need to be protected and prepare them to be transported to T.A.C. Fitness Center. ....All Departments

**2. When a hurricane warning is issued (24 hours)**

- A. Begin Emergency Calling Tree, notifying everyone to Evacuate to T.A.C., or other off campus site. Students should bring blankets, extra clothing, personal items, and any essential medications .....Phys Plant/Stud. Life
- B. Transport all supplies, food, medical, communications equipment and any other items that may need to be transported to T.A.C. or other off campus site. ....Physical Plant/RD's
- C. Fill all university vehicles with fuel .....Security/RD's
- D. Fill all tubs and sinks .....Physical Plant
- E. Secure and lock all dorms .....Security
- F. Take adequate petty cash to T.A.C. ....Business office
- G. Turn off all utilities, gas, electric, and water .....Physical Plant
- H. Transport all computer backup files and other items to a safe place. ....ITS
- I. Staff the switchboard as long as possible. ....Security

**3. Procedures during the Hurricane**

A. It is essential that all remaining residents stay indoors throughout the entire hurricane. Residents must not leave the assigned residential living unit until directed to do so by the RD. During the storm, for maximum protection, residents are to close room doors and remain in the hallways.

If you are not familiar with a hurricane, there is always a lull in the storm when the eye passes through the area. Once the eye passes though, the storm begins again, but from the opposite direction. STAY INDOORS.

B. Residents should proceed to the interior corridors of the residence hall(s) and remain away from danger areas, such as glass windows and doorways in lobby areas.

C. First aid and/or food service will be made available whenever the storm passes or power is restored.

D. Do not attempt to open windows or doors to see what is happening outside.

E. Report all accidents, injuries, broken windows, or excessive water to your RD.

F. Telephone calls should be made only in case of emergency. The lines, if still working, will be overloaded.

G. "Hurricane Parties" are only for the movies. Do not drink alcohol – everyone must Think clearly during a hurricane.

**Emergency Assistance:** Resident Directors have First Aid Kits.

Subsequent medical attention, if required, for resident students and essential staff will be available at the Emergency Control Center.

**4. After the all clear is given**

A. Inspect all University Property .....Physical Plant/Security

B. Check for any gas leaks in all buildings .....Physical Plant

C. Check for downed power lines .....Physical Plant/Security

D. Report damage and injuries .....All Departments

E. Begin turning on utilities .....Physical Plant

F. Notify Relatives of student status .....Admin/Student Life

G. Resumption of operations .....President

**GENERAL HURRICANE PREPARATION INFORMATION**

**Suspension of Service:**

All instructions such as canceling classes, closing of buildings, releasing of non-essential employees, etc., will be issued by the Emergency Director.

**Individual Action:**

1. Clear desktops, tables and other horizontal surfaces of all paper and other articles susceptible to water damage in case windows are broken.
2. Protect books, valuable papers and equipment by covering with plastic sheeting and masking tape available from Facilities Maintenance otherwise protect by storing inside cabinets, files, or boxes, or remove to interior rooms. Departments need to pick up supplies from Facilities Management.
3. Move desks, file cabinets, worktables and bookcases away from windows or open doorways.
4. Close and latch all windows.
5. Drop all Venetian blinds, close slats and draw curtains.
6. Close and lock all doors.
7. Turn off lights and electrical equipment. Unplug equipment and turn off air conditioners.
8. Clear any laboratory tables and areas of all possible apparatus and glassware. Place items in a protected location.

**Resumption of Services**

Following the lifting of the Hurricane Warning status, essential personnel will determine which buildings and facilities can be used safely for classes and other purposes and will make appropriate recommendations to the Emergency Director. The President, upon recommendation from the Emergency Director, will issue necessary directives and instructions concerning the resumption of classes and the use of College buildings and facilities. All information will be communicated through local radio and television stations and provided to the main college switchboard number and safety office. (RAs will be used as information channels to students. Radios will be issued to head RAs in each building.)

**RESIDENCE HALL STAFF HURRICANE INSTRUCTIONS**

Each professional staff member of the Student Life Office will be informed that a Hurricane Watch is in effect, which means hurricane conditions are a real possibility for the Lakeland area within 36 hours. Complete copies of these procedures will be distributed immediately following notification. Each Hall Coordinator will:

Convene a staff meeting as soon as possible and inform staff that a Hurricane Watch exists. This information will be immediately communicated to the residents. Immediate precautionary instructions shall include, but are not limited to:

1. Check all flashlights and personal radios (battery operated) to insure that they are working.
2. Make ready and duplicate any handouts.
3. Instruct office personnel to handle only emergency telephone calls during the storm.
4. All staff will be responsible for their areas before, during and following the storm, leaves will be cancelled and additional duty will be required. Staff members will be responsible for knowing the whereabouts of their residents and will furnish a list to the Director of Student Life.
5. Hall Coordinators must be in contact with the Director of Student Life as needed to update status reports.
6. The Director of Student Life should maintain continuous contact with the Emergency Director for information, updates, and assistance. Obtain a list of student volunteers who would be willing to assist.
7. The Director of Student Life will coordinate the evacuation of all residential students and the relocation of remaining students.

**Emergency Assistance:**

First Aid Kits must be available for all Student Life staff. Primary First Aid assistance will be available in all Residence Halls housing students. Subsequent medical attention, if required, for resident students and essential staff will be available at the Student Health Center.

**Following the Storm:**

Student Life staff will focus on the following in cooperation with other appropriate University units:

1. keeping an accurate list of students and their whereabouts
2. locating people needing medical treatment and seeing they get help
3. security of persons and property
4. damage assessment
5. electricity, water, sanitation, communication
6. food
7. secure envelopes for buildings
8. clean up of facilities
9. staffing, scheduling, work assignments.

## **RESIDENTIAL STUDENT HURRICANE INSTRUCTIONS**

All students will be alerted by the Student Life Office to make preparations for a hurricane. Depending on each resident's personal circumstances, all residents will be encouraged to evacuate campus and go to their homes. If conditions warrant, evacuation of all students is desired. (Buildings must be examined to determine strength and safety.) This may not be possible, however, and Student Life will ascertain and coordinate the status of all remaining students. Students are requested to keep their radios tuned to a local Lakeland radio station for storm advisories and general information. The following procedures are recommended in order to provide the maximum amount of safety and protection for those students residing in the residence halls.

The University, however, is not responsible for damages to, or loss of, personal property.

### **Preparation Before the Hurricane Strikes**

1. All furniture including beds should be pulled away from the windows. Electronic equipment should be unplugged and placed off the floors, preferably in a closet.
2. Since the floors can get wet, all articles such as shoes, rugs, clothes bags, suitcases, etc. should be placed on closet shelves or in dresser drawers.
3. All loose objects should be placed in drawers or closets. Paper, books, etc., should not be left on tops of desks or dressers.
4. Valuables should be placed in safekeeping. Closets and drawers should be closed throughout the hurricane. All doors should be locked when the occupants are not in the room.
5. Those students who reside in facilities that are equipped with bathtubs are requested to clean the tub and fill it halfway with water. If the hurricane is a major storm, our water supply may be cut off. If this is the case, the water in the tubs will be needed for washing and flushing toilets. Fill several small containers with water for drinking purposes. If more drinking water is needed it will be made available through the staff as soon as possible.
6. All windows must be closed tightly. All blinds/curtains should be closed.
7. Any resident who owns a car should see that the emergency brake is set and placed in park or reverse gear. All windows should be closed and the car locked. All cars must remain in assigned parking areas.
8. Each student should provide his or her own flashlight in case of power failure. *Do not use candles or other flame-type lighting under any circumstances, fire is uncontrollable during a hurricane. Use battery powered lighting only.*
9. Residents who are unable to evacuate may be assigned to temporary housing.
10. Remaining residents should provide their own snack items. Dining services will provide food when it is possible for the students to come to the dining hall. If food must be brought to the halls, the Student Life Staff will notify students of the schedule and place. Do not use grills.
11. Residents need to notify a member of the Student Life Staff of their destination prior to leaving campus. If you vacate your residence prior to the storm, please make sure all windows and doors are secure.



## **DEFINITIONS OF HURRICANE TERMINOLOGY**

**The Eye of a Hurricane** - the great spiraling winds of a hurricane surround a relatively calm center called the "eye." This calm is a deadly deception as maximum force winds and torrential rains border it. Many deaths and injuries have been caused by those venturing out when the eye passes only to be caught later in the maximum destructive force of the storm.

**Hurricane** - A type of tropical storm with strong winds circulating around an extreme low pressure area. When wind speed reaches 74 miles per hour the storms are classified as hurricanes.

**Hurricane Watch** - Issued when a hurricane may threaten a specified land area within 24 to 36 hours.

**Hurricane Warning** - issued when a hurricane (winds more than 74 miles per hour) is expected in a specific land area within a 24-hour period.

**Storm Surge** - a sudden violent rush of water that floods the coast as the storm makes landfall. Water levels might reach as high as 20 feet near the coast, even at low tide.

**Tornado** - rotating column of air revolving around a low-pressure center, having a vortex several hundred yards in diameter, whose whirling may reach speeds up to 300 miles per hour

**Tropical disturbance** - a moving area of thunderstorms in the tropics that maintains its identity for at least 24 hours.

**Tropical storm** - a weather formation with distinct circulation and highest wind speeds of between 39 and 73 miles per hour.

**Wind shear** - intense, upward and downward moving columns of wind.

## **SAFFIR/SIMPSON HURRICANE INTENSITY CATEGORIES**

In use since 1975, the Saffir/Simpson scale categories storms as Category 1-5, based on barometric pressure, sustained wind velocity, and storm surge. A Category 1 is the least destructive, whereas Category 5 is catastrophic.

### **Category Sustained Winds Damage**

1 74-95 mph Minimal

2 96-110 mph Moderate

3 111-130 mph Extensive

4 131-155 mph Extreme

5 >155 mph Catastrophic

## HURRICANE MYTHS

**Myth:** Windows should be opened to equalize pressure.

**Fact:** Opening windows is ineffective and frequently contributes to further damage.

**Myth:** The safest place to be in a hurricane is in the southwest corner of a building.

**Fact:** Hurricane winds can come from any direction. During the storm the safest place to be is in a small interior room with no windows or skylights.

**Myth:** Applying tape to a window surfaces will serve to protect the glass from breakage.

**Fact:** Taping windows affords little to no protection against the impact of wind-borne debris. It can help to alleviate the threat of flying glass, but tape must be removed immediately following the storm to avoid permanent damage to the glass.

**Tornado Procedures**

**Action To Be Taken Responsibility**

**1. When tornado watch has been issued**

A. Appoint a Hurricane Coordinator .....President

**2. When a tornado watch has been issued,**

A. Monitor weather bulletins issued by the National Weather Service...Phys Plant/Secur.

**3. When a tornado Warning is issued,**

A. Advise the University Campus through the calling tree of  
the upgrade in status. .... Phys Plant/Secur.  
Plant/Security

B. Make sure that the safe areas are unlocked for people to occupy.....Phys. Plant/Secur.

C. Monitor the weather in and around the campus  
for further development and sightings/ NationalWeather upgrades...Phys. Plant/ Sec.  
Plant/Security

**4. When tornado has been sighted in the area,**

A. Notification given via listed communication outlets .....All Departments

B. Follow the listed evacuation instructions .....All Departments

**Building:**

- PLRC Library .....Disperse to center office area
- PLRC Classrooms .....Disperse to hallways away from doors/ windows
- PLRC Faculty .....Disperse to hallways away from doors/windows
- Ratzlaff .....Disperse to conference room
- Darby.....Disperse to downstairs center hallway away from windows
- Fulton .....Disperse to hallways away from lobby
- Raines .....Disperse to hallways away from lobby
- Williams Hall .....Disperse to hallways
- Spencer Dorm .....Disperse to 1st floor hallway
- Ohio and Texas house Disperse to hallway
- North Carolina .....Disperse to hallway
- Smashey .....Disperse to TAC
- Trainers office .....Disperse to TAC
- TAC.....Disperse to 1st floor hallways and restrooms
- Rigel Center .....Disperse to Dining hall or center offices
- (DO NOT USE HALLWAYS OR LOBBY)
- Music I and II .....Disperse to TAC
- Physical Plant .....Disperse to hallway
- Cleary .....Disperse to Rigel
- Transition Building ....Disperse to TAC

## Tornado Safety Measures

- Avoid any glass windows and doors
- Seek shelter on the ground floor
- Protect your head
- If outside, lie in a gully or ditch/low spot
- Do not stay in your vehicle
- Remain calm and stay in the protected area until the all clear is given

### ***5. After the all clear is given***

- Physical Plant and Security will inspect all property for damage and building safety.
- Physical Plant and Security will check for any gas leaks and downed power lines
- If necessary, Student Life will coordinate with University Administration any contact needed for relatives of students
- Do not pass along any rumors of injury or damage.

## **SUSPICIOUS PACKAGES/LETTERS**

### **What is a suspicious package or letter?**

- Unexpected package or letter from an unknown source
- Possible foreign source, i.e. different country
- Excessive postage
- Misspelled or improper wordage on envelope
- Name and title do not match
- Ridged or bulky – possible oil stained or unusual odor
- Poor handwriting
- Restrictive delivery markings
- No return address
- Strange shape or protruding items
- Substance leaking from the package

### **Dangerous items that can be mailed or shipped**

#### **\*EXAMPLES –**

#### *1. Biological Agents*

- Anthrax
- Botulism
- Ricin
- Other bacteria

#### *2. Other Agents*

- Explosives – “Letter Bombs”
- Chemical agents, etc.
- Illegal drugs

### **Handling a suspicious package/letter**

- After you identify the package/letter as being suspicious, **LEAVE IT ALONE!**
  - Contact Campus Safety and Security, and **DO NOT** allow anyone else near the package/letter
  - All people who had contact with the package/letter or who were in the immediate area, stay until excused by Campus Safety and Security.
  - Campus Safety and Security will contact Polk County Sheriff’s Office if needed.
- Once P.C.S.O. or Polk County Fire/Hazardous Materials Unit is at scene, cooperate with them as requested.

**BOMB THREAT**

**PREPARATION FOR A BOMB THREAT**

All bomb threats should be taken seriously. Call Campus Safety and Security immediately whenever any information about a potential bomb threat occurs.

Have a **BOMB THREAT PROCEDURE FORM** near the telephone in case of a threat.

Read the **BOMB THREAT PROCEDURE FORM**. The form asks the reader some questions about the caller and what to ask the caller.

**RESPONSES TO A BOMB THREAT**

If you receive a bomb threat over the telephone, take out the Bomb Threat Procedure form and fill it out as much as possible.

**Immediately after the caller has hung up, contact Campus Safety and Security at ext. 7232.**

**Campus Safety and Security will be responsible for calling 911.**

**DO NOT TOUCH ANY OBJECT OR PACKAGE THAT YOU THINK MIGHT BE A**

**BOMB!**

**BOMB THREAT PROCEDURES**

**KEEP CALLER ON THE LINE IF POSSIBLE—ASK:**

When is the bomb going to explode? \_\_\_\_\_

Where is the bomb now? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What will cause it to go off? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

What is your name? \_\_\_\_\_

Exact wording of threat: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Caller Information: Sex \_\_\_\_\_ Age \_\_\_\_\_ Other \_\_\_\_\_

Voice:

\* Calm \* Angry \* Excited \* Soft \* Loud \* Deep \* Normal \* Slurred \* Whispered \* Disguised \* Familiar \*  
Silent \* "Breather" \* Other \_\_\_\_\_

Accent Description:

\* Southern \* Hispanic \* Northern \* Other \_\_\_\_\_

Background Sounds:

\* None \* Street \* Factory \* Airplane \* Music

PA System (any words heard?) \_\_\_\_\_

\* Motor \* Household \* T.V. \* Clear \* Distant

Office (typewriters, etc.) \_\_\_\_\_

Language:

\* Well Spoken \* Incoherent \* Taped \* Obscene \* Irrational \* Message read by threat maker

\* Other

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Date and Time call was received:

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Threat taken by (initially) \_\_\_\_\_ Title \_\_\_\_\_ Dept.

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\* Others hearing the caller

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\* Has this person called previously? \_\_\_\_\_ When?

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\* Police Officer responding

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\* Campus Officer responding \_\_\_\_\_

### **RESUMPTION OF BUSINESS**

Campus Safety and Security will work with law enforcement officials and college administrators

to assess the resumption of business.