



WARNER UNIVERSITY

Emergency Response Manual

2022-2023 Academic Year

This emergency response manual provides contingency plans
for campus emergencies.

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DAYTIME EMERGENCY PHONE TREE

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

CALLS:

President's Office – 863-638-7209

VP for HR and Org. Eff. – 863-638-7524

PRESIDENT'S OFFICE CALLS:

SVP for Operations and Admin – 863-638-7217

Academic Dean/CAO – 863-638-7230

VP for Advan and Admissions – 863-638-7611

STUDENT LIFE CALLS:

VP for Student Life – 863-638-7606

Dean of Students – 863-638-7247

Athletic Director – 863-638-7508

Dining Hall Mgmt. – 863-638-7229

ACADEMIC DEAN / CAO CALLS:

Faculty Departments – Various

PLRC – 863-638-7235

ASC – 863-638-7244

BUSINESS & FINANCE OFFICE:

Facilities Services – 863-638-7228

Info Tech Service – 863-638-2345

Bookstore/Post Office – 863-638-2775

Financial Aid – 863-638-7202

ADVANCEMENT CALLS:

SLWCOG – 863-638-1019

Genesis Point – 863-638-4334

HEART – 863-638-1188

PREFACE

Warner University has designed this Emergency Response Manual to provide a contingency plan for campus emergencies. New employees should become familiar with this manual as part of their orientation program.

All employees 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 occur only with the President's approval or his designee directing and coordinating the emergency operations.

All requests for procedural changes must be submitted in writing to the Risk Management Committee for review. Any changes to the plan will not occur without the approval of the President or his designee.

PURPOSE

The emergency procedures outlined in this guide are designed to effectively navigate emergencies using university and community resources.

Whenever an emergency affecting the campus reaches proportions that routine measures cannot handle, 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 to accommodate various magnitudes and contingencies.

SCOPE

These procedures apply to all members of the Warner University community. Emergencies may occur outside the limits of Warner University property but affect 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 potential or actual incident which will not seriously affect the university's overall functional capacity.

Major emergency

Any incident, potential or actual, which affects University persons or property and may cause disruption to the operation of the University. Outside emergency services will likely be required, and major efforts from campus support services.

Disaster

Any event or occurrence that has taken place or may occur that would seriously impair or halt the university's general operation(s). Mass personnel casualties and severe property damage may occur. All campus-wide resources are 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 President's designee.

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

- Campus Safety and Security
- Business Services
- Facilities Services
- Human Resources/Risk Management
- Student Life
- Administrative
- Information Technology 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 to declare a university state of emergency.

When a determination is made to restrict the campus, those without authorization under the emergency declaration will be denied access or be asked to leave the premises 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 problems likely to be encountered on 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 to meet the emergency requirements.

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 various governmental and non-governmental organizations to accomplish order restoration. A major emergency may be declared if the information indicates that such a condition is developing or is probable.

NOTIFICATION

Employees and students of the University shall follow any official directives or announcements until otherwise notified.

The campus emergency response system will release notifications of and updates to a campus-wide emergency.

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.

During an emergency, all or a portion of routine University activities may be curtailed or suspended to ensure personal safety and property preservation. The following information is designed to serve as guidelines.

If it becomes necessary, the President or the President's designee may call for the suspension of classes, office work, maintenance, or call for a campus evacuation. When this occurs, communication of these decisions may be accomplished by one or more of the following: emergency notification 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 or general news media.

Definition of Campus Status:

Open/Normal Operations: Offices and services open. Campus follows everyday schedules and procedures.

Open/Holiday: Essential offices and services open; non-essential offices closed. Campus follows holiday schedules and normal procedures.

Open/Emergency Operations: Essential offices and services open; non-essential offices closed. Campus follows emergency schedules and procedures.

Closed: Only essential personnel and offices functioning. Non-essential faculty and staff are not reporting. Students are off-campus.

RESUMPTION OF SERVICES AND SYSTEMS

The resumption of campus activities, 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 remind campus personnel to use extreme care in re-entering the campus or any part thereof after the emergency has ended. Some danger of accident and injury will remain if facilities are not totally restored.

UNIVERSITY EMERGENCY RESPONSE TEAM

EMERGENCY COORDINATOR

The Emergency Coordinator is the University President, or the President's 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 Facilities Services Departments shall set up and staff appropriate emergency control centers as directed by the Emergency Coordinator. The location of the emergency control center on the campus will be decided based on the needs and conditions of the campus and the type of emergency.

Facility Services and Campus Safety and Security departments will assist personnel in the emergency control center with obtaining needed emergency equipment, including barricades, signage, portable radios, generators, First Aid kits, and bottled water.

EMERGENCY RESPONSE TEAM

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

President / Emergency Coordinator
President's Leadership Team

Emergency Response Team personnel are designated staff members whose primary responsibility shall be to direct and facilitate the protection of students, employees, and University property.

President - Dr. David Hoag, Office: 863-638-7209

Senior Vice President for Operations and Administration – Mr. Mike Picha, Office: 863-638-7217

Vice President for Student Life – Mrs. Anne Tohme, Office: 863-638-7246

Vice President for Advancement and Admissions – Mrs. Andrea Theis, Office: 863-638-7611

Vice President for IT and Facilities- Mr. Mark Thomas, Office: 863-638-2345

Vice President for HR and Organizational Effectiveness – Mrs. Janet Craigmiles, Office: 863-638-7524

The Emergency Response Team coordinates with the Risk Management Committee to facilitate the tasks described below in the event of a major emergency or disaster. The Emergency Response Team also approves and evaluates requested changes to the Emergency Response Plan as submitted for consideration by the Risk Management Committee.

RISK MANAGEMENT COMMITTEE

The Risk Management Committee is composed of selected employees from key departmental areas that function as an advisory, advocacy, and review committee for various risk management areas of the university. They comprise the second level of support to the Emergency Response Team in a campus emergency.

RESPONSIBILITIES OF VARIOUS TEAMS

EMERGENCY RESPONSE TEAM

Responsibilities of the Emergency Response Team include but are not limited to:

- Coordination of all areas of Emergency Response, including the delegation and distribution of human and material resources
- Declaration of the start and end of a campus emergency
- Activation of campus evacuation plan or partial evacuation when appropriate
- Notification and communication with the University community, governmental agencies, fire, police, EMT, and others as needed

- Determination of the type and magnitude of the emergency and establishment of the appropriate Emergency Command Post
- Coordination of the closing or adjustment of normal operational services for the university before (if possible), during, and after the emergency
- Coordination of the protection and recovery of University property, including records and files

CAMPUS SAFETY AND SECURITY

Under the direction of the Emergency Response Team, Campus Safety and Security personnel responsibilities include, but are not limited to:

- Taking needed and appropriate action to protect life and property
- Scheduling personnel to staff and maintain order and calm during the emergency
- Assignment of sufficient personnel to assist staff with the restoration of services after the emergency
- Assistance in acquiring emergency equipment, tools, vehicles, and materials.
- Provision of perimeter access and control access to hazardous areas or properties; conduct traffic and foot patrols.
- Assessment of emergency and hazardous situations and notification of the appropriate personnel.

FACILITY SERVICES

Under the direction of the Emergency Response Team, Facility Services personnel responsibilities include, but are not limited to:

- Provision of 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
- Provision of vehicles, equipment, and operators for the movement of personnel and supplies. Assignment of vehicles as required to the Emergency Resource Team for emergency use
- Obtain or purchase needed emergency equipment.
- Obtain the assistance of utility companies as required for emergency operations
- Furnish emergency power and lighting systems as required
- Survey habitable space and relocate essential services and functions
- Provision 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.
- Assist with campus evacuation efforts when appropriate

HUMAN RESOURCES

Under the direction of the Emergency Response Team, Human Resources personnel responsibilities include, but are not limited to:

- Scheduling of departments or personnel as needed to prepare for an emergency and to provide campus operations after the emergency when possible
- Coordination of the protection of sensitive and vital payroll and personnel files and computer information
- Assisting with the communication of information to University employees for emergency preparation, protection, and disaster recovery

STUDENT LIFE

Under the direction of the Emergency Response Team, Student Life personnel responsibilities include, but are not limited to:

- Assisting with the evacuation of students when necessary
- Scheduling and coordination of emergency preparation and recovery duties
- Coordination of communication of emergency information to students

INFORMATION TECHNOLOGY SERVICES

Under the direction of the Emergency Response Team, Information Technology Services personnel responsibilities include, but are not limited to:

- If time permits, prepare for risk exposure and protection of ITS equipment before an emergency condition.
- Preparation for resumption of computer services and equipment.

ADVANCEMENT/MARKETING

Under the direction of the Emergency Response Team, Advancement/Marketing personnel will be responsibilities include, but are not limited to:

- Coordination of all information for public release

GENERAL RESPONSIBILITIES OF THE UNIVERSITY STAFF

ADMINISTRATORS, DEANS, AND DEPARTMENT HEADS

Building/Facility or Zone Coordinators may be named during an emergency and may be responsible for the following:

- Building and facility evaluation under the direction of the Emergency Response Team
- Interaction and communication with departmental management and staff
- Report all dangerous conditions or situations to Campus Safety and Security

EMPLOYEES

- Be aware of University safety policies, procedures, and guidelines
- Educate students and employees concerning university emergency procedures as well as evacuation procedures for their facility
- Report all safety hazards to Campus Safety and Security
- Submit work orders to Facilities Services to prevent hazardous situations when possible.
- Remain aware of emergency or disaster conditions and monitor information and announcements given by the Emergency Response Team during an emergency

AUTHORIZED MEDIA SPOKESPERSON

- Only the President or the President's designee can authorize a spokesperson to meet or talk with the media. Therefore, faculty, Staff, and Students should not speak on behalf of the University to any outlet regarding university emergencies and incidents. If any employee receives a request from the media, refer them to the President's Office (no exceptions).

EMERGENCY PLANS

MEDICAL AND FIRST AID

If a serious injury or illness occurs on campus, immediately call 911 AND Campus Safety and Security at 863-638-7232 or ext 7232. Give your name; describe the nature and severity of the medical problem and the campus location of the victim.

Until emergency medical personnel arrive:

- Keep the victim still and comfortable. DO NOT MOVE THE VICTIM UNLESS NECESSARY FOR THE PRESERVATION OF LIFE.
- Ask the victim, “Are you okay?” and “What is wrong?”
- Check breathing and give artificial respiration if necessary.
- If the victim has no pulse and is not breathing, follow directions to administer AED if available.
- Control serious bleeding by direct pressure on the wound.
- Look for emergency medical I.D. and give all known information to emergency medical personnel.

EVACUATION PROCEDURES

BUILDING EVACUATION

All building evacuations will occur when an alarm sounds or upon notification by Campus Safety and Security personnel, an emergency notification system announcement, or an announcement by supervisors, department heads, or faculty under the Emergency Response Team’s direction.

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 Campus Safety and Security department.

EVERYONE IS RESPONSIBLE TO OFFER ASSISTANCE TO HANDICAPPED PERSONS IN EXITING THE BUILDING IN AN EMERGENCY IF AT ALL POSSIBLE

Once outside, proceed to a clear area 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.

CAMPUS EVACUATION

The campus community will be notified to evacuate by general announcements via one or more of the following: emergency notification text messaging, e-mail, voice mail, public address systems, and announcements made by department heads and residential staff under the

direction of the Emergency Response Team. In addition, campus authorities will give directions as to evacuation routes.

The following guidelines should be applied to campus evacuations:

- 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. Instead, the goal is to leave campus, taking as many people as possible.

Student Life Personnel will “sweep” residential buildings to ensure everyone in their building 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.)

LOCKDOWN PROCEDURES

If you get a notification from the campus emergency notification software by text, email, computer alert, phone call or are told verbally by a member of the Emergency Response Team or Campus Safety and Security personnel to “LOCKDOWN,” the following is to take place:

- Everyone should take shelter and stay where they are
- Classroom faculty and academic office personnel are to:
 - Quickly glance outside the room to immediately direct any students or staff members in the hall into your room
 - Lock your door
 - Lower or close any blinds
 - Place students against a wall/corner or in a place where an intruder cannot see them by looking through the door
 - Turn out lights and computer monitors
 - Keep students and other employees quiet
 - Classes being held in the TAC should move into a locker room, lock all doors, and find a safe area
 - Note: Classroom faculty should endeavor to locate and hold on to their laptop if safe to do so before turning out the lights. This will aid in pulling up class attendance rolls to account for all students should an evacuation be necessary

- 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
- You should stop, drop, and remain still if outside a building. You will be directed or escorted by Campus Security or other emergency personnel where to go depending on the situation. Be prepared to show your Warner Identification if requested
- Anyone in a bathroom should move to a stall, lock it and stand on the toilet.
- Anyone in a hallway should move to the closest classroom immediately and take shelter away from windows
- Students and employees in the PLRC should remain inside the building. PLRC employees should lock the doors, turn out the lights, and locate a safe area for themselves and patrons using the facility
- Anyone in the Welcome Center or the Rigel Center should go to the nearest interior room, lock all doors, turn off all lights and stay out of sight. Security personnel will lock exterior doors when safe to do so
- Students in Residence Halls should remain in their rooms, close all curtains or blinds, turn off all lights and stay out of sight. The Resident Director or RA's should assist anyone not in a room to a safe area. The Resident Director or RA's will be notified when the lockdown is lifted
- Stay in safe areas until directed by Campus Safety and Security personnel, a member of the Emergency Response Team, or by local emergency services personnel to move or evacuate
- Never open doors during a lockdown, even in the event of a fire alarm. Campus Security officers and administrators will have keys to open the doors, and/or announcements will be made over the university emergency response system.
- If an evacuation occurs, all persons/classrooms will be directed by Campus Safety and Security personnel, a member of the Emergency Response Team, or local emergency services personnel to move to a safe location.

PROCEDURES IN THE EVENT OF A FIRE

Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.

- If a minor fire appears controllable, IMMEDIATELY contact Campus Safety and Security and promptly locate the nearest fire extinguisher and direct the charge of the extinguisher toward the base of the flame.
- If a fire does not appear controllable, IMMEDIATELY call 911, and as soon as possible, contact Campus Safety and Security at ext 7232 or 863-638-7232. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen – DO NOT LOCK DOORS!

- Except during a Lockdown situation, you should assume an emergency exists when a fire alarm sounds. Then, walk quickly to the nearest marked exit and alert others to do the same.
- Fire and smoke detection systems are available in all buildings, however, do not only rely on fire alarm systems to alert you in the event of a fire. Smelling or seeing smoke or flames should alert you that action is necessary.
- ASSIST THE HANDICAPPED IN EXITING THE BUILDING.
- Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- 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.
- 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.
- When safe to do so, verify the sprinkler control valve(s) for the fire area are open and remain open until ordered shut by the Emergency Coordinator or Fire Department Personnel.
- IMPORTANT: After an evacuation, report to your designated campus area assembly point. Stay there until an accurate headcount is taken.

UTILITY FAILURE

- If a major utility failure occurs during regular working hours (8:00 am through 5:00 pm, Monday through Friday), immediately notify Facilities Services at 863-638-7228.
- If there is a potential danger to building occupants or utility failure occurs after hours, weekends, or holidays, notify Campus Safety and Security at 863-638-7232.
- 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 863-638-7232. If the door alarm is activated, notify your RA, RD, or Campus Safety and Security to reset it. If that fails to silence the door alarm, notify Facilities Services between the hours of 8:00 am - 5:00 pm at 863-638-7228. After hours and on the weekend, notify Campus Safety and Security at 863-638-7232.

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 Facilities Services at 863-638-7228. If the

utility failure occurs after hours, weekends, or holidays, notify Campus Safety and Security at 863-638-7232. 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 863-638-7232.

VENTILATION PROBLEM

If smoke odors come from the ventilation system, immediately notify Campus Safety and Security at 863-638-7232, and if necessary, cease all operations and vacate the area.

EMERGENCIES INVOLVING HAZARDOUS MATERIALS

Workplaces that utilize hazardous materials or chemicals of any kind must have procedures in place to deal with dangerous situations such as spills or chemical exposures. Developing these procedures in advance can significantly reduce the risk of personnel injury while ensuring maximum safety for all laboratory workers.

Chemical and Radioactive Waste Disposal personnel are trained to assist in the event of a spill. They should be contacted immediately in the event of any major spill or in any case where chemicals may be released into the environment.

Additionally, chemical spill kits are available from the Campus Safety and Security Office at 863-638-7232 or the Facilities Services Office at 863-638-5102.

CHEMICAL SPILL WITH INJURY OR CONTAMINATION

In any medical emergency, call 911 immediately.

For work-related injuries, refer to the Human Resources Department for guidance.

- If hazardous materials (chemical, radioactive, or biological) are splashed in the eye,
 - Immediately flush the affected eye(s) with gently flowing potable water for at least 15 minutes.
 - Have the injured worker move eye(s) side-to-side and up-and-down during rinsing.
 - Report the incident to the relevant supervisor.

- If chemicals are spilled on other parts of the body,
 - Do not attempt to wipe chemicals off.
 - Immediately go to a safety shower or other water source, initiate water flow, and remove contaminated clothes, shoes, jewelry, etc., while rinsing.
 - Flood exposed areas with running water for a minimum of 15 minutes.
 - Place contaminated clothing in a plastic bag for decontamination.
 - Report the incident to the relevant supervisor and seek medical attention as required or if there is any evidence of a chemical burn (reddening of the skin, pain or discomfort, burning or tingling sensations, etc.).
- For any chemical exposure to personnel,
 - Review the Material Safety Data Sheet (MSDS) or call the Poison Control Center Hotline at 1-800-222-1222 to determine if any delayed or systemic effects should be expected.
- Contact the Campus Safety and Security department at 863-638-7232 when an individual is injured or exposed to a hazardous chemical in a Warner laboratory. Employees should also contact the Human Resources Office for guidance.

Small Chemical Spill

For a small spill of a chemical that does not threaten the safety of employees or students, individuals at the scene should do the following:

- Notify all nearby personnel that a spill has occurred and request assistance as necessary
- Don appropriate personal protective equipment for the situation. At a minimum, spill responders should don eye protection and gloves; shoe covers should be considered if the spill is located on the floor.
- Take action to stop the spill (upright bottles, recap or contain leaking containers, etc.)
- Cover the spill with absorbent materials to stop it from spreading. Small acid spills may be covered with soda ash, which will neutralize the acid and make the spill easier and safer to clean up.
- Clean up the spill and any absorbents used. Decontaminate the spill area and bag all cleanup material. Label all contaminated cleanup materials as Hazardous Waste
- Dispose of spill cleanup materials through the Campus Safety and Security department at 863-638-7232.

Large Chemical Spill

If either the size or the danger level of a chemical spill presents a hazard to those individuals present or threatens a fire or explosion, workers must immediately:

- **ACTIVATE THE BUILDING'S FIRE ALARM SYSTEM IF THE SPILL REPRESENTS A THREAT TO HUMAN LIFE OR MAY CAUSE A FIRE OR EXPLOSION.**
- Notify all workers and students in the space that a spill has occurred, and evacuate all people from the area to a safe location.
- Isolate the space to prevent inadvertent entry: lock any access doors, place signs on doors reading "DO NOT ENTER-CHEMICAL SPILL."

- Call Campus Safety and Security at 863-638-7232 or Facility Services at 863-638-5102 for cleanup assistance.

Mercury Spill

Small Mercury Spill (i.e., broken Mercury thermometer)

The preferred way to collect mercury is to dust the area of the spill with a mercury-absorbing powder. This powder and complete cleanup kits are available from several different manufacturers; the “PIG” brand product may be ordered here: <https://www.newpig.com/>. This powder will form a solid mercury-metal amalgam that is much safer and easier to handle than elemental mercury when used according to instructions.

- Begin to clean up at the outer perimeter of the spill and work towards the origin. Work carefully, making sure not to miss any mercury, and note which areas have already been cleaned.
- Use an index card or rubber squeegee to gently collect the smaller beads and form a large bead that can be sucked up with a disposable pipette or amalgamated with mercury-absorbing powder. Take care and use small careful strokes to maintain control of the mercury beads.
- Use a pipette to suck up the large mercury bead and place the pipette in a sealed rigid container. If using a mercury-absorbing powder, follow the manufacturer’s instructions for application and use. After the amalgam has hardened, it can be collected with a squeegee or stiff card and placed into the rigid container for disposal.
- The sulfur powder can be used to cover mercury and limit the movement of beads on smooth surfaces. Lightly apply a coating of sulfur to the spill area and use the same index card method to collect all mercury and excess sulfur. Do not breathe sulfur dust.
- Thoroughly inspect the spill area using a flashlight to help illuminate the smaller beads. Mercury beads will often be pinhead size or smaller. Duct or masking tape can be used to pick up tiny beads of mercury that you may find.
- Re-clean the spill site and perimeter if necessary. Pay close attention to cracks and crevices that may hide small mercury beads.
- If a vertical or overhead surface is contaminated, it may be necessary to use mercury decontamination wipes or sponges.
- When the area has been thoroughly decontaminated, place any sponges, used powder, rags, shoe covers, gloves, and anything used for the cleanup into a plastic bag for disposal. Do not mix these items with any free mercury you may have collected. Instead, label the bag as hazardous waste indicating the solids are contaminated with mercury.
- Any portion of a broken thermometer collected as part of cleanup should be placed into a plastic bag and placed in a rigid unbreakable container such as a Nalgene bottle.
- Work with Campus Safety and Security and Facility Services to arrange for disposal.

Large Mercury Spill

If the spill's size or complexity precludes laboratory workers from using this procedure, evacuate and isolate the immediate area and contact the Campus Safety and Security department at 863-638-7232 or Facilities Services at 863-638- for clean-up assistance.

EXPLOSION, DOWNED AIRCRAFT

In the event of an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks, and other objects, protecting against falling glass or debris.
2. After the effects of the explosion or fire have subsided, notify Campus Safety and Security at 863-638-7232. 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 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 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

It is the entire university community's responsibility to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. (If you see something, say something.)

If you are a victim or a witness to any on-campus crime, violent behavior, or if you notice something suspicious, promptly notify Campus Safety and Security at 863-638-7232 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

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 863-638-7232.

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. Keep eye contact with the captor at all times, 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 anyone needs medications, first aid, or restroom privileges, 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.

CIVIL DISTURBANCES OR DEMONSTRATIONS

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. However, 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 and Security should be notified. They will be responsible for immediately contacting and informing the President, Vice President for Student Life, and the Academic Dean. In addition, if a threat of physical harm to persons or damage to University facilities is imminent, Campus Safety and Security reserve the right to contact the Polk County Sheriff's Office for assistance.

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

1. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS

- Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked, and efforts should be made to conduct University business as normally as possible.
- If demonstrators are asked to leave but refuse to go by regular facility closing time:
 - Campus Safety and Security will make arrangements to monitor the situation during non-business hours, or
 - Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Section 2).

2. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

- If a demonstration blocks access to University facilities or interferes with the operation of the University:
 - Demonstrators will be asked to terminate the disruptive activity by Campus Safety and Security
 - Key University personnel and student leaders will be asked by the Vice President for Student Life to go to the area and persuade the demonstrators to cease.
 - The Vice President for Student Life or their designee will go to the area and ask the demonstrators to leave or discontinue the disruptive activities.
 - If the demonstrators persist in the disruptive activity, they will be notified that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including intervention by civil authorities.

- Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
- After consultation with the President and Director of Campus Safety and Security and the Vice President for Student Life, the need for an injunction and intervention of civil authorities will be determined.
- If a determination is made to seek the intervention of civil authorities, the demonstrators should be informed. Upon the arrival of the Polk County Sheriff's Office (PCSO), the remaining demonstrators will be warned of the intention to arrest.

3. VIOLENT, DISRUPTIVE DEMONSTRATORS

If a violent demonstration in which injury to persons or property occurs or appears imminent, the President and the Vice President for Student Life will be notified by Campus Safety and Security.

During Business Hours:

- Campus Safety and Security personnel, in consultation with the President and Vice President for Student Life, will contact the Polk County Sheriff's Office.

After Business Hours

- Campus Safety and Security should be immediately notified of the disturbance.
- Campus Safety and Security will investigate the disruption and notify the Vice President for Student Life.
- Campus Safety and Security personnel, in consultation with the President and Vice President for Student Life, will contact the Polk County Sheriff's Office.

PSYCHOLOGICAL CRISES

A psychological crisis exists when individuals threaten harm to themselves or others or are 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 Safety and Security at 863-638-7232 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 Safety and Security will notify the Vice President for Student Life, who notifies appropriate faculty, staff, or ERT members.
4. If emergency response personnel are present, they will determine the action plan and control the scene.

PANDEMIC (Flu or other communicable condition or disease)

Warner University Pandemic Preparedness and Response Plan

It is critical for Warner University to plan to prevent disease transmission, protect students and staff, and local communities from flu infection or infection from other communicable illnesses or diseases. Depending on the timing and severity of a potential contagion, 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 or the symptoms of the suspected contagion.
3. Extended University closures.

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 fever-reducing medicine). In addition, they should keep away from others as much as possible. Again, 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 to report illness by telephone or other remote means before seeking care.
- If persons with ILI must leave their home or dorm room (for example, seek medical care or other necessities), they should cover their nose and mouth when coughing or sneezing. A loose-fitting surgical mask can be helpful for persons who have access to these, but tissue or other covering is also appropriate.
- Roommates, household members, or those caring for an ill person should follow precautions such as hand washing and sanitizing infected materials and surfaces to avoid spreading the flu or any potential contagion.
- It may be necessary for the University to form a contact tracing team to assist in enforcing the quarantine and isolation program as determined by the Emergency Response Team or Leadership Team. The contact tracing team would include representatives from Human Resources, Student Life, Athletics, athletic trainers, and others as determined necessary.

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

HOMELAND SECURITY ADVISORY SYSTEM

The following Threat Conditions represent an increased risk of terrorist attacks. Beneath each Threat Condition is 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 an increased 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.

SEVERE WEATHER THREATS

The procedures set forth are guidelines for actions to be taken if a tropical storm, hurricane, or tornado threatens the University campus. The purpose of the guidelines is to establish the preferred course of action for the university staff to engage in when the storm systems may threaten the safety of any person on campus. 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 the possible formation of tornadoes.

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 Tornadoes 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.

HURRICANE 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

When a hurricane watch is issued (36 hours)

- | | |
|--|----------------------------|
| A. Appoint a Hurricane Coordinator..... | President |
| B. Notify students of possible evacuation..... | Student Life |
| C. Monitor Radio, TV, or Weather Radio for Official Bulletins..... | Campus Safety and Security |
| D. Check tie-downs on all mobile units..... | Facilities Services |
| E. Provide canned goods with a 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 |
| G. Secure and store all outside furniture..... | Facilities Services |
| H. Board and tape all windows..... | Facilities Services |
| I. Prepare chosen Evacuation Center..... | Facilities Services |
| J. Secure clean water containers..... | Facilities Services |
| K. Take the Generator with fuel and oil to the Evacuation Center | Facilities Services |
| L. Secure an off-campus Evacuation center for students if needed..... | President/Student 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 a designated location..... | All Departments |

When a hurricane warning is issued (24 hours)

- | | |
|--|--|
| A. Begin Emergency Calling Tree, notifying everyone to evacuate to a designated location. Students should bring blankets, extra clothing, personal items, and any essential medications..... | Facilities Services/Student Life |
| B. Transport all supplies, food, medical, communications equipment and any other items that may need to be transported to the Evacuation Center or other off-campus site..... | Facilities Services/Resident Directors |
| C. Fill all college vehicles with fuel..... | Campus Safety and Security |
| D. Fill all tubs and sinks..... | Facilities Services/Resident Directors |

- E. Secure and lock all dorms..... Campus Safety and Security
- F. Take adequate petty cash to the designated location..... Business Office
- G. Turn off all utilities, gas, electric, and water..... Facilities Services
- H. Transport all computer backup files and other items to a safe place..... Information Technology Services
- I. Staff the switchboard as long as possible..... Campus Safety and Security

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 or designated shelter location until directed to do so by the Resident Director. During the storm, residents are to close room doors for maximum protection 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. However, once the eye passes, the storm begins again, but from the opposite direction. STAY INDOORS.

- B. Residents should proceed to the residence hall's interior corridors(s) or designated shelter area and remain away from dangerous areas, such as glass windows and doorways in lobby areas.
- C. First aid and 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 Resident Director.
- F. Telephone calls should be made only in case of emergency. Towers and 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.

After the all-clear is given

- A. Inspect all University Property Facilities Services/Campus Safety and Security
- B. Check for any gas leaks in all buildingsFacilities Services
- C. Check for downed power linesFacilities Services/Campus Safety and Security
- D. Report damage and injuriesAll Departments
- E. Begin turning on utilities Facilities Services
- F. Notify Relatives of student statusEmergency Response Team
- G. Resumption of operationsPresident / Coordinator

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 Coordinator.

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 Services; otherwise, protect items by storing them inside cabinets, files, or boxes, or remove them to interior rooms. Departments need to pick up supplies from Facilities Services.
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. Remove all perishable foods from the refrigerator, cabinets, and countertops.

7. Remove trash from the room and place it in an outdoor receptacle.
8. Close and lock all doors.
9. Turn off lights and electrical equipment. Unplug any equipment and turn off air conditioners.
10. Clear any laboratory tables and areas of all possible apparatus and glassware and place the items in a protected location.

Resumption of Services

Following the lifting of the Hurricane Warning status, the Emergency Response Team will coordinate with essential personnel to determine which buildings and facilities can be used safely for classes and other purposes. The Emergency Coordinator will issue necessary directives and instructions concerning the resumption of classes and the use of university buildings and facilities.

RESIDENCE HALL - STAFF HURRICANE INSTRUCTIONS

Each professional staff member of the Student Life Office will be informed that a Hurricane Watch is in effect. Each Resident Director 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 ensure that they are working.
2. Make ready and duplicate any handouts with preparation instructions.
3. All Student Life staff will be responsible for their areas before, during, and following the storm. Schedule paid time off days will be canceled, 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 Vice President for Student Life.
5. Resident Directors must be in contact with the Vice President for Student Life as needed to update status reports.
6. The Vice President for Student Life should maintain continuous contact with the Emergency Coordinator for information, updates, and assistance. Obtain a list of student volunteers who would be willing to assist.
7. The Vice President for 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. In addition, primary First Aid assistance will be available in all Residence Halls housing students.

Following the Storm:

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

- Keeping an accurate list of students and their whereabouts
- Identifying people in need of medical treatment and seeing they get help
- Security of people and property
- Assessment of building damage
- Communicate information on the resumption of utility services, water, and sanitation to all residents.
- Coordinate with the Emergency Response Team to ensure food is available
- Coordinate facility cleanup in conjunction with Facilities Services.
- Will work with Human Resources and Organizational Effectiveness to ensure adequate staffing during recovery and cleanup.

RESIDENTIAL STUDENT - HURRICANE INSTRUCTIONS

All students will be alerted by the Student Life Office to prepare 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. However, this may not be possible, 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 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

- 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.

- Since floors can get wet, all articles such as shoes, rugs, clothes bags, suitcases, etc., should be placed on closet shelves or in dresser drawers.
- All loose objects should be placed in drawers or closets. Paper, books, etc., should not be left on the tops of desks or dressers.
- 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.
- Perishable food items should be removed from refrigerators, cabinets, and countertops and thrown away. If power is lost, these items will begin to spoil and present a health hazard.
- Trash should be removed from rooms in trash bags and placed in outdoor receptacles.
- Those students who reside in facilities 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.
- All windows must be closed tightly. In addition, all blinds/curtains should be closed.
- 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 vehicle locked. All vehicles must remain in assigned parking areas.
- Each student should provide their own flashlight in case of power failure. Do not use candles or another flame-type lighting under any circumstances; fire is uncontrollable during a hurricane. Use battery-powered lighting only.
- Residents who are unable to evacuate may be assigned to temporary housing.
- 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 dormitories, the Student Life Staff will notify students of the schedule and place. Do not use grills.
- Residents need to notify a member of the Student Life Staff of their destination before leaving campus. If you vacate your residence before the storm, please ensure 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." Unfortunately, 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 storm's maximum destructive force.

Hurricane - A tropical storm with strong winds circulating an extremely 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 24 hours.

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 - an 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. The safest place to be during the storm is in a small interior room with no windows or skylights.

Myth: Applying tape to a window surface will 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

When a tornado watch has been issued

- Appoint an Emergency Coordinator..... President
- Monitor weather bulletins issued by the National Weather Service.... Facilities Services/Campus Safety and Security

When a tornado warning is issued

- Advise the University Campus through the calling tree of the upgrade in status..... Facilities Services/Campus Safety and Security
- Make sure that the safe areas are unlocked for people to occupy..... Facilities Services/Campus Safety and Security
- Monitor the weather in and around the campus for further development and sightings/ National Weather upgrades..... Facilities Services/Campus Safety and Security

When a tornado has been sighted in the area

- Notification is given via listed communication outlets..... All Departments
- Follow the listed evacuation instructions..... All Departments

Building:

- PLRC Library..... Disperse to a central office area
- PLRC Classrooms..... Disperse to hallways away from doors/ windows
- PLRC Faculty..... Disperse to hallways away from doors/windows
- Ratzlaff..... Disperse to a conference room
- Fulton..... Disperse to hallways away from the lobby
- Raines..... Disperse to hallways away from the lobby
- Williams Hall..... Disperse to hallways
- Spencer Dorm..... Disperse to the 1st-floor hallway
- Smashey..... Disperse to TAC 1st floor hallway (not applicable- Darby?)
- Science Lab..... Disperse to TAC 1st floor hallway (not applicable- Tye?)
- Turner Athletic Complex..... Disperse to 1st-floor hallways and restrooms

Rigel Center..... Disperse to Dining hall or center offices
(DO NOT USE HALLWAYS OR LOBBY)

Communications..... Disperse to hallway

Music/Fine Arts..... Disperse to back hallway or rooms without windows

Facilities Services..... Disperse to hallway

Cleary..... 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

After the all-clear is given

- Facilities Services and Campus Safety and Security will inspect all property for damage and building safety.
- Facilities Services and Campus Safety and Security will check for any gas leaks and downed power lines
- 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 an envelope
- The 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 suspicious, LEAVE IT ALONE!
- Contact Campus Safety and Security, and DO NOT allow anyone 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 the 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.

Take as many notes and ask as many questions as the caller will allow, determining the alleged bomb location, type of bomb, and reason for the threat (see below).

RESPONSES TO A BOMB THREAT

If you receive a bomb threat over the telephone, take as many notes and ask as many questions as the caller will allow determining the alleged bomb location, type of bomb, and reason for the threat (see below).

Immediately after the caller has hung up, contact Campus Safety and Security at 863-638-7232. 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:

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 _____

Date and Time call was received: _____

Threat taken by (initially) _____ Title _____ Dept. _____

Others hearing the caller _____

Has this person called previously? _____ When? _____

Campus Officer responding _____