

USF SARASOTA-MANATEE EMERGENCY ACTION PLAN

University Policy Statement

The policy of our University clearly states our common goal of a safe and healthful working environment. The safety and health of our employees continues to be the first consideration in the operation of this University.

Safety and health in our business must be a part of every operation. Without question it is every employee's responsibility at all levels.

It is the intent of this University to comply with all laws. To do this we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he or she knows is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

The personal safety and health of each employee of this University is of primary importance. The prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

We will maintain a safety and health program conforming to the best management practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention not only on the part of supervisors and employees, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is nothing less than zero accidents and injuries.

Arthur M. Guilford
Regional Chancellor
USF Sarasota-Manatee

STANDARD PRACTICE INSTRUCTION

DATE: 11/14/07 (Revised : September 19, 2013)

SUBJECT: Emergency Action Plan for USF Sarasota-Manatee Campus (USFSM) and for the North Port Instructional Site (USFSM-NP)

REGULATORY STANDARD: NFPA 101, Life Safety Code and NFPA 10, Standard for Portable Fire Extinguisher

BASIS: Over 150 major fires occur in workplaces on an annual basis. Hundreds of tornadoes touch down annually in the United States. Numerous accidents occur that prompt evacuation of facilities nation-wide. The University has a general directive for employers to maintain a workplace free of hazards. Under authority of this directive, this plan defines the policy of USFSM with regards to employee/student evacuation during emergency situations. Reasons for an evacuation include but are not limited to: Fire, Explosion, Chemical Spill or Leak, Severe Weather, Earthquake, Bomb Threat and unforeseen emergencies where this plan may prove useful.

GENERAL: This plan is intended to address comprehensively the issue of providing for the orderly evacuation of the facility during emergency situations. The main goal of any evacuation is the rapid, systematic removal of all persons from potentially hazardous areas, to a safe evacuation relocation point, to account for all employees/students, and to assure an all-clear of the evacuated area.

RESPONSIBILITIES: The USFSM and USFSM-NP Chief Safety Officer (CSO) is Geoff Copeland. He is solely responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The Chief Safety Officer is the sole person authorized to amend these instructions and is authorized to halt any operation of the University where there is danger of serious personal injury. The USFSM Emergency Action Coordinator (EAC) is Geoff Copeland, and the USFSM-NP EAC is Jessica Szempruch . These individuals are solely responsible for the execution of all facility evacuations and has full authority to make necessary decisions to ensure the success of each evacuation. The EAC is charged with informing the CSO of any operational activity within the University where there is danger of serious personal injury. Emergency Action Marshalls (EAM) will be selected from the USFSM and USFSM-NP faculty and staff to represent all campus areas. In the event of an emergency evacuation, the EAM will be responsible for their designated area and will follow the directives of the EAC and the procedures outlined in this document to ensure a safe, orderly, and accountable evacuation of USFSM and USFSM-NP facilities.

Contents of the Emergency Action Plan

- 1. Written Plan**
- 2. Evacuation Notification**
- 3. Chief Safety Officer (CSO) Responsibilities**
- 4. Emergency Action Coordinator (EAC) Responsibilities**
- 5. NCFPD / Campus Security / NPPD / NPPD Responsibilities**
- 6. Employee And Student Responsibilities**
- 7. Emergency Action Marshall (EAM) Responsibilities**
- 8. College Dean Responsibilities**
- 9. Visitor Responsibilities**
- 10. Contractor Responsibilities**
- 11. Procedures For Fire & Explosions**
- 12. Power Outage Procedure (Employee and Student Responsibilities)**
- 13. Procedures Spills Or Leaks**
- 14. Procedures For Severe Weather**
- 15. Procedures For An Earthquake**
- 16. Procedures For A Bomb Threat**
- 17. Procedures To Return To Work**
- 18. Emergency Action Map Locations**
- 19. Severe Weather Safe Spots**
- 20. Evacuation Relocation Points**
- 21. Emergency Action Marshalls**

Emergency Action Plan

1. Written Plan. USF will review and evaluate this plan:

- On an annual basis
- When changes occur to uniform fire codes that prompt revision of this document
- When facility operational changes occur that require a revision of this document
- After an evacuation, to make improvements from “lessons learned”
- Any time a component of the plan fails

Effective implementation of this program requires support from all levels of management within this University. This plan will be communicated to all affected personnel. It encompasses the total workplace, regardless of the number of workers employed, or the number of work shifts, or the number of students enrolled. It is designed to establish clear goals and objectives.

2. Evacuation Notification

- 2.1 The order to evacuate will start with either the fire alarm signal, a PA notice, phone notice, a PC notice, or notification by an affected EAM.
- 2.2 All evacuation orders will include:
 - 2.3.1 The reason for the evacuation.
 - 2.3.2 The area or areas involved in the evacuation.
 - 2.3.3 Any area or areas to be avoided in the evacuation.
 - 2.3.4 Any evacuation relocation points that must be avoided.
- 2.3 Emergency Action drills will be performed a minimum of three times annually.

3. Chief Safety Officer (CSO) Responsibilities

- 3.1 Coordinate drill schedule to ensure there is no disruption to major events (e.g. mid-terms, finals, conferences, etc.)
- 3.2 Schedule appropriate date and time for fire and emergency evacuation drill normally during the first two weeks of the Spring, Fall, and Summer semesters.
- 3.3 Coordinate emergency action drills with USF TAMPA EH&S, NCFPD, NPPD and/or NPPD, the USFSM-NP Landlord, and Facilities Planning & Management.
- 3.4 Enlist building volunteers to monitor and encourage occupants to evacuate during the drill.
- 3.5 At the specified time, activate fire alarm system for the fire and emergency evacuation drill to commence.
- 3.6 Designate gathering areas for building occupants in consultation with EH&S, usually a minimum of 150 feet away from the building.
- 3.7 Where practicable, maintain a record of staff or students that may require assistance during an evacuation and assist in identifying safe areas for persons with disabilities.
- 3.8 Receive comments from building occupants regarding drill procedures and fire alarm system deficiencies.
- 3.9 Complete the EH&S Fire Exit Drill Evaluation Form and maintain a file copy.

3.10 Provide EH&S with a copy of the Fire Exit Drill Evaluation form.

4. Emergency Action Coordinator (EAC) Responsibilities

4.1 Attend fire and emergency evacuation drills.

4.2 Operate fire alarm panel, i.e. resetting panel and manual station to normal operation.

4.3 Identify building alarm system deficiencies with assistance from drill participants and make corrections, if required.

4.4 Reset alarm system at the conclusion of drill.

5. Responsibilities: Campus Police / Campus Security / North Port Police Department / North Port Fire Department

5.1 Attend fire and emergency evacuation drills.

5.2 Provide security and ensure safety of participants during evacuation drills.

5.3 Assist with uncooperative participants.

5.4 Provide communication with emergency responders in the event of an actual emergency.

6. Employee and Student Responsibilities

6.1 All employees and students upon receipt of an evacuation order shall exit the work area via the NEAREST UNAFFECTED EXIT. They shall proceed to the designated evacuation relocation point for the area they were in at the time of the evacuation order, quickly and quietly. They shall also upon request, aid their EAM in taking role or by being a runner. If class is in session, it is the responsibility of faculty to direct their students from their classroom to the appropriate egress route and relocation point. **DO NOT ATTEMPT TO EVACUATE VIA ELEVATORS; USE STAIRS ONLY.**

6.2 Egress Routes. All employees and students shall become familiar with the location of all posted egress routes of the facility areas that they frequent, and shall know the primary and secondary egress routes of their area. If class is in session, it is the responsibility of faculty to point out posted classroom egress routes to their students and to direct their students to those routes.

6.3 Handicapped Egress Routes. All persons requiring assistance with egress are to proceed to the entrance of the assigned egress stairway and await assistance from the EAM assigned to that stairway.

6.4 Evacuation Relocation Points. All employees and students shall become familiar with the marked evacuation relocation points and shall know the primary evacuation relocation point of the facility areas that they frequent and for their work/classroom area. **NO ONE WILL LEAVE AN EVACUATION RELOCATION POINT WITHOUT THE EXPRESS PERMISSION OF THE EAC.**

6.5 Severe Weather Safe Spots. All employees and students shall become familiar with posted Severe Weather Safe Spots, and shall know the location of the nearest Severe Weather Safe Spot for the areas that they frequent and their work/classroom area. Upon the announcement of a “take-cover” order proceed to the designated safe spot.

6.6 Arrival Actions. Upon arrival at an evacuation relocation point, each employee and student shall seek out the area EAM present to assure that they have been accounted for. They shall also upon request, aid their EAM in taking a role or by being a runner.

7. Emergency Action Marshall (EAM) Responsibilities

7.1 If time permits, EAMs shall determine what machines or processes should be shut down. Hazardous process shut-down will be done in accordance with established procedures. **DO NOT ATTEMPT TO EVACUATE VIA ELEVATORS; USE STAIRS ONLY.**

7.2 EAMs shall assist employees, students, and visitors in making a quick egress of the area and direct them to the assigned evacuation relocation point. This includes a survey of assigned stairway entrances to identify handicapped personnel who may require special egress assistance.

7.3 EAMs shall take role to assure all their employees and students are evacuated and accounted for and shall submit a list of any employees and/or students missing and/or additional persons located at their evacuation relocation point to the EAC and/or the responding fire department.

8. College Dean Responsibilities

8.1 Designate a Facility/Safety Liaison and alternate who will assist in evacuation planning and scheduling for each applicable building within the

college, division, or unit.

8.2 Ensure that individuals within the college, division, or unit are informed of policy requirements and comply with those requirements.

9. Visitor Responsibilities

9.1 Visitor Briefing. All visitors shall be briefed on evacuation relocation points and severe weather safe spots when they enter the facility. It is the responsibility of reception area personnel and visitor sponsors to ensure that this briefing is timely and complete. **DO NOT ATTEMPT TO EVACUATE VIA ELEVATORS; USE STAIRS ONLY.**

9.2 Evacuation Relocation Points. Upon notification of an evacuation the visitor will immediately exit the building via the nearest exit, report to the nearest evacuation relocation point, and give their name to the EAM in that evacuation relocation area. **NO ONE WILL LEAVE EVACUATION RELOCATION POINTS WITHOUT THE EXPRESS PERMISSION OF THE EAC.**

9.3 Severe Weather Safe Spots. Visitors shall proceed to the nearest severe weather safe spot upon notification to take-cover, and give their name to the EAM present in the safe spot.

10. Contractor Responsibilities

10.1 The evacuation of an employee of a contractor is the responsibility of that contractor. **DO NOT ATTEMPT TO EVACUATE VIA ELEVATORS; USE STAIRS ONLY.**

10.2 Evacuation Relocation Points. All contractor employees shall be briefed by the contractor's management before entering the site, as part of any required OSHA training. Upon notification of an evacuation they will immediately exit the building via the nearest exit and report to the nearest evacuation relocation point and give their name to the senior employee present. **NO ONE WILL LEAVE EVACUATION RELOCATION POINTS WITHOUT THE EXPRESS PERMISSION OF EAC.**

10.3 Severe Weather Safe Spots. All contractor employees shall be briefed by the contractor's management before entering the site, as part of any required OSHA training, the location of severe weather safe spots in the event of an emergency. Upon notification to take-cover they will proceed to the nearest severe weather safe spot and give their name to the EAM present.

10.4 Temporary Work Structures. The evacuation of a temporary structure brought onto company property will be the responsibility of the contractor. Once evacuated, all personnel shall report to the nearest evacuation relocation point and give their name to the EAM present.

11. Procedures For Fire & Explosions

11.1 Upon notification of a fire or explosion by the fire alarm, or as directed by management, all employees and students not assigned emergency duties should evacuate the building immediately in accordance with the posted evacuation routes and report to the assigned (or) nearest evacuation relocation point or location designated at the time.

11.2 EAM Responsibilities: EAMs will provide guidance and instructions as needed. Evacuation should be done in a calm and orderly manner. If time permits, search all confined areas, such as washrooms, rest rooms, etc. **NO ONE WILL LEAVE EVACUATION RELOCATION POINTS WITHOUT THE EXPRESS PERMISSION OF THE EAC.**

11.3 Employee and Student Responsibilities: Once you leave the building, NEVER RE-ENTER until instructed to do so by the EAC. If time permits, employees and students leaving the building should close all doors to help contain the spread of fire.

11.4 Difficulties in Evacuation. If smoke and/or heat conditions are encountered while evacuating, remember to stay low to the floor and exit by the nearest door. In the event of a major fire, evacuation may have to be delayed until the fire is actually fought under control and/or extinguished. If this situation exists, remain calm and shield yourself from the fire. If you are unable to escape, stuff clothing, rags, etc., in or around all cracks to help keep the smoke from entering your location. It is most important to try and notify someone of your location. If the telephone is out of service, try to get someone's attention by yelling or making noises. ABOVE ALL, remain calm until help arrives.

11.5 After employee and student notification is accomplished, the EAC shall remain at the main entrance of the facility until the local fire department arrives, and prepare to receive information from EAMs upon the completion of their evacuation. The EAC shall remain in charge until the local fire department arrives.

12. Power Outage Procedure (Employee and Student Responsibilities). When a power outage occurs, the following procedures should be followed:

12.1 Stop what you are doing, but DO NOT move around until the emergency lights come on.

12.2 All office personnel (except those designated to handle equipment procedures during power failure) should report to their EAM once the emergency lights come on. It is the responsibility of each EAM to designate a central reporting location for the employees within their area.

12.3 All students should remain in or return to their classroom. It is the responsibility of each faculty member to account for students in attendance at the time of the power outage. Area classrooms will be grouped and assigned to EAMs. EAMs will coordinate with classroom faculty and provide evacuation guidance and assistance. If the evacuation order comes when class is not in session (i.e., between classes), students shall proceed to the designated evacuation relocation point for the area they were in at the time of the evacuation order, quickly and quietly.

12.4 Once everyone reports to the EAM, a head count should be obtained by each EAM of their area personnel.

12.5 The EAM should determine that all work/classroom area personnel are accounted for (except equipment designated personnel).

12.6 The EAM should then investigate the extent of the power failure and issue assignments accordingly, depending on the situation.

12.7 The key point in this exercise is that one group takes care of equipment and determines what is wrong. ALL OTHER EMPLOYEES should go to their designated central office location; FACULTY AND STUDENTS should remain in their classrooms and coordinate with their assigned EAM.

13. Procedures For A Spill Or Leak

13.1 Upon notification of a spill or leak the EAC shall announce the appropriate evacuation information by runner or by telephone to the affected area or areas.

13.2 The EAC shall notify the proper authorities.

13.3 After notifying affected areas the EAC shall remain at the front entrance of the facility and prepare to receive information from EAMs upon the completion of their evacuation. The EAC shall remain in charge until relieved by the authorized emergency personnel.

13.4 The EAC shall give all information about this incident including the degree of success of the evacuation to the emergency personnel upon their arrival. If outside agencies are notified, brief the agencies upon their arrival.

14. Procedures for Severe Weather (Hurricane evacuation plans are under separate cover.)

14.1 Upon notification of impending severe weather, i.e., a Tornado Warning or severe Thunder Storm Warning, and where immediate danger poses a threat to our facility, the following procedure shall be followed:

14.1.1 When severe weather is likely, the EAC or his designee will monitor the radio or a communication scanner.

14.1.2 If weather alert or warning is issued for the county, the EAC will notify employees (via the EAM network) of the potential for disaster.

14.1.3 The EAC will:

1. Establish a weather observer outside of the facility;
2. Notify EAMs and upper management that observers are monitoring the radio or scanner, and have set up observation points; and
3. Request EAMs to help keep employees calm, but to prepare for possible shutdown and evacuation into the designated severe weather safe spots.

14.2 In the event of a take-cover order, all personnel shall proceed to their safe spot and remain there until the all-clear announcement is made.

14.3 After severe weather has passed the EAC will announce all clear.

14.4 If any Damage has occurred to USFSM or USFSM-NP property the EAC shall notify the CSO. The CSO will prepare to receive information about property damage and or injured employees. This information will also be passed to outside agencies requested to respond, upon their arrival.

15. Procedures For An Earthquake

15.1 The response to an earthquake is a reactive one, thus no warning is given. Take cover in doorways, or under heavy, well-supported furnishings.

15.2 After the earthquake subsides, evacuate the building to the designated evacuation relocation points.

15.3 If any damage has occurred to the facility, the EAC shall notify the proper authorities, as per "University Lines of Authority." This EAC shall prepare to receive information about damage to the property, and or trapped or missing persons. The EAC shall remain in charge until relieved by senior management personnel.

15.4 The EAC shall forward all pertinent information to management personnel or other agencies upon their arrival.

16. Procedures For A Bomb Threat

16.1 Upon notification of a Bomb Threat, the USFSM Campus Police or the USFSM-NP North Port Police Department shall be immediately notified. Campus Police or the North Port Police Department shall assume immediate control of facility evacuations. The EAC will stand by to receive instructions from Campus Police or the North Port Police Department and advise EAMs accordingly.

17. Procedures To Return To Work/Class

17.1 Facility Evacuation. After a survey of the facility has been conducted by emergency responders, and/or personnel designated by management, the decision for return to work/class will be made. If the area is declared hazard free, personnel may return to work/class once the order is given. If hazards are detected personnel will be released to go home. **ALL PERSONNEL WILL REMAIN ON USFSM or USFSM-NP PROPERTY, UNLESS OTHERWISE DIRECTED BY USFSM or USFSM-NP MANAGEMENT OR THEIR DESIGNEE.**

17.2 The "All Clear" will be issued by the CSO.

18a. Emergency Action Map Locations (USFSM)

Facility Location	Map Location of Exit Route	Relocation Points
Jonathan's Café (A1)	North wall	North Side Parking Lot N2
SGA/Career Center Suite and Student Lounge/Fitness Center (A1)	Suite exit door walls @ A107, A110, A122, A123	North Side Parking Lot N2
FP&M (B1)	B128 exit door wall	North Side Parking Lot N2
Business Office (B1)	Suite exit door walls @ B109	North Side Parking Lot N2
Rotunda Reception (C1)	Rotunda Reception	South Side Parking Lot S3

Modify only under the supervision of the Chief Safety Officer.

	Desk	
Student Services (C1)	Suite exit door walls @ C127, C138, C107, & C119	South Side Parking Lot S3
Selby Auditorium	Selby Gallery	South Side Parking Lot S3
Classrooms	Posted in each room	Various
CHTL Suite (A3)	Suite exit door walls @ A313	North Side Parking Lot N2
CAS (C2)	Suite exit door walls @ C237, & C244	South Side Parking Lot S3
COBA (C2)	Suite exit door walls @ C211, C230, & C224	South Side Parking Lot S3
Technology Services (A3)	Suite exit door walls @ A304 & A309	North Side Parking Lot N2
COE (B3)	Suite exit door walls @ B306	North Side Parking Lot N2
Administrative (C3)	Suite exit door walls @ C310, C309, C320, C308, & C334	South Side Parking Lot S3

18b. Emergency Action Map Locations (USFSM-NP)

Facility Location	Map Location of Exit Route	Relocation Points
USFSM-NP	Classroom 203 - north & south exit door	Grass lot near gazebo
USFSM-NP	Classroom 204 exit door	Grass lot near gazebo
USFSM-NP	Classroom 205 exit door	Grass lot near gazebo
USFSM-NP	Classroom 206 exit door	Grass lot near gazebo
USFSM-NP	Reception Corridor 207 exit door	Grass lot near gazebo
USFSM-NP	Seminar Room 213 exit door	Grass lot near gazebo

19a. Severe Weather Safe Spots (USFSM)

Facility Location	Safe Spot
Building A	Interior hallway away from west window walls and mini-rotunda; stairwells
Building B	Interior hallway away from main rotunda and mini-rotunda; stairwells
Building C	Interior hallway away from west window walls and main rotunda; stairwells
Building D	Interior gallery hallway away from window walls; stairwells

19b. Severe Weather Safe Spots (USFSM-NP)

Facility Location	Safe Spot
USFSM-NP	Classroom 204
USFSM-NP	Stairwells

20a. Evacuation Relocation Points (USFSM)

Facility Location	Evacuation Relocation Point
Building A	North Side Parking Lot N2
Building B	North Side Parking Lot N2
Building C	South Side Parking Lot S3
Building D	South Side Parking Lot S3

20b. Evacuation Relocation Points (USFSM-NP)

Facility Location	Evacuation Relocation Point
USFSM-NP	Grass lot near gazebo

21a. Emergency Action Marshalls (USFSM)

DEPARTMENT	PRIMARY	SECONDARY
Campus Security	Mark Kanous	Dee Provost
Phone Number	359-4545	359-4545
Academic Affairs (C3)	Dina Kathman	Sarah Smith
Phone Number	359-4504	359-4619
Academic Affairs (Info Commons – C203)	Dale Drees	Kendi Judy
Phone Number	359-4215	359-4225
University 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
CHTL	Amanda Kulaw	Katerina Annaraud
Phone Number	359-4563	359-4693
Student Services (north side of main	Richelle Heise	Mary Beth Wallace

Modify only under the supervision of the Chief Safety Officer.

corridor)		
Phone Number	359-4322	359-4342
Student Services (south side of main corridor)	Sean Grosso	Toni Ripo
Phone Number	359-4264	359-4703
Student Government Association (SGA)	Darren Gambrell	Bryan Valentine
Phone Number	359-4263	359-4268
Technology Services	Chip Doerr	Brian Mudd
Phone Number	359-4634	359-4349
Facilities Planning & Management	Beverly Pinder	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	Ann Flynn	Peggy Ragan
Phone Number	359-3354	359-4304
College of Education	Amber Lee	Christopher Bolgiano
Phone Number	359-4531	359-4395
Chief Executive Office	Lynn Evensen	Elaine Tiberini
Phone Number	359-4340	359-4720
OR&L Facility Services	Frank Spinelli	Scott Hillibrand
Phone Number	941-737-9331	941-549-3138
Reception (1st Floor)	Barbara Thomas	TBA
	359-4566	

21b. Emergency Action Marshalls (USFSM-NP)

DEPARTMENT	PRIMARY	SECONDARY
USFSM-NP	Jessica Szempruch	Dr. Lora Kosten/Jenna Thiel

ref: EmergActionPlan September 19 2013.doc

Revision:09-19-13