



# EMERGENCY OPERATIONS PLAN

USF SARASOTA-MANATEE

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**INTRODUCTION**  
**USF Sarasota-Manatee**  
**Emergency Operations Plan**

I. References.

- A. Florida State Statues, Chapter 252, subject: Disaster Preparedness as amended.
- B. Manatee County Emergency Management Plan.
- C. University of South Florida Emergency Operations Plan.
- D. USF Sarasota-Manatee Policy, Subject: Operation Alert (Notification Procedures)
- E. USF Policy 6 – 010, Subject: USF System Emergency Management.

II. Purpose.

These plans prescribe the actions to be taken when a hurricane, tornado, flooding, fire, explosion, bomb threat, airplane crash, chemical, biological, radiological, emergency or public disturbance occurs or threatens the USF Sarasota – Manatee Campus.

III. Authority and Organization.

- A. The Vice President and Regional Chancellor, USF Sarasota-Manatee in compliance with above references is authorized to implement necessary measures to address emergency situations as they occur.
- B. The Campus Emergency Operation Staff (CEOS) consists of the Regional Chancellor, Associate Regional Vice Chancellor for Business and Finance (Chairman), Chief, NCFPD, Regional Vice Chancellor for Academic and Student Affairs and Director of Facilities Planning and Management, Director, Campus Computing and Instructional Technology and Associate Director Marketing and Communications. The Chairman of the CEOS will assemble the CEOS on call of the CEO or when he/she determines it is needed to monitor and implement appropriate measures to cope with emergency situations or natural disasters.

IV. Concept of Operations.

- A. General - In the event of an impending or actual natural disasters involving the USF Sarasota-Manatee Campus.
  - 1. The Manatee and Sarasota County Civil Defense headquarters will alert the Campus Police. The police will implement campus notification procedures as asset forth in Appendix A to Annex I.
  - 2. The first Campus Police officer to arrive at the scene of a localized emergency (on campus) will assume command at the scene until relieved by higher authority. This officer will implement measures as set forth in the Operation Alert Policy (see Appendix C Annex I).

3. Only those departments, activities that perform mission essential functions will be required to report to, or remain on duty during a period of actual emergency. This will be determined by the Regional Chancellor of USF Sarasota-Manatee and or his/her representative. See appropriate emergency plan attached for additional guidance.
4. Based on emergency situation, all departments and activities declared non-essential to emergency operations will secure their facilities, records, and equipment against possible loss or damage and take such action as is necessary to insure the safety of assigned personnel and protection of property.

B. Emergency Operation Plans:

- |               |   |
|---------------|---|
| 1. Annex I    | Emergency Notification Procedures                         |
| 2. Annex II   | Fires, Explosions and/or Airplane Crashes, Bomb Threat    |
| 3. Annex III  | Hurricanes  |
| 4. Annex IV   | Tornadoes   |
| 5. Annex V    | Flooding Conditions                                       |
| 6. Annex VI   | Chemical, Biological, Radiological Incidents              |
| 7. Annex VII  | Public Disturbances                                       |
| 8. Annex VIII | Critical Incident Stress Management Response Team Profile |
| 9. Annex IX   | Active Shooter  |
| 10. Annex X   | Terrorism   |
| 11. Annex XI  | Flu Pandemic Response Plan                                |

C. Supplemental Plans and Procedures:

All Departments and Divisions will review these plans and develop and publish supplemental plans and procedures as applicable to their operations. All Departments and Divisions will ensure that all employees are provided information, training, and review of the Campus Emergency Operations Plan.

V. Reports.

The planning and activation of effective emergency response requires timely and accurate reporting of information and the maintenance of records on a continuous basis. The Campus Police will maintain a log of all notifications, reports and police activities that have been brought to their attention and are pertinent to an emergency.

**COMMUNICATIONS**  
**USF Sarasota-Manatee**  
**Emergency Operations Plan**

- I. General:  
Communications is the key to reporting any incident or emergency situation, and ensuring effective timely response by emergency responders. The following guidelines will provide emergency responders the information necessary to rapidly and effectively respond to any emergency.
- A. All emergencies should be reported immediately to the Campus Police, Phone: (941) 487-4210, (2-4210).
  - B. Identify yourself, and number from which you are calling from, and how you can be re-contacted.
  - C. State WHAT the emergency is, WHERE the emergency is, WHEN the incident happened, HOW the incident happened, WHAT caused the incident. Also provide following as applicable to the emergency:
    - (1) Who is injured and type of injury.
    - (2) Is there an active fire and/or a hazardous situation still existing.
    - (3) Has any other emergency response agency been contacted; i.e. 911, Fire Department, Ambulance, etcetera.
- II. Contacts and procedures for determining if the campus is closed due to a natural disaster or other announced emergency, and find out about the reopening of the campus for classes.
- A. Telephone information lines:  
USF: (941) 359-4200
- \*Do Not Call Campus Police Number Except for Emergency. (2-4210)*
- B. Radio and television news sources: WUSF 89.7 FM Radio, WFLA 970 AM Radio, WSRQ 1450 AM Radio, SNN-6, and WWSB Channel 7 (ABC) TV. (and other local stations).
- III. Police department will execute notifications as required and deemed appropriate based on the incident involved.

**EMERGENCY CLOSING AND REOPENING POLICY**  
**USF Sarasota-Manatee**  
**Emergency Operations Plan**

I. General:

Due to Natural Disaster Conditions and or for other incidents as appropriate, and when directed by the University President in consultation with the Regional Chancellor of the Sarasota-Manatee campus, the campus will be closed to protect the campus and campus community members. The following sets forth the procedures for such closings and reopening of the Sarasota Campus.

II. Emergency Closing:

When directed by the University President in consultation with the Regional Chancellor, USF Sarasota-Manatee, or their designee the campus will be closed. Actions to be taken upon closing of the campus are as follows.

- A. Only designated mission essential personnel will remain at the campus or report to work as directed by their supervisor.
- B. All other personnel will take measures as directed by their department to properly protect facilities, equipment, and records. They will fully secure their facility and report the facility as being secured to the Campus Police, phone: 2-4210. They will then depart campus.
- C. In consultation with NCF, the shared facilities which include the library and the Campus Bookstore, will be closed and secured.
- D. In consultation with the Office of the University President and Vice President for University Communications and Marketing, notifications of the closure will be provided to the local media, and the USF telephone closure notification messages will be activated, phone USF: 359-4200.

III. Reopening of Campus Facilities:

When the threat of danger has passed the Regional Chancellor USF Sarasota-Manatee will consult with the University President to determine when the campus may be reopened, and so direct the reopening of the campus. Limited access reopening may be warranted and will be determined based upon the situation. Upon determination that the campus will be reopened the following actions will be taken.

- A. In consultation with the University President, the local media will be provided reopening information, and the appropriate telephone notification messages will be activated to reflect the level of reopening of the campus.
- B. A decision may be made to reopen the campus only on a limited access basis.

- C. No activity; Library, Bookstore, Fitness Center, etcetera, will reopen their facility without clearance of the President and/or Regional Chancellor. Campus Police will be notified of the authorization to reopen any facility.

IV. Limited Access Reopening:

When warranted the campus may be reopened on a limited access basis to protect personnel, or to allow containment of a damaged or hazardous area of the campus.

V. Sunday Holiday Schedule:

Except for scheduled special events the campus is closed on Sundays and official holidays. Buildings and classrooms are locked, unless specifically scheduled through Facilities Planning and Management, or special event coordinators. Access is allowed for faculty and staff members who have their own key access authorization. Individuals who access buildings and facilities will ensure that the facilities are properly secured upon their departure.

**ANNEX I**  
**EMERGENCY NOTIFICATION PROCEDURES**  
**USF Sarasota-Manatee**

I. Natural Disasters:

The Campus Police will monitor the emergency weather warning system. In the event of an impending or actual natural disaster, the personnel listed in Appendix A to Annex I will be notified: The campus E-Mail will be utilized if suitable and time wise appropriate. During non-duty hours telephone communications will be utilized. When listed personnel are notified they will insure that appropriate subordinate personnel are notified, and that personnel occupying the same building are notified.

II. Other Mandatory Notification Procedures:

For other mandatory notification procedures see Appendix C to Annex I.

III. Emergency Action Marshall Contact List:

Designated Emergency Action Marshalls as listed in the USF Sarasota Manatee Emergency Action Plan will be notified so they may begin department/division procedures to prepare for the protection of facility, equipment, and records, and be prepared for any announcement of the closure or evacuation of campus.

IV. Personnel should monitor local radio and television station. Current reports on weather conditions and warnings are broadcast over various local radio stations such as FM Radio 89.7, 106.3 or 102.5, AM Radio 970 WFLA, and TV WUSF Channel 16 or WWSB Channel 7, or the Weather Channel. Personnel may also monitor the Manatee County Emergency Management Division [emergency.management@mymanatee.org](mailto:emergency.management@mymanatee.org) or the Sarasota Department of Emergency Management web site at [www.sarasotaeoc.net](http://www.sarasotaeoc.net) for the Emergency Operations Center bulletins and information. These websites also provide links to the National Weather site, and preparedness links.

V. Ensure prompt and accurate communication with the other USF Campuses.

Communication with the other USF Campuses, particularly the Tampa campus, is essential regarding emergency incidents and/ or especially newsworthy events.

- a. If you experience an emergency incident, including a major crime/ assault, threat, major property damage, etc. other USF campuses need to know in a timely manner if they could be affected, or if the incident is localized to your campus.
- b. If you encounter any particularly newsworthy event, other USF campuses need to be prepared for media inquiries regarding impact to USF overall.
- c. Keeping these concerns in mind, you must prioritize such prompt and accurate communications.

- VI. Identify all life safety threats. Be certain that all faculty and staff review and understand the safety procedures defined in the Plan.
- VII. Identify important assets and how to protect them in an emergency situation.
  - 1. Assets include physical items of value and data information.
  - 2. Assign individuals to secure physical assets.
  - 3. Assign individuals to be responsible for vital records.
  - 4. Assist with building content damage assessments.
- VIII. As appropriate identify disaster-specific Plans to maintain and restore services that are critical to the Campus.
- IX. Identify and document (contact names, location, telephone numbers, email address, etc.) subcontractors, suppliers and service providers that may be needed in an emergency situation.
- X. Identify critical reliance on other departments.
- XI. Provide training for new hires as necessary.
- XII. Communicate assignments to all employees.

**APPENDIX A TO ANNEX I  
CAMPUS NOTIFICATION LIST**

<b>EMERGENCY CONTACT POINTS (Area Code 941 unless otherwise noted)</b>			
<b>USF Name</b>	<b>Work #</b>	<b>Home #</b>	<b>Cell #</b>
Campus Police	2-4210	487-4210	na
Copeland, Geoff (Facilities)	2-4530	320-8164 (Cell)	320-8164
Ellana, Rosana (Facilities)	2-4741	379-2121	917-968-4846
Ellinor, Ben (Finance/Administration)	2-4279	359-5920	350-6956
Sandra Stone (VP/Regional Chancellor)	2-4507		
Terry Osborn (Academic Affairs)	2-4282	x	x
Lyttle, Richard (Facilities)	2-4294	351-5248	685-0401
Brian Mudd (IT)	2-4349		989-213-5587
(IT)	2-4742		
ORL Frank Spinelli (Maintenance)	2-4230	(412) 651-8973	737-9311
Charles Terenzio (Communications)	2-4726	x	x
Satellite Phone	na	na	(254) 241-2722
(POLICE)	2-4211		
White, Pat (Finance/Administration)	2-4466	359-1911	228-4174
Mark Heise (Security)	2-4545	x	x
<b>NCF Name</b>	<b>Work #</b>	<b>Home #</b>	<b>Cell #</b>
Bashant, Wendy (Student Affairs)	487-4251	358-0593	586-7282
Fisher, Anne (Counseling Wellness)	487-4254	379-2843	374-1530
(Communications)	487-4150		
Martin, John (Administration/Finance)	487-4445	751-8085	705-0708
Satellite Phone (NCF)	na	na	(254) 241-2726
Donald O'Shea (President)	487-4100		
Steve Miles (Academic Affairs)	487-4200	921-4720	

**APPENDIX B TO ANNEX 1  
EMERGENCY ACTION NOTIFICATION MARSHALS**

<b>DEPARTMENT</b>	<b>PRIMARY</b>	<b>SECONDARY</b>
Campus Security (Evacuation Advisors)	Mark Heise	
Phone Number	359-4545	359-4545
Academic Affairs		Dina Kathman
Phone Number		359-4504
Campus Advancement	Pam Gleason	Michael Ayres
Phone Number	359-4603	359-4632
College of Arts & Sciences	Darryl Waddy	Cindy Kish
Phone Number	359-4616	359-4708
College of Hospitality & Tourism Leadership	Amanda Kulaw	Katerina Annaraud
Phone Number	359-4563	359-4693
Regional Vice Chancellor	Lynn Evensen	Tenezee Gehndyu
Phone Number	359-4340	359-4720
ORL	Frank Spinelli	
Phone Number	359-4230	
Reception 1 <sup>st</sup> Floor	Barbara Thomas	
Phone Number	359-4566	
Reception 2 <sup>nd</sup> Floor	Ann Flynn	
Phone Number	359-4454	
Student Services (north side of main corridor)	Richelle Heise	Marybeth Wallace
Phone Number	359-4322	359-4342
Student Services (south side of main corridor)		Pat Lakey
Phone Number	359-4640	359-4714
Student Government Association (SGA)	Darren Gambrell	Toni Ripo
Phone Number	359-4263	359-4586
Campus Computing and Information Technologies	Brian Mudd	Chip Doerr
Phone Number	359-4349	359-4634
Facilities Planning and Management	Beverly Pender	Sue Barbour
Phone Number	359-4518	359-4637
Business Office (including Cashier, Human Resources, Purchasing)	Carolyn Dyson	Patricia White
Phone Number	359-4224	359-4466
College of Business Administration	Laurie Delagardelle	Peggy Ragan
Phone Number	359-4455	359-4309
College of Education	Christopher Bolgiano	Amber Lee
Phone Number	359-4395	359-4531

**APPENDIX C TO ANNEX I**  
**OPERATION ALERT**  
**USF SARASOTA-MANATEE**

I. Introduction (Purpose and Intent).

The intent of this policy is to provide information and procedures for the handling of emergency situations, which occur at the University campus. An Operation Alert Policy for the Sarasota-Manatee Campus has been developed which will augment existing policies and procedures for handling emergencies by accelerating the notification process. The Campus Police Department Communications Center, phone (941) 487-4210, which is operational twenty-four hours a day seven days a week, shall be notified immediately in emergencies as outlined in this policy. The notification procedures, as established herein, helps to assure that all parties concerned with a particular type of emergency are contacted. The number of notifications made by individual persons is limited to allow all parties maximum flexibility in responding to the emergency in the manner most appropriate. The Campus Police will make initial Operation Alert notification to USFPD at the direction of the Regional Chancellor, USF Sarasota-Manatee.

II. Statement of Policy.

The Operation Alert system is limited to varied emergencies as detailed in this policy, and should be used by any member of the USF Sarasota-Manatee community whenever any of the following situations occur.

Emergencies Covered:

- A. Fatal or life threatening accidents occurring on campus, involving students, employees, or members of the public when injuries require medical attention.
- B. Fatal or critical injuries to students or the public occurring on campus.
- C. University-related transportation accidents, involving hazardous materials, severe personal injury, or major property damage.
- D. Reports of illness, involving humans or animals, due to chemical waste emissions.
- E. Reports of outbreaks of illness or injury due to food poisoning or consumption of similar products, whether sold by the University or distributed privately on University property.
- F. Environmental incidents, including major spills or major air emissions
- G. Explosions and or Bomb threats.
- H. Natural disasters, including fire, flood, hurricane, or tornado.
- I. Unauthorized work stoppages, emergency cancellations of University sponsored events, boycotts or threatened boycotts, or demonstrations that may lead to civil disorder or disruption of University activities.
- J. Violence of a major nature, on or in close proximity to University property, regardless of the cause.
- K. Notification of power, steam, or water service interruption, with particular emphasis as it affects special lab experiment research projects or residence areas.
- L. Sexual assaults and relationship violence requiring medical attention.

- M. Reports of major vandalism or graffiti, which appears to be motivated by ethnic, racial, religious, or sexual orientation bias.
- N. Any real or perceived to harm persons by distribution of any chemical, biological, or radiological source.

NOTE: For out-of-town emergencies such as a transportation accident, the USF person involved is responsible for notifying his supervisor and/or dean, as well as for prompt local action appropriate to the situation.

### III. Procedures - Notification of Emergency.

- A. In the event of a major emergency as outlined in these procedures, the Operation Alert phone number, (941) 487-4210, shall be dialed at any hour of the day or night. The nature and a brief outline of the emergency shall be reported to the Campus Police Communications Officer/Dispatcher on duty. Informational items normally requested will include: name and telephone number of caller; place, time and type of emergency; number and general type injuries; number of fatalities, if any; type of damage to facilities and equipment; type of products, compounds or chemicals involved; purported cause of work stoppage, boycott or violence, etc. To ensure complete reporting, the communications officer on duty will ask several specific key questions, depending on the nature of the emergency. The following procedure would then be implemented:
  - 1. The communication officer will immediately notify the officer on patrol who will notify the patrol coordinator, who will in turn notify the Chief.
  - 2. The Chief or senior officer present would in turn notify the Regional Vice Chancellor Business and Finance. If the reported emergency situation involves students, the Dean of Students will also be notified.
  - 3. The Regional Vice Chancellor Business and Finance shall notify the Regional Chancellor, and other members of the Executive Council or other officials having a need to be advised of the situation. He/She will also determine the need for directing a member of the Office of Marketing and Communications staff to report to the scene of the emergency or remaining in telephonic communications, for the purpose of supplying necessary information to the media. He/She will also determine if there is a need to activate the Regional Chancellor, or to notify any further support services such as the Crisis Intervention Response Team (CIRT) or Victim's Advocate, etcetera.

**ANNEX II**  
**FIRE, EXPLOSION AND/OR AIRPLANE CRASH EMERGENCY PLAN**  
**USF SARASOTA-MANATEE**

I. Primary Responsibility

The Cedar Hammock Fire-Rescue Department (phone 911 in emergency, 355-2013 for information) will assume ultimate responsibility in cases of fire on the Sarasota-Manatee Campus once they arrive on the scene. All attempts to extinguish and prevent further fires will be subject to the direction of the fire department. The fire department will assume command of rescue operations involving both persons and equipment. All university personnel summoned to the scene by competent authority will be expected to cooperate fully with the request of fire personnel.

II. Initial Action by University Personnel

A. Campus Police (487-4210 or 2-4210)

1. Assuming that the fire alarm has not been brought to the attention of the Cedar Hammock Fire-Rescue Department, the police dispatcher will advise them of the location and extent of the fire if known.
2. Available police officers will be dispatched to the scene of the fire in order to assist in evacuating persons located within the building. Attempts will be made to extinguish the flames if they are localized, or otherwise confine the spread of fire.
3. The Cedar Hammock Fire-Rescue Department will be summoned to furnish ambulance support to stand-by at the scene (as needed) in order to transport any injured parties or provide oxygen to personnel overcome by smoke inhalation.
4. For required Notification Procedures see Annex I. In the event of an airplane crash, notify the Airport Police Department (emergency phone 359-5911, police communications 359-5225).
5. Campus Police will establish traffic control to keep vehicles other than fire fighting vehicles out of the area, keep all fire truck access lanes open, cordon off the area and keep spectators away from the immediate scene. This is of extreme necessity due to the fact that emergency vehicles must be able to come and go from the scene without delay.
6. If additional police personnel are needed, the police dispatcher will request assistance from the Sarasota Sheriff's Office, or the Manatee County Sheriff's Office based upon the location of the incident.
7. Floor plans of the burning building(s) will be made available to the fire dept. personnel in order to facilitate rescue and fire-fighting operations.
8. After the fire has been extinguished, it may be necessary for officers or others as directed to remain at the scene in order to prevent looting from the damaged building.

B. Facilities Planning and Management (359-4637)

1. A minimum of one Facilities Planning and Management representative (qualified to furnish electrical and gas maintenance Support) will report to the front entrance of the burning building or the secondary operations center (police vehicle) if it is at the scene. They will be informed by the fire department when the power and gas valves are to be turned off. They will remain at the scene in the event further services are necessary.
2. Additional Facilities Planning and Management personnel will be assembled at the Facilities Planning and Management office in the event they are needed to provide crowd control or otherwise assist in the evacuation of persons and/or equipment.
3. Vehicles and equipment that could conceivably be utilized for rescue work should be placed in a state of readiness in the event they are dispatched to the scene. They will not be dispatched to the scene unless requested by competent authority.

C. Occupants/Residents of Building(s) Involved.

1. Upon discovery of any fire will immediately activate a fire alarm, notify the Campus police (2-4210), and spread the word to other occupants and evacuate the building as provided for in the USF Sarasota-Manatee Emergency Action Plan.
2. Upon a fire alarm activating in any building which you occupy, will immediately evacuate the building as quickly as possible. Immediately notify the campus police.
3. Refer to Appendix A to Annex II: Fire Prevention and Emergency Action Plan

III. General Fire and Bomb Threat Procedures:

- A. Fire Prevention and Emergency Action Plan procedures are outlined in Appendix A to Annex II.
- B. Bomb Threat general procedures are outlined in Appendix B to Annex II.

**APPENDIX A TO ANNEX II  
FIRE PREVENTION AND EMERGENCY ACTION PLAN  
USF SARASOTA-MANATEE**

**I. FIRE PREVENTION**

**A. General Information**

University buildings are equipped with fire extinguishers in accordance with the requirements of the Uniform Fire Code. Some University buildings are protected by automatic sprinkler systems. Some buildings have automatic fire detection and alarm systems. The primary alarm system is linked directly to an alarm notification company who notify the Cedar Hammock Fire-Rescue Department or the Sarasota Fire Department. One remote, low occupancy facility contains local alarms only and requires occupants to dial 911 and or notify campus police at 2-4210. Fire hose connections in buildings are for fire department use only.

**B. Staffing**

The USF, Division of Environmental Health and Safety (EH&S), Fire Safety Group is staffed with full time State Certified Fire Inspector, and part time Fire Technicians. The role of the Fire Safety Group is to inspect and maintain Uniform Life Safety Codes for the USF Sarasota-Manatee Campus.

**II FIRE INSPECTIONS**

The State Fire Marshal inspects each University building annually. Fire safety inspections give formal written notice of violations. EH&S is responsible for coordinating the fire code correction action plan with Facilities Planning and Management. The corrective action plan must be completed and submitted to the State Board of Education and State Fire Marshal within 60 days after an inspection report is received by the University. It is the responsibility of the Director, Facilities Planning and Management to notify the appropriate academic or administrative unit of any fire code violation(s) to initiate corrective action.

**III. EMERGENCY ACTION PLAN**

Fire safety should be an important part of your daily routine. During an emergency proper action saves lives. For everyone's safety, it is important to follow the evacuation procedure(s) outlined below when an emergency occurs.

**A. Evacuation Procedure**

If you discover a fire or smell smoke remember the following acronym: **RACE:**  
**R** is for **RESCUE:** Rescue and remove all individuals from the area.

**A** is for **ALARM:** Alarm(s) need to be activated.

**C** is for **CONFINE:** All doors and windows, and accesses to the affected area must be closed to confine the spreading of fire and smoke. All access must then be restricted to emergency personnel only.

**E.** is for **EVACUATE and or EXTINGUISH:** Evacuate the area to allow the emergency response crews to fight the fire. Report to the pre-designated evacuation area for a head count.

**OR**

**Attempt to extinguish the fire only if all of the following criteria have been met:**

1. Both 911 and building alarms have been activated.
2. Training has been received on how to use a fire extinguisher.
3. The fire has not spread from its point of origin.
4. The fire is still small enough to be handled by the fire extinguisher to be used.
5. The fire can be fought with your back to the exit to ensure there is a means to escape in the event that the attempt to extinguish the fire fails.

**B. Fire Safety Awareness items:**

1. Know the locations of the fire pull stations and how they are activated.  
Note: Pull stations are located near each exit door, and directions are stated on each pull station.
2. Know the locations of all exits in your building. Exit signs are illustrated on exit doors.
3. If caught in smoke or heat, stay low where the air and visibility is better and attempt to reach a safe exit or area of refuge (stairwell).

**C. Evacuation of Individuals with Disabilities:**

1. When an alarm sounds and an individual with a disability is unable to make his/her way down the stairs, obtain assistance from those individuals who are familiar with the person's disability.
2. If no one is available to assist the disabled individual down the stairs, proceed to the stairwell or designated area of refuge and inform other evacuees that assistance is needed for immediate rescue. Stairwells and designated areas of refuge are designed to provide protection from smoke and fire, however, doors to these areas must be kept closed in order to afford this protection.
3. If unable to make your way to the stairwell or area of refuge, ask other evacuees to notify the fire department of your location so as to initiate a direct rescue response.
4. While awaiting a response, position yourself so that your face is as close to the floor as possible. Smoke invades the upper spaces first and most of the available oxygen is near the floor. If the smoke becomes too dense to breath, place an article of clothing over your nose and mouth to filter as much smoke as possible until help arrives. Response time for first responders is less than five minutes.

**D. Evacuations in Emergencies Other Than Fire:**

1. In the event of toxic chemical, gas release, or other conditions hazardous to personnel, use the same procedures as outlined for fire.
2. Activate the nearest alarm pull box, provide verbal notification to building occupants, notify the Campus Police, phone 2-4210 (or emergency phone), and evacuate the building.

**APPENDIX B TO ANNEX II**  
**BOMB THREAT PROCEDURES AND CHECKLIST**  
**USF SARASOTA-MANATEE**

- I. General:

Bomb Threats are usually made to university campuses to disrupt normal operations of the campus; often to delay or cancel a test or exam. It is, however, imperative that all bomb threats be taken seriously. The following outlines procedures to be taken by anyone who receive a bomb threat against any facility or person on campus.
- II. Receipt of a Bomb Threat:
  - A. If you receive a bomb threat call try to remain calm and attempt to secure as much information from the caller as possible. Listen closely to what the caller says, and write the threat information down exactly as the caller stated it. Listen for background noises. Determine if the caller is male or female. Was the caller trying to disguise their voice? If you have a LCD phone display write down the number or information indicated on the display. Was the caller calm or angry? (Refer to the Bomb Threat Checklist for additional things to listen for).
  - B. Try to have the person repeat the threat, and ask questions to determine such information as; when the bomb is going to explode, where is the bomb at, what does it look like, did the caller place the bomb there, why, what is your name and address, etcetera. (Refer to the Bomb Threat Checklist for more things to ask).
  - C. Lastly try to activate "Malicious Call Trace", if possible ask someone to assist you. To activate MCT:
    1. The **caller must still be on line or must not have hung up.**
    2. From a phone other than the one on which you are receiving the call, **dial # and enter the five digit extension number of the phone on which you are receiving the call, example #2-4220.**
    3. **After doing so you may hang up both phones, and immediately call the Campus Police** from any phone, other than the phone that you received the threat call on, because it no longer will work.
    4. Write down as much information as possible about the call and caller as you can remember to give to the officer upon arrival.
- III. Campus Police will immediately respond to the location to determine as much information as possible as quickly as possible. The Regional Chancellor will be contacted as soon as possible. If a known location of the Bomb Threat has been given action to evacuate that facility will be immediately taken. If no specific location was given the Regional Chancellor will be consulted for a determination of any evacuation of any facilities or closure of campus.
- IV. Any employee who feels threatened by a perceived bomb threat may leave the immediate area and contact their supervisor at the earliest opportunity. It is not the intent of the campus to cause any employee to remain in a situation that the employee deems threatening.

**BOMB THREAT CHECKLIST**

Case # \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**QUESTIONS TO ASK:**

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

**BACKGROUND SOUNDS:**

- |   |                                |  |
|---|--------------------------------|--|
| <input type="checkbox"/> Street noises    | <input type="checkbox"/> Clear | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Crockery         |                                | <input type="checkbox"/> Animal noises     |
| <input type="checkbox"/> Voices           |                                |  |
| <input type="checkbox"/> PA system        |                                | <input type="checkbox"/> Static            |
| <input type="checkbox"/> Music            |                                | <input type="checkbox"/> Local             |
| <input type="checkbox"/> House noises     |                                | <input type="checkbox"/> Long distance     |
| <input type="checkbox"/> Booth            |                                | <input type="checkbox"/> Other             |
| <input type="checkbox"/> Motor            |                                |  |
| <input type="checkbox"/> Office machinery |                                |  |

**THREAT LANGUAGE:**

- |  |  |
|--|--|
| <input type="checkbox"/> Well spoken<br>(educated) | <input type="checkbox"/> Incoherent                      |
| <input type="checkbox"/> Foul<br>maker             | <input type="checkbox"/> Taped message                   |
| <input type="checkbox"/> Irrational                | <input type="checkbox"/> Message read by threat<br>maker |

**EXACT WORDING OF THE THREAT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REMARKS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Gender of the Caller: \_\_\_\_\_

Race: \_\_\_\_\_

Age: \_\_\_\_\_

Length of call: \_\_\_\_\_

Number at which call received: \_\_\_\_\_

Name of person who received call:  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**CALLER'S VOICE:**

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Nasal           |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Stutter         |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Lisp            |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Raspy           |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Deep            |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Ragged          |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep breathing  |
| <input type="checkbox"/> Crying   | <input type="checkbox"/> Cracking voice  |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Slurred  | <input type="checkbox"/> Familiar        |

If voice was familiar, who did it sound like?  
\_\_\_\_\_

**OTHER AGENCIES NOTIFIED/CLEARED** (indicate time of notification and clearance in space provided):

<input type="checkbox"/> Environmental Health and Safety	Notified: _____	Cleared: _____
<input type="checkbox"/> Bomb Squad	Notified: _____	Cleared: _____
Name of Bomb Squad Agency: _____		
<input type="checkbox"/> Fire/Rescue	Notified: _____	Cleared: _____
Name of Department: _____		
<input type="checkbox"/> Federal Bureau of Investigation	Notified: _____	Cleared: _____
<input type="checkbox"/> State Fire Marshall	Notified: _____	Cleared: _____

**ANNEX III**  
**HURRICANE PLAN**  
**USF SARASOTA-MANATEE**

I. Primary Responsibility

The responsibility for preparing for hurricanes affecting the University Campus rests with all university personnel. Due to tracking methods available, ordinarily sufficient time is afforded to the University to make preparations in the event the hurricane may strike this area. No publication can specify all precautions, which should be taken. Basic requirements are identified in this writing but should be supplemented by initiative and common sense.

II. Ready References

- A. For weather terminology (definitions) see Appendix A to Annex III.
- B. For hurricane information pamphlet, either Manatee County or Sarasota County, see Appendix B to Annex III.

III. Initial Action by University Personnel

A. REGIONAL CHANCELLOR

- 1. Prior to the start of each hurricane season (June) the Regional Chancellor will alert and assemble the Campus Emergency Operations Staff (CEOS) to review plans, supplies, and support requirements to meet potential emergency needs.
- 2. The Regional Chancellor will designate the chair for the CEOS who will monitor, supervise and implement appropriate measures to prepare or cope with emergency situations and natural disasters.

B. Campus Police

- 1. Will be responsible for monitoring Manatee and Sarasota County Emergency Management warning systems in order to be abreast of the latest movement of the hurricane, predictions as to expected winds, storm surge, rain and the estimated time of arrival.
- 2. Campus Police dispatcher located at 501 College Drive, New College of Florida will maintain radio/telephone communications and activities log to support and provide information to the Campus Emergency Operations Staff.
- 3. As it becomes increasingly apparent that the storm can be expected to affect the Sarasota-Manatee area, actions will be initiated to protect university personnel and property. The NCF Chief of Police will implement Notification Procedures (Annex I) and advise campus staff to begin preparations for the storm.
- 4. Police patrols will check all university grounds for objects or debris which could be blown and cause injury or further damage. The

- Facilities Planning and Management shall be notified and requested to remove or tie down such objects.
5. Patrols will keep the police dispatcher advised of areas where flooding poses a threat to the University buildings. Downed power lines will be reported to the radio dispatcher and the officer will remain at the location to warn the public and direct traffic away from the location.
  6. During the storm, officers who are not otherwise engaged will stand-by and await emergency assignments.
  7. After the hurricane has passed, police patrols will post barricades in areas presenting a threat to vehicles or pedestrian traffic.
  8. If rescue work is underway to recover victims of the storm, an ambulance will be requested to transport those injured parties to a medical facility. Primary responsibility will be to prevent further injury to victims at the scene as a result of existing conditions.
  9. Police units will coordinate fixed assignments of persons to provide security for damaged buildings to prevent possible theft or looting.
  10. As before the storm, it will be the responsibility of the police officers to staff traffic control points in order to allow for the unobstructed flow of emergency vehicles in and out of the affected area.

C. Facilities Planning and Management

1. Upon receipt of directives from the Chairman of the CEOS or his/her representative, actions will be initiated placing the available forces and equipment in stand-by readiness. Personnel will be assembled for specific assignments and all available vehicles will be checked to insure that they are properly serviced and in operating condition in accordance with Hurricane Precautions Standard Operating Procedures.
2. All loose materials within university areas will be secured within buildings or otherwise disposed of. Those items not removable will be secured with rope or other means available. All attempts will be made to remove or otherwise secure all items, which could be picked up, and blown by the winds thereby causing further damage.
3. Details will be dispatched throughout the Campus community checking for all debris and items, which should be secured. Dead tree limbs should be chopped down and removed from the area.
4. If any buildings are used as shelters, containing volatile or highly sensitive materials, they should be given particular attention. This will be done at the advice of the Campus Emergency Operations Staff. All requests from CEOS will be immediately responded to by the available personnel.
5. Emergency generators which can be utilized to support buildings should be placed in a state of readiness.
6. Vehicles with driver will be made available to other disaster preparedness personnel having need of additional transportation.

7. Those managers in Facilities Planning and Management should remain available at all times in order to meet the needs of teams working within the devastated area. All materials and labor required to implement emergency plans will be charged against maintenance account.
8. Any available crews should be kept on the road as long as safety can be maintained in order to keep the roadways clear of debris or materials blocking the movement of other emergency vehicles.
9. In the event of extensive damage to any building, power, gas and water to the building is to be shut off. Utilities in buildings, which are expected to receive a certain amount of structural damage and could cause further damage or injury should be shut off.
10. After the passing of the storm, crews should be put on the road immediately to check all power lines, gas lines and water lines for damaged and/or a weakened condition. Repairs should be made with all deliberate speed.
11. Additional personnel retained on a stand-by basis may be utilized for rescue operation or other needs whereby extra personnel could be utilized. As this section maintains the largest working force, the duties it will be called upon to perform will be varied and not necessarily within those normally performed. Personnel will be used in their area of specialty as needed but only to the extent necessary to accomplish the overall objectives.

#### D. Departmental Supervisors.

1. During hurricane season (June through November), supervisors will be prepared to assemble essential personnel to take appropriate action to protect and secure equipment, files, records, sensitive material and facilities against wind, rain, and flooding conditions. These protective actions are in addition to what the Office of Facilities Planning and Management personnel may provide to protect water, sewer, electrical utilities, clearing debris from grounds, etc.
2. When a "hurricane watch covers the area" continue normal activities, finalize emergency preparedness and stay tuned to radio or television for NOAA National Weather Service advisories. Remember: A hurricane watch means possible danger; if the danger materializes, a "hurricane warning" will be issued.
3. Supervisors or their representatives will notify the Campus Emergency Operations Staff of areas presenting a potential hazard (beyond their capability to correct) so appropriate action can be initiated.
4. During a hurricane, essential personnel remaining on campus will assemble in Emergency Operations Center.

If a hurricane threatens the west Florida coast and inland communities, also go to the University's website for instructions and information about precautionary measures to be taken.

### **Hurricane Preparation Protocol**

USF Managers should prepare specific emergency plans for their work units and areas of responsibility, based upon their unique operational knowledge, needs and issues.

Since there is typically some advance notice regarding an approaching hurricane, USF Managers will review their emergency plans according to the "5 Day Cone" approach of increasing intensity, as follows:

#### **Day 5 Cone – (5 days until possible hurricane)**

- Consider hurricane pre-contact, contact and post-contact effects
- Include in consideration such factors as:
  - USF Schedule of Events
  - Academic Class Schedule
  - Fuel Levels and Conservation
  - Evacuation Plans
  - Data Security

#### **Day 4 Cone – (4 days until possible hurricane)**

- Review Day 5 Cone Considerations
- Review Staffing – list of all staff authorized to be on Campus during emergency.
- Prepare for possible Campus closing

#### **Day 3 Cone – (3 days until probable hurricane contact):**

- State of Readiness
- Prepare to implement specific plans from the "Day 5 Cone" considerations.
- Cancel non-essential events.
- Begin to cancel non-essential facilities and services.

#### **Day 2 Cone – (2 days until likely hurricane contact):**

- Predicted hurricane contact with USF.
- Begin implementation of specific plans from "Day 5 Cone" considerations.
- Prioritize human safety in final preparations and actions. Give special consideration property protection.
- Publicize: list of all staff authorized to be on Campus, specifics regarding Campus closing and event cancellations, and expectations.
  
- Activate the Emergency Operations Center (EOC).

#### **Day 1 Cone – (1 day until expected hurricane contact):**

- Operate essentials of Campus only.

- Restrict Campus to those authorized to be on Campus.
- Conduct emergency operation of Campus and the Hurricane Incident through the Emergency Operations Center (EOC).

**Day of Hurricane Contact:**

Restrict Campus to **Emergency Personnel Only.**

- Conduct emergency operation of Campus and the Hurricane Incident through the Emergency Operations Center (EOC).

**Day Following Hurricane Contact:**

- Operate the Campus and the Hurricane Incident through the Emergency Operations Center (EOC)
- Begin assessment, response, recovery and mitigation operations.
- Begin preparations to reopen the Campus as appropriate.

**APPENDIX A TO ANNEX III  
WEATHER TERMINOLOGY  
USF SARASOTA-MANATEE**

(Definitions)

ADVISORY. A formal message from a Weather Service Hurricane Warning Office giving warning information along with details on tropical cyclone location, intensity and movement as well as precautions that should be taken. The advisory may contain information on specific coastal warnings for which displays are made.

BULLETIN. A public release from a Weather Service Hurricane Warning Office, issued at times other than those when advisories are required. The bulletin is similar in form to the advisory except that the bulletin will routinely include a resume of all warnings in effect.

GALE WARNING. A warning of sustained winds within the range of 39 to 54 miles per hour (34 to 47 knots).

STORM WARNING. (Associated with Tropical Cyclones). A warning of sustained winds in the range of 55 to 73 miles per hour (48 to 63 knots) inclusive.

HURRICANE. A warm core tropical cyclone in which maximum sustained surface wind is 74 miles per hour (64 knots) or greater.

HURRICANE CENTER OR EYE. The relatively calm area near the center of the storm. In this area, winds are light and the sky often only partly covered by clouds.

HURRICANE "SEASON". The portion of the year having a relatively high incidence of hurricanes. In the Atlantic, Caribbean and Gulf of Mexico, it is usually regarded as the period from June through November.

HURRICANE WARNING. A warning that one or both of the following dangerous effects of a hurricane are expected in a specified coastal area in 24 hours or less: (a) Sustained winds 74 miles per hour (64 knots) or higher; (b) Dangerously high water after or a combination of dangerously high water and exceptionally high waves, even though winds expected may be less than hurricane force.

HURRICANE WATCH. An announcement for specific areas that a hurricane or an incipient hurricane condition poses a threat to coastal and inland communities. All people in the indicated areas should take stock of their preparedness requirements, keep abreast of the latest advisories and bulletins and be ready for quick action in case a warning is issued for their areas.

**APPENDIX A TO ANNEX III (Continued)**  
**WEATHER TERMINOLOGY**

LOCAL STATEMENT. A public release prepared by a Weather Service Office in or near a threatened area giving specific details for its area of county responsibility on: (a) weather conditions; (b) sections that should be evacuated; (c) and other precautions necessary to protect life and property.

SQUALL. A sudden increase of wind speed by at least 18 miles per hour (16 knots) and rising to 25 miles per hour (22 knots) or more and lasting for at least one minute.

TROPICAL CYCLONE. A non-frontal cyclone of synoptic scale, developing over tropical or sub-tropical waters and having a definite organized circulation.

TROPICAL DISTURBANCE. A discrete system of apparently organized convection, generally 100 to 300 miles in diameter, originating in the tropics or sub-tropics, having a non-frontal migratory character and having maintained its identity for 24 hours or more. It may or may not be associated with a detectable perturbation in the wind field. As such, it is the basic generic designation which, in successive stages of intensification, may be subsequently classified as a tropical wave, depression, storm or hurricane.

TROPICAL WAVE. A trough or cyclonic curvature maximum in an easterly trade wind. The wave may reach maximum amplitude in the lower middle troposphere, or may be the reflection of an upper troposphere cold low or an extension of a middle latitude trough headed toward the equator.

TROPICAL DEPRESSION. A tropical cyclone in which the maximum sustained surface wind is 38 miles per hour (33 knots) or less.

TROPICAL STORM. A warm core tropical cyclone in which the maximum sustained surface wind is in the range of 39 to 73 miles per hour (34 to 63 knots) inclusive.

STORM TIDE. An abnormal rise of the sea along a shore primarily as the result of the winds of a storm. The storm tide may occur in basins not normally affected by the tide. It may also flood lowlands in coastal sections that are normally dry.

SUSTAINED WIND. The wind obtained by averaging the observed value over a one-minute period.

**APPENDIX B ANNEX III  
HURRICANE DATA – SARASOTA CAMPUS  
USF SARASOTA MANATEE**

(Various Elevations - Starting on West Campus)

Elevation	Building	Storm Category
4'6"	Crosley Mansion	5
23'0"	Bayshore Road	5
	Viking Buildings	5
	USF Sarasota-Manatee Academic Facility	5
23'4"	US 41 Highway Average	5

Storm Category	Wind Velocities	Tides Expected	Areas to be Evacuated
1	74 - 95 mph	4 - 5 ft.	less than 6 ft.
2	96 - 110 mph	6 - 8 ft.	less than 9 ft.
3	111 - 130 mph	9 - 12 ft.	less than 15 ft.
4	131 - 155 mph	13 - 18 ft.	less than 20 ft.
5	155 - over	18 - 25 ft.	less than 25 ft. (land elevations)

(All of the above categories include evacuation for mobile homes and all keys, starting with Storm Category 1).

**ANNEX IV**  
**TORNADO PLAN**  
**USF SARASOTA-MANATEE**

I. Primary Responsibility.

Due to the lack of adequate planning time when confronted with a tornado, the responsibility for preparation will rest with departmental managers. In most cases, time will not be afforded to activate the Campus Emergency Operations Staff and mobilize the available forces.

II. For Weather Terminology (definitions) see Appendix A to Annex III. Remember:

- A. "Tornado Watch" means tornadoes are expected to develop. "Tornado Warning" means a tornado has actually been sighted.
- B. For tornado safety rules see Appendix A to Annex IV.

III. Initial Action by University Personnel.

A. Campus Police.

1. Warn all residents and employees of the approach of the tornado by use of the patrol vehicle public address system or megaphone. Advise persons to seek refuge away from windows, in the secure inner part of most secure buildings, i.e., basement of library, hallways and latrines.
2. Direct vehicular and pedestrian traffic seeking refuge to nearest available shelter.
3. Officers will be assigned as necessary to maintain order, attempt to calm the group gathered and stand by awaiting any emergency assignments.
4. Duties after the passing of the tornado will be identical to those established in Annex III (Campus Hurricane Plan).

B. All staff, faculty, students, concessionaire employees and visitors.

1. During "Tornado Warnings," all personnel will proceed to the nearest safe area until the alert is terminated or they are summoned for emergency assignments.
2. Duties after the tornado will be in accordance with those prescribed for hurricane precautions.

**APPENDIX A TO ANNEX IV**  
**TORNADO**  
**USF SARASOTA MANATE**

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**Safety Rules**

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- Seek inside shelter or a steel-framed or reinforced concrete building of substantial construction. Stay away from windows! Because of possible electrical failures, use the stairs, not the elevator.
- 
- |   |  |
|---|--|
| <p>⇒ IN CITIES OR TOWNS</p> <ul style="list-style-type: none"><li>* In office buildings-stand in an interior hallway on a lower floor, preferably in the basement.</li><li>* In factories-on receiving a tornado warning, post a lookout. Workers should move quickly to the section of the plant offering the greatest protection in accordance with advance plans.</li><li>* In homes- the basement usually offers the greatest safety. Seek shelter under a sturdy workbench or heavy table if possible. In a home with no basement, take cover under heavy furniture in the center part of the house. Keep some windows open, but stay away from them!</li><li>* Mobile homes - are particularly vulnerable to overturning during strong winds. Trailer parks should have a community shelter. Appoint a community leader responsible for constant radio monitoring during threatening weather or during watch periods.</li></ul> | <p>⇒ IN SCHOOLS</p> <ul style="list-style-type: none"><li>* Whenever possible go to an interior hallway on the lowest floor.</li><li>* Avoid auditoriums and gymnasiums or other structures with wide, free-span roofs. If a building is not of reinforced construction, go quickly to a nearby reinforced building, or to a ravine or open ditch and lie flat.</li></ul> <p>⇒ IN OPEN COUNTRY</p> <ul style="list-style-type: none"><li>* Move away from the tornado path at a right angle. If there is no time to escape, lie flat in the nearest depression, such as a ditch or ravine.</li></ul> <p>⇒ KEEP LISTENING</p> <ul style="list-style-type: none"><li>* Your radio and television stations will broadcast the latest tornado advisory information. Call the Weather Service only to report a tornado.</li></ul> |
|---|--|

REMEMBER: Tornado watch means tornadoes are expected to develop. Tornado warning means a tornado has actually been sighted. ***When a tornado approaches, your immediate action may mean life or death.***

**ANNEX V  
FLOOD PLAN  
USF SARASOTA-MANATEE**

I. Primary Responsibility.

The Campus Police will assume the primary responsibility for patrolling the USF Sarasota-Manatee Campus and reporting all areas in a danger of flooding.

II. Initial Action by University Personnel.

A. Campus Police.

1. Police patrol units will actively patrol the Campus observing those areas where flooding may occur. The status of the water level should be reported to the radio dispatcher, as it becomes a threat. (See Annex I for required notification procedures).
2. When water presents a definite hazard to vehicular traffic, barricades and traffic control points will be established at the location to prevent injury or accidents due to the flooding.
3. Traffic leading into a flooding area will be diverted around the area so the traffic lanes may be kept open for emergency vehicles capable of moving into the flooded area and rendering assistance.

B. Office of Facilities Planning and Management

1. Upon notification that the USF Sarasota-Manatee Campus can expect heavy rains or flooding conditions, arrangements should be made for sandbags to be filled and placed in vehicles, which will allow for immediate transportation to areas in which they are needed.
2. Heavy-duty equipment should be made available in order to remove tree limbs or other items from the drainage ditches and thereby allow for a maximum flow of water.
3. Arrangements should be made for water pumps and water vacuums should be transported to those buildings experiencing leakage or flooding in order to hold the damage to a minimum.
4. Vehicles should be maintained in a state of readiness in order that they may be utilized for removing furniture and other equipment from buildings being flooded.
5. Teams should be alert for power lines and gas lines being damaged as a result of the flooding. Gas and electricity to areas experiencing flooding should be turned off if a hazard develops.
6. Personnel should be made available to move records and damageable items to areas not likely to experience flooding conditions.

### C. Departmental Supervisors

1. When flooding conditions threaten their building, they will take appropriate action to protect, secure equipment, files, records, sensitive material and facilities against flooding conditions.
2. If additional support is required, they will notify the Campus Police (phone extension 2-4210) who will notify the Campus Emergency Operations Staff.

**ANNEX VI**  
**CHEMICAL, BIOLOGICAL, RADIOLOGICAL (CBR) INCIDENTS**  
**USF SARASOTA-MANATEE**

I. Primary Responsibility.

The Office of Environmental Health & Safety (Tampa phone is 4-2594 or 4-2409) has staff representatives for each of the above-listed areas who are responsible for initiating protective actions in the event of accidents, potential hazards or pickups involving chemical, biological or radioactive materials. These personnel will be responsible for taking action to isolate the agent and assign the available personnel in such a manner that the individual in the areas are not endangered through contact with the substances.

II. Initial Action by University Personnel.

Currently there are no academic programs that utilize these types of materials. However, in the case that they should be:

A. Campus Police.

1. Police officers shall take action to prevent unauthorized persons from entering the area of suspected contamination. This will include both traffic control and pedestrian movement within the affected area.
2. Implement alert procedure (Annex I) and notify person in charge of building.
3. If needed, request assistance of the Cedar Hammock Fire-Rescue Department advising them of the emergency situation.
4. The Police will coordinate additional support requirements with the senior representative of Environmental Health & Safety.

B. Office of Facilities Planning and Management

This office shall make personnel, vehicles and equipment available to support emergency personnel.

IV. CBR Civil Defense Team (Department of Environmental Health & Safety).

This team shall inspect the contaminated area subsequent to the clearing of potential hazard from the area. Inspectors shall indicate whether the affected area is clear for immediate re-occupancy or should be subject to further safety precautions.

**ANNEX VII**  
**PUBLIC DISTURBANCES**  
**USF SARASOTA-MANATEE**

I. Primary Responsibility.

The Campus Police Department will assume the primary responsibility for remaining alert to events, which, if allowed to progress beyond a reasonable point, may disrupt the orderly process of the Campus. If internal measures designed to control the course of events have been exhausted, the University Police will assume the responsibility of restoring order to the Campus. Serious disruptive action may result in the utilization of law enforcement agencies external to the University community. If this becomes necessary, the Chief or his/her designated representative will request assistance after full consultation with the CEO, USF Sarasota-Manatee.

II. Action by University Personnel.

A. Campus Police.

1. Routine patrols shall be maintained on campus with special emphasis on unusual conditions, gatherings and occurrences that indicate possible disruptive activities.
2. Officers observing large groups shall attempt to gather information concerning the size of the crowd, activity, location, leaders, apparent plans and all other information, which could be of value. Officers observing crowds should take no action to disperse or otherwise control them without specific orders.
3. The Chief shall take steps to assemble necessary personnel within the department (includes requesting outside support (from local agencies, if required) in the event a crowd becomes hostile or disruptive.
4. Local law enforcement agencies shall be notified as soon as information sources indicate possible disruptive activity at the University. Additional information shall be disseminated to these agencies as frequently as necessary in order that they may plan their activity accordingly. In the event it becomes necessary to request assistance from outside agencies, such requests shall be made only by the Chief or his/her representative, following full and complete consultation with the Regional Chancellor, USF Sarasota-Manatee
5. Officers will patrol the campus area giving special attention to vital buildings and possible target areas of dissident individuals involved in a disturbance.
6. Every effort to channel disorderly activity into more acceptable forms of behavior will be made. Patience is the key word in this procedure. Aggressive action by police personnel shall be taken only as a last resort when necessary to protect personnel and property. If events progress to the point where the safety of persons or property is put in jeopardy and the control of the situation is beyond the capability of

campus resources, local law enforcement agencies may be requested to assist. This request will be made only in accordance with existing guidelines.

7. Prior to the arrest of any person(s), a designee of the Regional Chancellor shall advise demonstrators of the order to cease and desist. Police officers shall be deployed to assist in identifying those refusing to heed the order to disband and/or cease and desist.
8. Civil action may be initiated where conduct is in violation of municipal ordinance, state or federal law. In such instances, arrest procedures will be followed.
9. Campus Police will attempt to record arrest procedures and activity at the disturbance area on videotape equipment.
10. Officers shall transport any arrested persons to the appropriate Manatee County or Sarasota County Jail or other established points of detention.

B. Office of the Regional Chancellor

1. In the event of a demonstration or gathering of persons on the campus which poses a threat to life, limb or property, or which poses a threat to normal orderly process of any University conducted or sponsored operation, activity or procedure, the Regional Chancellor or their representative shall appear before the group and request it to disband and/or cease and desist.
2. All releases to the news media shall be from the Director of Public Affairs after approval of the Regional Chancellor in consultation of the University President.

C. Office of Facilities Planning and Management

1. Facilities Planning and Management activities will be responsible for providing supplies needed in preparation for disturbances or those items, which could be utilized in quieting any type disorder. Items to be considered would be ropes, heavy vehicles for barricading areas, vehicles for transporting police officers, temporary signs, etc.
2. Personnel may be utilized for providing security of buildings, which may be target for disruptive activity.
3. Buildings, which are the target of disruptive activity or vandalism, shall have all electrical power, gas valves, and water shut off. This will be done only upon order of the Regional Chancellor in consultation with the University President or their representative(s).
4. Other personnel shall be placed on a stand-by alert for any emergency assignments, which would add to the security of personnel and property.

**ANNEX VIII**  
**CRITICAL INCIDENT STRESS MANAGEMENT**  
**USF SARASOTA-MANATEE**

**RESPONSE TEAM**

**Critical Incident Procedures**

**I. Definition of Critical Incident:** A critical incident is an unusual occurrence/trauma, which is out of the ordinary, and which overwhelms the individual's ability to cope. It has a far-reaching impact on the community, and may involve a collective of the campus student body and of employees. (Examples of this include but are not limited to: suicide, murder, unexpected death, natural disaster, and incidents that command high media coverage, etc.)

**II. Protocol:** A Campus Police officer on duty will assess the situation, and determine if the situation fits the definition of a critical incident, and if so, will notify the appropriate member of the Critical Incident Response Team, as well as the Chief of Police. The other team members will be notified and together they will determine a course of action, which will provide for appropriate debriefings within a reasonable amount of time. In addition, the Campus Police Chief will notify the Regional Chancellor, USF Sarasota-Manatee. Members of the team will notify other members of the campus community who are affected by the incident. The Public Affairs team members will designate the spokesperson for the campus to provide media information. If the critical incident is of significant magnitude that it will overwhelm our campus community resources, the team will be aware of other resources which are available in our area, our state, and the country, particularly those resources available from the USF/Tampa campus.

**III. Flow Chart:** University Police Officer→CIRT Team Member→CIRT Team→Campus Units and Resources as needed.

**IV. Expected Outcome:** The goal is to assist the community in coping with trauma, and to facilitate a return to normalcy.

**V. Critical Incident Response Team**

Sandra Stone	USF Regional Chancellor
Ben Ellinor	USF Business and Finance
Terry Osborn	USF Academic and Student Affairs
Anne Fisher	Counseling & Wellness
Richard Lyttle	USF Facilities Planning and Plant Management
Brian Mudd	USF Technology Services
Charles Terenzio	USF Marketing and Communications
Chief Mike Kessie	Campus Police

**ANNEX IX**  
**Active Shooter Incidents**  
**USF SARASOTA-MANATEE**

**If you witness any armed individual on campus at any time, immediately contact the Police Department 2-4210.**

**In the event of an active shooter incident, please consider taking the following actions:**

**Contact Authorities:**

- Use emergency **9-1-1** system (only one person per room)
- Be aware that the 9-1-1 system will likely be overwhelmed.

**Flee the building if safe to do so:**

If it is possible to flee the area safely and avoid danger, do so. Do not attempt to flee if the shooter is between you and the exit. If you are unsure, do not attempt to flee.

- Once outside get far away from the shooting scene and contact the Police Department.
- If you encounter Police Officers as you leave the building they may direct you to one collection point. Keep your hands visible (on your head or showing open in front of you).
- **Do not pull the fire alarm.** It will provide the shooter with more opportunities to cause harm.
- Contact the police 2-4210.

**If you are unable to flee the building secure your immediate area or move to a safe area if possible:**

- Turn off all the lights and close blinds, lock all windows and doors.
- Turn off radios and computer monitors.
- Silence all cell phones.
- If you can do so safely, get everyone on the floor and out of the line of fire.
- Keep everyone calm, quiet and out of sight.
- Take adequate cover/protection (i.e. concrete walls, thick desks, filing cabinets).
- Place signs on exterior windows to identify the location of injured persons.
- Stay in your secure location of the building until an “all clear” instruction is given by an authorized or known voice.
- If the staff or students do not recognize the voice that is giving instruction, they should not change their status. Unknown or unfamiliar voices may be false and designed to give false assurances.

**If the shooter enters your class or office**

- There is no one procedure that can be recommended in this situation.

- Attempt to get the word out to other staff if possible, and call 911 if that seems practical.
- Use common sense. If hiding or flight is impossible, remain quiet. Attempting to negotiate with the individual may be very dangerous.
- Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances.
- Remember, there may be more than one active shooter.
- Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.

### **What to Report:**

- Your specific location: building name, floor and office or room number.
- Number of people at your specific location.
- Injuries: number injured and types of injuries
- Assailant(s):
  - Location
  - Number of suspects
  - Race/gender
  - Clothing description
  - Physical features (height, weight, facial hair, glasses, etc.)
  - Type of weapons (long gun or hand gun)
  - Backpack
  - Shooter's identity, if known
  - Do you hear explosions separate from gunfire?

**ANNEX X**  
***Terrorism***  
**USF SARASOTA-MANATEE**

Terrorism is violence or the threat of force or violence against persons or property for purposes of intimidation, coercion, or ransom. Terrorists use threats or violent acts to create fear among the public and to obtain immediate publicity for their cause(s). terrorism is no longer an event that only happens somewhere else.

Acts of terrorism range from threats, assassinations, kidnappings, hijackings, bomb scares and bombings, and cyber attacks, to the use of chemical, biological and nuclear weapons. High risk targets include military and civilian government facilities, international airports, large cities, and high profile landmarks. Terrorists might also target large public gatherings, water and food supplies, utilities, and corporate centers. Further, terrorists may spread fear by sending explosives or chemical and biological agents through the mail.

**Biological/ Chemical Weapon Attack**

Biological warfare agents are organisms or toxins that can kill or incapacitate people, livestock, and/or crops. The three basic groups of biological agents that would likely be used as weapons are bacteria, viruses, and toxins. Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight or other environmental factors, while others, such as anthrax, are very long lived. Biological agents can be dispersed by spraying them in the air, by infecting animals that carry disease to human beings or by contaminating food and water supplies.

Indicators of possible biological agent usage include:

- Unusual dead or dying animals or fish
- Unusual illness for the region or area
- The presence of unusual liquids, sprays or vapors

Chemical warfare agents are poisonous vapors, aerosols, liquids, or solids that have toxic effects on people, animals or plants. They can be released by bombs, sprayed from airplanes, boats, or vehicles, or used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (several hours to several days).

Indicators of possible chemical agent use include:

- Unusual dead or dying animals (lack of insects)
- Unexplained casualties (multiple victims; serious illness; nausea; disorientation; difficulty breathing; convulsions, etc.)
- Unusual liquids, spray or vapor (droplets, oil film, unexplained odors, low clouds or fog not related to weather)
- Suspicious devices/ packages (unusual metal debris, abandoned spray devices, unexplained munitions)

**Steps to take:**

- Immediately report any of the above indicators to campus police (2-4210), 911, and to Environmental Health & Safety. When reporting, be specific about the nature of the involved material and the exact location. Campus police will contact the necessary specialized authorities and medical personnel.
- Move away from the area, device or package and keep others away.
- Do not walk into or touch any of the suspicious material
- Try not to inhale gases, fumes or smoke
- Anyone who may be contaminated should avoid contact with others to the extent possible. Remain in the area and give identification to the campus police.
- If moved outside by the authorities, move to a clear area at least 55 feet away from the affected building(s) and keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Assist emergency personnel as requested
- Do not return to an evacuated building unless told to do so by an authorized official

**Surveillance/ Probing Activity**

- Report attempts to test or conduct reconnaissance of security operations at critical infrastructure/ key resource facilities, high profile venues, or sector-specific events.

- Report any persons showing uncommon interest in security measures or personnel, entry points or access controls, or perimeter barriers such as fences or walls.
- Report any persons showing uncommon interest in photographing or videotaping critical infrastructures/ key resource facilities, networks, or systems.
- Report any theft of or missing official company identification documents, uniforms, credentials, or vehicles necessary for accessing critical infrastructure/ key resource facilities, or sector- specific events.
- Report all suspicious attempts to recruit employees or persons knowledgeable about key personnel or critical infrastructure/ key resource facilities, networks, or systems.
- Report any theft, purchase, or suspicious means of obtaining plans, blueprints, alarm system schematics, or similar physical security-related or sensitive information related to a facility with critical infrastructure or key resource facilities and systems.
- Report any discovery of documents (particularly foreign language products) containing pictures or drawings of critical infrastructure/ key resource facilities or systems.
- Report any persons near critical infrastructure/ key resource facilities who do not fit the surrounding environment, such as individuals wearing improper attire for conditions or those not normally in the area such as homeless persons, street vendors, demonstrators, or street sweepers.
- Report pedestrian surveillance near critical infrastructure/ key resource facilities involving any surveillance activity of sensitive operations, including photography, videotaping, or extensive note-taking/ use of audio recorder, or mobile surveillance by cars, truck, boats or small aircraft.

### **Suspicious Parcels and Letters**

Be wary of suspicious packages and letters. Biological agents such as anthrax can be transferred to targeted locations using a letter or package in the mail system. Additionally, packages and letters can contain explosives or chemical agents.

Be suspicious of letters or packages exhibiting a combination of the following characteristics:

- No return address or one that is illegible or incorrect
- Excessive postage
- Postmark that does not match the return address
- Hand-written or poorly typed addresses
- Misspelling of common words
- Restrictive markings such as “Confidential” or “Personal”
- Unusual weight, odd shape, or indication of a substance inside the envelope
- Heavily taped exterior of the package or envelope
- Addressed to someone no longer with the organization or otherwise outdated
- Appearance that is stained or has a strange odor

If the contents of a letter or package cause concern after opening, call campus police at -4210 or have someone call for you. Identify yourself and provide your location. Then:

- If possible, carefully return the contents to the package or envelope.
- Set the package and contents down in a clear space.
- Do not attempt to investigate the contents and do not allow unqualified personnel to handle the contents or packaging.
- Wash your hands with soap and water or sanitizing gel, if available.
- Follow any other instructions given to you by the campus police.

**EMERGENCY CONTACT POINTS AS OF 10/28/08**

<b>USF Name</b>	<b>Work #</b>	<b>Home #</b>	<b>Cell #</b>
Campus Police	2-4210	487-4210	na
Copeland, Geoff	2-4530	217-377-8439 (Cell)	650-9706
Ellana, Rosana	2-4741	379-2121	917-968-4846
Ellinor, Ben	2-4279	359-5920	350-6956
<b>Stone, Sandra</b>	<b>2-4507</b>		
Jones, Bonnie	2-4715	538-4171	400-5957
Lyttle, Richard	2-4294	351-5248	685-0401
Mudd, Brian	2-4349		
CCIT Backup	2-4742		
OR&L	2-4230		
Terenzio, Charles	2-4572	na	
Satellite Phone	na	na	(254) 241-2722
Kessie, Mike (POLICE)	2-4211	753-6705	
White, Pat	2-4466	359-1911	228-4174
Security	2-4545		993-8548
<b>NCF Name</b>	<b>Work #</b>	<b>Home #</b>	<b>Cell #</b>
Bashant, Wendy	487-4251	358-0593	586-7282
Fisher, Anne	487-4254	379-2843	374-1530
NCF Public Affairs ?	487-4150		
Martin, John	487-4445	751-8085	705-0708
Satellite Phone (NCF)	na	na	(254) 241-2726
O'Shea, Donal	487-4100		
Miles, Steve	487-4200		

## **ANNEX XI FLU PANDEMIC RESPONSE PLAN**

### **Level I Response: *first case human-to-human contact***

The Director of Counseling and Wellness will determine, in conjunction with the Director of Student Affairs and the contracted physician of Health Services, the appropriate level of intervention based on assessment of student body response.

The Counseling and Wellness Center will institute appropriate infection control procedures, following protocol for influenza and other communicable diseases.

Utilize email to appropriate list serves to provide information to campus, incorporating the information from the Centers for Disease Control (CDC) at [www.cdc.gov](http://www.cdc.gov)

### **Level II response: *first suspected case on-campus***

Implement telephone communications system via the Communication Plan.

Campus resources will be utilized to minimize spread of infection through information and training.

Upgrade website to provide relevant psycho-educational information and links to appropriate sites.

Disseminate literature on coping with fears and concerns for one's health and the health of loved ones, identifying resources, etc.

### **Level III: *first confirmed cases to full-scale epidemic***

Current Notification of Emergency procedures in Appendix C to Annex I will be followed.

The campus will be closed upon consultation with the President, a directive will be issued by the County Health Department. The Emergency Operations Center for Manatee County will become involved as well at this point.

CDC travel recommendations ([www.cdc.gov/travel](http://www.cdc.gov/travel)) will be adopted.