



# **EMERGENCY ACTION PLAN**

**(EAP)**

**FEBRUARY 2021**

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## **SECTION 1: INTRODUCTION**

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The emergency procedures outlined in this guide are established to protect lives and property through efficient and effective use of Florida Southern College resources. The Emergency Action Plan (EAP) is designed to allow the campus community to respond to both unexpected and anticipated emergency situations. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the College's President may declare a state of emergency, and these guidelines may be implemented. Because an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate emergencies of differing magnitudes.

Types of emergencies covered by this guide are:

- Fire
- Utility Failure
- Hazardous Materials
- Explosion, Downed Aircraft
- Bomb Threat
- Active Shooter
- Civil Disturbances or Demonstrations
- Psychological Crises
- Hurricanes or Severe Weather

The College President or her designee serves as the overall Emergency Director during any major emergency or disaster. When the President declares a state of emergency, only registered students, faculty, staff, and affiliates (e.g., persons required by employment) are authorized to be present on campus. Those who cannot produce appropriate identification (registration or employee identification card, or other I.D.) will be asked to leave the campus.

### [1.1 HELPFUL TELEPHONE NUMBERS](#)

Members of the campus community are encouraged to report all crimes in a timely manner. Hazardous situations with the potential to affect public safety should also be reported.

#### **Emergencies:**

**Dial 911 first.**

**Ext. 3555 using a campus phone** – Campus Safety & Security

**863-680-4125 using an off-campus or personal phone** – Campus Safety and Security

**863-834-6900** – Lakeland Police Department

#### **Non-Emergencies:**

**863-680-4125 (Ext. 4125 on campus)** – Campus Safety & Security or

**863-680-4305 (Ext. 4305 on campus)** – Campus Safety & Security

**863-680-4447** - Lakeland Campus Safety & Security Director

## 1.2 EMERGENCY RESPONSE BASICS

If there is a known campus emergency, you will be alerted by Campus Safety & Security (“Campus Safety”).

### **If you become aware of a potential, unreported emergency:**

1. Act immediately to secure your own safety and that of anyone else you encounter.
2. **Dial 911** to alert local emergency response personnel.
3. As soon as you can after Steps 1 and 2, contact Campus Safety using **ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone** or your supervisor to alert them about a potential campus emergency. For non-emergencies, contact Campus Safety at Ext. 4305.
4. If you are in a building and must evacuate it, use the building’s Emergency Evacuation Route or the safest path to walk quickly to the nearest marked exit, and alert others to do the same. Then go to that building’s assigned Evacuation Staging Area (**see Section 5.5 for locations**) alerting anyone else you encounter as you do so.

## 1.3 WHAT IS AN “EMERGENCY”?

Emergencies can include medical health crises (being unconscious and/or unresponsive, breathing problems, choking, heart attack, physical injury), building or environmental events such as fires and hurricanes, people-related situations such as bomb threats, and much more. Emergencies may arise swiftly and unfold unpredictably. All possibilities cannot be planned for, so the EAP is designed to cover many possibilities as well to as allow for response flexibility.

If someone is unconscious and/or unresponsive, this is a medical emergency. **Call 911 first. If possible, have a second caller contact DCSS at ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone. A combined response from Polk County EMS and the DCSS Units will greatly increase the chance of survival for the victim.** If it is safe to do so, remain with the person until help arrives. Do this even if alcohol, drug use, or other potential violations of the Student Conduct Code are involved. Let us be safe and alive first, and then sort out accountability issues.

**Note:** The telephone number that, during emergency situations, provides a recorded message about the status of the campus is **863-680-4101**.

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## **SECTION 2: EMERGENCY NOTIFICATION SYSTEM & RESPONSE TEAMS**

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The telephone is the primary means of emergency notification at Florida Southern College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.

### 2.1 CAMPUS SAFETY & SECURITY

Campus Safety & Security is the focal point for two-way transmission of official emergency telephone communications to College administrators. Each administrator, upon receiving notification of a campus emergency, is to pass the information along to those departments/offices under his/her direction.

The officer on duty will notify the Campus Safety & Security of any campus emergency as necessary and will initiate the notification system by calling the following College administrators as appropriate:

## 2.2 EMERGENCY MANAGEMENT TEAM

The Emergency Management Team comprises key College administrators who are responsible for preparing for and responding to campus emergencies.

<b>Name</b>	<b>Department/Title</b>
Dr. Anne Kerr	President
V. Terry Dennis	Vice President for Finance and Administration
Dr. Brad Hollingshead	Provost
Kelly Semrau	Vice President for Marketing and Public Relations
John Grundig	Vice President for Enrollment Management
Heather Pharris	Vice President for Development
Susan Freeman	Vice President of Student Development
Andrew Howard	Athletic Director
Rev. Timothy Wright	Chaplain
Eric Rauch	Director of Campus Safety & Security
Jon Camp	Director of Facilities Maintenance
LTC Ryan Regtuyt	Professor of Military Science

## 2.3 EMERGENCY DIRECTOR

All emergency operations shall be directed by the President or her designee as listed below: Emergency Director designee: Vice President for Finance and Administration. The responsibilities of the Emergency Director are as follows:

- a. Direct the College Emergency response.
- b. Work with the Campus Safety & Security Director and others in assessing the emergency and preparing the College's response.
- c. Declare and end, when appropriate, the campus state of emergency.
- d. Conduct liaison activities with the Emergency Management Team and others as appropriate.

## 2.4 EMERGENCY COORDINATOR: DIRECTOR OF CAMPUS SAFETY & SECURITY

All emergency operations shall be coordinated by the Director of Campus Safety & Security under the direction of the Emergency Director. The responsibilities of the Emergency Coordinator are as follows:

- a. Coordinate the College Emergency Response.
- b. Determine the type and magnitude of the emergency and establish the appropriate emergency command post.
- c. Initiate immediate contact with the President and Emergency Management Team and assess the College's condition.
- d. Notify and utilize police and Campus Safety and Security to maintain safety and order.
- e. Conduct liaison activities with an appropriate outside organization such as the fire and police departments.
- f. Ensure that appropriate notification is made to off-campus staff as necessary.
- g. Perform other related duties as may be directed by virtue of the campus emergency.
- h. Prepare a report to the President appraising the outcome of the emergency.

## 2.5 ADMINISTRATORS, DEANS, DEPARTMENT HEADS, FACULTY AND SUPERVISORS

Every administrator, dean and department head may appoint a specific person as Building/Facility Coordinator for every activity under their control, and has the following general responsibilities during any emergency:

- a. Inform all employees/students under their direction of the emergency condition.
- b. Evaluate impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
- c. Inform all students, staff, and faculty to conform to building evacuation guidelines during any emergency and to report to a designated assembly area outside the building where a head count can be taken.
- d. Maintain emergency telephone communications with Campus Safety & Security.

## 2.6 OTHER APPROVED EMERGENCY PERSONNEL

- a. Officers of the Lakeland Police Department, Lakeland Fire Department, Polk County Sheriff's Office, Polk County Emergency Management, or other law/emergency response officials.
- b. Officers of the Federal Emergency Management Agency (FEMA), Homeland Security, Occupational Safety & Health Administration (OSHA) or other federal emergency response agencies

*If you are a first responder to an emergency and have not received directions from Approved Emergency Personnel, act immediately to ensure your safety and that of those around you and begin implementing assigned responsibilities, or use "common sense" responses until someone with more authority arrives at the scene or directs your actions.*

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## **SECTION 3: EMERGENCY COMMAND POST**

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When a major emergency occurs, or is eminent, Campus Safety & Security will create an appropriate Emergency Command Post as directed by the Emergency Coordinator. Regular department facilities in the Office of Campus Safety & Security will also be kept fully operational at all times.

### 3.1 FIELD EMERGENCY COMMAND POST

If the emergency involves only one building or a small part of the campus, a Campus Safety & Security vehicle is to be placed as near the emergency scene as is reasonably possible. At least one uniformed officer is to staff the command post at all times or until the emergency ends. A small office with desk, chairs, and a telephone may also be required near the scene.

Field Emergency Command Post Equipment to include:

- Barricades and barrier tape, and signs for the scene.
- Two portable hand radios.
- First aid kit.
- Campus telephone directory and local emergency contact information.

### 3.2 GENERAL EMERGENCY COMMAND POST

If the emergency involves a large part of the campus, a Command Post will be set up in the Office of Campus Safety & Security. If this site is unavailable, the Emergency Coordinator will select an alternate location. At least one uniformed officer or Campus Safety & Security dispatcher is to staff the Command Post at all times until the emergency situation ends. A staging area for outside agency assistance shall be established by Campus Safety & Security for operations of the combined on-site Emergency Management Team.

In the event of a hurricane or other emergency, it may become necessary to set up a command post within one of the residence halls designed for hurricane force winds. In this situation, the Campus Safety & Security Dispatch Center will be moved to an appropriate location to facilitate emergency communications operations. The Vice President for Finance and Administration, in consultation with the President, shall make this determination.

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## **SECTION 4: EMERGENCY CONTACT PROCEDURES**

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### 4.1 CAMPUS FIRST CONTACTS

*In the event of a serious emergency*

- *Ensure your own safety*
- *Dial 911 FIRST*
- *Contact Campus Safety SECOND at ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone*

When the Office of Campus Safety is notified of an emergency or a critical situation the Emergency Management Team will be immediately notified.

### 4.2 FAMILY COMMUNICATIONS

**How Will Families Obtain Emergency-Related Information?**

- In times of emergency the Campus Emergency Information Hotline will be activated. Families can call **863-680-4101** to hear a frequently updated recorded message.
- The College's main page of the institutional website will also be updated. Visit [www.flsouthern.edu](http://www.flsouthern.edu)

### 4.3 MEDIA – RESPONSES TO MEDIA OR UNFAMILIAR PERSONS

**If you are approached by an individual outside the College's employment structure, someone with whom you are unfamiliar, or members of the media,** the College has two basic guidelines:

1. ONLY authorized spokespersons will meet or talk with the media or should talk with non-employees or unfamiliar persons.
2. ONLY factual information is released; no speculation is to be offered.

Please do not respond "No Comment" or in any other way to inquiries by media or persons with whom you are unfamiliar. Simply refer them to Kelly Semrau, Vice President for Marketing and Public Relations, (863) 680-4347 office; or cell (863) 220-4527. Our responsibility is to keep one another safe.



## **SECTION 5: EVACUATION PROCEDURES**

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### 5.1 BUILDING EVACUATION

- a) **Evacuation is mandatory** and immediate to ensure the safety of everyone.
- b) Lakeland Police Department and Campus Safety and other local, state and federal personnel are trained to evacuate and search campus buildings and structures. They will be referred to in this document as Approved Emergency Personnel.
- c) Evacuate the entire building.
- d) **Take your personal effects** (wallets, purse, keys, key card, and medications).
- e) DO NOT:
  - i. Touch any suspicious objects or open any drawers or doors.
  - ii. Turn on or off any lights.
  - iii. Take the elevator.
- f) All building evacuations will occur when an alarm sounds and/or upon notification by Campus Safety & Security via text messaging, e-mail, voice mail, and announcements by supervisors, department heads, and faculty.
- g) When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. Using the nearest stairs or the path on the building's Emergency Evacuation Route, identify a safe and clear path and walk quickly to the nearest exit.
- h) **ASSIST THE HANDICAPPED IN EXITING THE BUILDING.** Remember that elevators are reserved for handicapped persons. **DO NOT USE THE ELEVATORS IN CASES OF FIRE AND/OR EARTHQUAKE.**
- i) If you cannot safely exit the building, go to an apparently safe location. Notify Approved Emergency Personnel or a Student Development professional (by verbal instruction, phoning/texting) of your location and wait for first responders to help you find a clear exit path.
- j) Go to your Evacuation Staging Area (**See Sections 5.5 for locations**). Remain at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- k) DO NOT return to an evacuated building until told to do so.

**IMPORTANT:** After any building evacuation, remain at your Evacuation Staging Area until an accurate headcount is taken and you are given the “all clear” to return to the residence hall or building.

### 5.2 ASSISTING VULNERABLE POPULATIONS

Some individuals may need targeted assistance to successfully evacuate from and return to a campus building. Such individuals may be injured or ill, have disabilities, or experience language barriers, to name a few examples. Here is some advice for helping all individuals to have a safe evacuation and return.

- If a person is not responding to directions to evacuate, ask how you can help before attempting to assist or act. This is particularly important for persons with a disability, as they are the “experts” on their abilities and the nature of needed assistance. If there seems to be a language barrier, try using hand signs or find someone who can help communicate.
- Do not use elevators unless authorized/supervised by Approved Emergency Personnel.
- As in other evacuation circumstances, if you cannot safely exit the building, go to an apparently safe location. Notify Approved Emergency Personnel or another Student Development professional (by verbal instruction, phoning/texting) of your location and wait for first responders to help you find a clear exit path.

- Doing something beyond your physical or experiential abilities can harm the person you are trying to assist as well as yourself, placing you both in greater peril. Thus, physically evacuating a person by yourself who requires significant assistance is a last resort.
- Please see Campus Map with Wheelchair Access paths in Appendix D for best paths to get from Residence Halls to the Evacuation Zone in the Branscomb Auditorium basement.

### 5.3 INABILITY TO RETURN TO THE RESIDENCE HALLS

In some situations, an individual residence hall may experience structural or other damage that requires students in this residence hall to move to temporary housing. The locations of these temporary accommodations will be identified by the office of Student Life or designated personnel.

In situations such as hurricanes, Approved Emergency Personnel may deem it necessary to evacuate students and employees off-campus or to the on-campus Evacuation Zone, which is in the basement of Branscomb Auditorium. If there is ample pre-notification of this decision, advise residential students to bring the following:

- Essential medications
- Laptops, smartphones, other electronic devices
- Protective clothing such as rainwear
- Driver's license and health insurance card
- Small games (cards, board games)
- Snacks

Community Living or other professionals are to bring their Emergency Response Kits to the Evacuation Zone at Branscomb Auditorium.

Student Development staff who need assistance getting students or Emergency Response Kits safely to the Evacuation Zone in Branscomb Auditorium, please ask for help. Students and employees will remain in our designated Evacuation Zone in Branscomb Auditorium until Approved Emergency Personnel give the "All Clear" for us to return.

### 5.4 CAMPUS EVACUATION

- a) The campus community will be notified to evacuate by general announcements via text messaging, e-mail, voice mail, Campus Safety & Security public address systems, and announcements by department heads and residential staff.
- b) Campus authorities will give directions as to evacuation routes.
- c) Students, faculty, and staff must leave campus immediately taking ID, shoes, and any prescription medications. Students should not take time to pack extra clothing or belongings.
- d) Each car leaving campus should be full. Students, faculty, and staff who own cars are encouraged to take students, coworkers, neighbors, and acquaintances with them.
  - i. Drivers are discouraged from taking time to locate particular friends or individuals. The goal is to leave campus, taking as many people as possible.
- e) Community Living Office professional staff will "sweep" residential buildings to ensure that everyone has evacuated. Upon leaving a building, they will pull the fire alarm as one final notification to evacuate should anyone have remained in the building and been overlooked.
- f) Campus Safety & Security will "sweep" other buildings to ensure everyone has evacuated. Upon leaving the building, they will pull the fire alarm as one final notification to evacuate should anyone have remained in the building and been overlooked.

## 5.5 EVACUATION STAGING AREAS

First, it is critical to keep yourself safe. The safety of others may depend upon it. Thus, you may need to evacuate from your location and assist others in doing the same. Reasons you may need to evacuate a building include fire, flood, structural damage, hazardous materials, etc. If you have to evacuate a building, please move yourself, your students, and anyone else you encounter during the evacuation process to the “Evacuation Staging Area” identified below (see also the **Evacuation Map in Appendix E**).

### **Campus-Wide Evacuation Staging Areas**

- Evacuate to a location at least 500 feet from an affected area. Often, this will be a nearby parking lot.
- Go to the below Evacuation Staging areas unless otherwise directed by law enforcement or Campus Safety or unless it appears to be unsafe to stage your evacuation there.

<b>Campus-Wide Evacuation Staging Areas</b>		
<b>RESIDENCE HALLS</b>		
<b>If You Are In:</b>	<b>Evacuate To:</b>	<b>Evac. Site is Located:</b>
<b>Jenkins:</b> Bldg 60 (faces Harvard Rd. at corner of Harvard & Duke Pl.)	Parking Lot VL	North of the bldg., across Frank Lloyd Wright Way
<b>Publix Commons: Bldg 61</b> (faces Frank Lloyd Wright Way. at corner of Frank Lloyd Wright Way & Ingram Ave.)	Parking Lot VL	North of the bldg., across Frank Lloyd Wright Way
<b>Publix Commons: Bldg 62</b> (faces Duke Pl. at corner of Duke & Ingram Ave.)	Parking Lot VL	North of the bldg., across Frank Lloyd Wright Way
<b>Publix Commons: Bldg 63</b> (faces Duke Pl., between Publix 62 and Jenkins)	Parking Lot VL	North of the bldg., across Frank Lloyd Wright Way
<b>965 Lexington Ave:</b> Bldg R88 (corner of Lexington Ave. & Ingram Ave., about half a block north of the intersection of Ingram Ave. & Frank Lloyd Wright Way., caddy-corner and across the street from Parking Lot VL)	Parking Lot VL	On the east side of Ingram Ave. on the corner of Ingram & FLW Way.
<b>Hollis, Miller, or Dell:</b> Bldgs 6, 65, 4 (encircled by Columbia Ave. to the west, Duke Pl. to the north, and Harvard Rd. to the east)	Tennis Courts	East of the bldgs., across Harvard Rd.
<b>Wesley:</b> Bldg 66 (faces Lk. Hollingsworth and is the residence hall closest to the President’s house)	Parking Lot VK	Along Lk. Hollingsworth Dr. in front of the President’s house
<b>Nicholas:</b> Bldg 67 (faces Lk. Hollingsworth and is the residence hall closest to the Safety Office)	Parking Lot VK	Along Lk. Hollingsworth Dr. in front of the President’s house
<b>Allan Spivey:</b> Bldg 27 (adjacent to Mr. George’s Green)	Mr. George’s Green	East of and adjacent to Allan Spivey
<b>Joseph Reynolds:</b> Bldg 26 (to the immediate west of Allen Spivey and connected to it by a courtyard. Eleanor Searle Drawing Room and the stone lions are a part of JR)	Mr. George’s Green	East of JR, adjacent to Spivey
<b>936/938 Mississippi Ave:</b> Bldg R21 (behind Chatlos Communication Bldg, which is along Johnson Ave.)	Parking Lot VB	East, across Johnson Ave. in parking lot that runs from the Buckner Bldg. to the President’s Office

<b>926 Mississippi Ave:</b> Bldg R63 (behind the Dance Studio Building, which is at the corner of Charles St. & Johnson Ave.)	Parking Lot VB	East, across Johnson Ave., in parking lot that runs from the Buckner Bldg. to the President's Office
<b>Colony Arms Apts:</b> Bldg R96 (900 Success Ave. at corner of Frank Lloyd Wright Way. & Success Ave.)	SW vacant parking lot	Southwest across FLW Way
<b>Lk. Morton Apts:</b> Bldg R97 (175 Lk. Morton Dr. at corner of Lk. Morton Dr. and Tennessee Ave.)	Lk. Morton Community Church parking lot (next door to Apts)	In Church Parking Lot, across S. Tennessee Ave.
<b>Lk. Hollingsworth Apts:</b> Bldg 98 (210 Lk. Hollingsworth Dr. at corner of Lk. Hollingsworth Dr. and Crystal Lake Dr. and next door to First Presbyterian Church)	1 <sup>st</sup> Presbyterian Church parking lot (next door to Apts)	In Church Parking Lot, west of and adjacent to Apts' west parking lot
<b>Garden Apartments</b>	In Parking Lot of Garden Apartments	On Garden Apartment Property

**NON-RESIDENTIAL AREAS**

If you are in:	Evacuate To:	Evac. Site is Located:
SAFETY OFFICE (corner of Duke and Ingraham, across the street from Barnett Field)	Mr. George's Green	South of the Safety Office, across the street just past Jenkins Field House.
France Admissions Center & Becker Business Building	Intramural Fields	North of these buildings on Callahan
Facilities, Housekeeping (in between Harvard Rd. to west & Callahan Ct. to east)	Parking Lot VI	West, across Harvard Rd., at parking lot across from Circle Dr.
Wellness, Thrift, Bookstore, Wynee's, Student Health Center, Counseling Center (Columbia Way)	Parking Lot VI	East, across Columbia Way, at parking lot across from Circle Dr.
Rinker Technology Ctr. (on Ingram Ave.)	Parking Lot VI	Southeast, across Columbia Way, at parking lot across from Circle Dr.
Bandshell, ROTC, Jenkins Fields House, Athletic Program Bldgs	Mr. George's Green	South of these buildings
Athletic Fields (along FLW Way)	Mr. George's Green	South of Jenkins Field Hs.
Fannin Campus Ministries Bldg	Mr. George's Green	Southeast of Fannin
Citrus Bldg, Edge Hall	Mr. George's Green	Northeast of Citrus and Edge
Polk Science	Parking Lot VA	West, at parking lot that runs from Branscomb Aud. to Buckner Bldg.
Annie Pfeiffer or Danforth Chapels	Parking Lot VA	West, at parking lot that runs from Branscomb Aud. to Buckner Bldg.
Branscomb Complex (Branscomb Auditorium, Honeymen Pavillion, Music & Art Programs)	Parking Lot VA	North, at parking lot that runs from Branscomb Aud. to Buckner Bldg.
Christoverson Bldg (corner of Lk. Hollingsworth Dr. & Johnson Ave.)	Parking Lot VA	Northeast, at parking lot that runs from Branscomb Aud. to Buckner Bldg.

Nursing (corner of Finney St. & Johnson Ave.) Communication, Training House (corner of Charles St. & Johnson Ave.)	Parking Lot VB	Across Johnson Ave. at parking lot that runs from the Buckner Bldg. to the President's Office
Simmons Multicultural Center ( Johnson Ave.)	Parking Lot VB	Across Johnson Ave. at parking lot that runs from the Buckner Bldg. to the President's Office
Buckner Bldg (Provost, Registrar, IR)	Parking Lot VB	North, at parking lot that runs from the Buckner Bldg. to the President's Office
President's Office, Admin. Bldgs.	Parking Lot VB	West of these buildings at parking lot that runs from the Buckner Bldg. to the President's Office
McKay Archives, Library, TuTu's, Raulerson, Carlisle Rogers	Parking Lot VBB	North of these buildings, at big parking lot that runs along FLW Way.
Ordway	Parking Lot VBB	West of Ordway at big parking lot that runs along FLW Way.
ROBERTS ACADEMY (north corner of Frank Lloyd Wright Way and Lk. Hollingsworth Road, across from Tennis Courts)	Fenced-in Playground	West of the Roberts buildings but on-property, at the corner of FLW Way and Jefferson Ave.

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## SECTION 6: EVENT EMERGENCY PLANS

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### 6.1 BOMB THREAT

Any bomb threat will be treated as serious and appropriate evacuation measures taken.

#### Action Steps

- 1) If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call Campus Safety at **ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone.**
- 2) Any person receiving a bomb threat should try to obtain as much information as possible.

**Here are some questions to ask the caller:**

- When is the bomb set to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?

**Keep talking to the caller as long as possible and record the following:**

- Time of call
- Age and gender of caller
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller
- Background noises

- 3) If in the location of the reported bomb threat and a suspicious device has not been located, exit the building in a manner to keep yourself as safe as possible. Be on the lookout for any suspicious package(s) while exiting. If a suspicious package is observed, alter your exit plan to stay as far away from the device as possible. Notify Campus Safety of anything suspicious that was noticed upon your exit.
- 4) **Call Campus Safety** to report the threat (**ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone**). Important: Report immediately to Campus Safety for a debriefing.
- 5) Lakeland Police Department will direct the evacuation, assisted by other designated personnel. Typically you will follow the building's Emergency Evacuation Route and proceed to the building's assigned Evacuation Staging Area (**see Section 5.5**).

## 6.2 CIVIL DISTURBANCES OR DEMONSTRATIONS

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstrations:

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

If any of these conditions exist, Campus Safety & Security should be notified and will be responsible for immediately contacting and informing the President, the Deans and the Public Relations Office. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

### **Peaceful, Non-obstructive Demonstrations**

#### **Involving only FSC Students**

- a. Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible.
- b. If demonstrators are asked to leave but refuse to leave by regular facility closing time:
  - i. Arrangements will be made by the Director of Campus Safety & Security to monitor the situation during non-business hours, or
  - ii. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

#### **Involving NON-FSC students**

- a. As a general rule, most demonstrations of this manner will remain peaceful. If the demonstrators are not FSC students, Campus Safety should be notified.
- b. Campus Safety shall respond to establish contact with the demonstrators. An attempt will be made to determine the identity of the demonstrators and the organization or cause they are demonstrating for. If possible, an attempt to find out the duration of and the desired outcome of the demonstration should be made.
- c. If needed, the Lakeland Police Department College Resource Officer can be called to assist.

## **Non-Violent, Disruptive Demonstrations**

### **Involving only FSC Students**

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

- a. Demonstrators will be asked to terminate the disruptive activity by the Associate Vice President of Student Development or his/her designee.
- b. Key College personnel and student leaders will be asked by the Associate Vice President of Student Development to go to the area and persuade the demonstrators to desist.
- c. The Associate Vice President or his/her designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
- d. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including intervention by civil authorities.
- e. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs is deemed advisable.
- f. After consultation with the President and Director of Campus Safety & Security and the Associate Vice President of Student Development, the need for an injunction and intervention of civil authorities will be determined.
- g. If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the Police Department the remaining demonstrators will be warned of the intention to arrest.

### **Involving NON-FSC Students**

In the event that a demonstration blocks access to College facilities or interferes with the operation of the college and there is no student involvement:

- a. The Vice President of Finance and Administration shall be notified. He shall direct the appropriate response from Campus Safety and the Lakeland Police Department.

## **Violent, Disruptive Demonstrators**

In the event that a violent demonstration in which injury to persons or property occurs or appears eminent, the Vice President of Finance and Administration will be notified.

### **During Business Hours**

- a. A coordinated response with the Vice President of Finance and Administration, Campus Safety & Security and the Lakeland Police Department will be crafted.
- b. The President, in consultation with the above, will determine the possible need for an injunction.

### **After Business Hours**

- a. Campus Safety & Security should be immediately notified of the disturbance.
- b. Campus Safety & Security will investigate the disruption and report and notify the Director of Campus Safety & Security who will then report to the Vice President of Finance and Administration..
- c. The Vice President of Finance and Administration will notify the president and other key administrators if appropriate
- d. Campus Safety & Security will, if instructed by the President or Vice President, call the Lakeland Police Department for assistance and notify the College External Relations office.

### 6.3 EXPLOSION, DOWNED AIRCRAFT

Florida Southern College is 7 miles from Linder Airport, 14 miles from Winter Haven Airport, 15 miles from Bartow airport, and less than 60 miles away from two international airports (Tampa and Orlando). In the event that an explosion or a downed aircraft (crash) occurs on campus, take the following action:

1. Immediately take cover under tables, desks, and other objects that will give protection against falling glass or debris.
2. After the effects of the explosion and any associated fire has subsided, notify the Lakeland Fire Department and Lakeland Police Department by calling **911** and Campus Safety at **ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone**. Give your name and describe the location and nature of the emergency.
3. If necessary, or when directed to do so, activate the building alarm. **CAUTION: THE BUILDING ALARM RINGS ONLY IN SOME BUILDINGS** – you must report the emergency by telephone.
4. When the building evacuation alarm is sounded or when told to leave by College officials, use the building's Emergency Evacuation Route or the safest path to walk quickly to the nearest marked exit, and alert others to do the same. Then go to the assigned Evacuation Staging Area (**see Section 5.5**), alerting anyone else you encounter as you do so. Keep streets and walkways clear for emergency vehicles and crews. Know your Evacuation Staging Area.

### 6.4 FIRE

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. If a minor fire appears controllable, **IMMEDIATELY** call Campus Safety at **ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone**. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
2. If an emergency exists, such as a large fire that does not appear controllable, activate the building alarm. **CAUTION: THE BUILDING ALARM RINGS ONLY IN SOME BUILDINGS** you must report the emergency by telephone.
  - a. On large fires that do not appear controllable, **IMMEDIATELY Call 911 First**, then notify Campus Safety & Security at **ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone**. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen – **DO NOT LOCK DOORS!**
3. Using the building's Emergency Evacuation Route or the safest path, walk quickly to the nearest marked exit and alert others to do the same. (**see Section 5 for Evacuation Procedures**)

### 6.5 HARM OR THREAT TO SELF OR OTHERS

A psychological crisis exists when an individual is threatening harm to him/herself or others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations or uncontrollable behavior.

In addition to someone participating in self-injuring behavior or expressing the intention to do so, behavior (including online and social networking behavior) that disrupts the normal processes of college living and learning and/or that establishes a sense of disturbing threat to others in the community can reflect the development of a psychological or behavioral crisis.

Finally, someone who plans, discusses, or threatens to use weapons or other means to harm members of the College community- either an individual or a larger group- is someone who may be approaching a psychological or behavioral crisis.



**If a psychological or behavioral crisis occurs or appears eminent:**

1. Never try to handle a situation on your own that you feel is dangerous or harmful.
2. Notify Campus Safety **ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone** immediately. Clearly state your name and your exact location. Remove yourself from any dangerous situation immediately. If it is safe and reasonable to do so, please contact the Associate Vice President of Student Development as well (**Ext. 4433**).
3. Campus Safety will notify appropriate College community members who will assess the potential for harm to the individual or to others, and will build a support team for the individual, to do all we can to ensure integrated, compassionate outreach and assistance.

**Response to Threatening Words and Behaviors:** If someone speaks or behaves threateningly to you or if you observe them doing so to someone else, contact Campus Safety immediately (**ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone**). Be prepared to describe the threatening person's appearance and the incident, your location, and the location of the threatening person (if this is known).

***Threatening speech can include, but would not be limited to:***

- A verbal threat to harm ("I'm going to break your neck"; "I'm furious. I am coming back to shoot you"; "I've got a gun and I'm going to kill myself")
- A written threat to harm, including in social media such as Facebook ("I'm going to go back to the office and shoot them"; "I can't take life any more. I am going to kill myself")

**★ Any threat of a weapon should elicit a response from the Lakeland Police Department.**

***Threatening behavior can include, but would not be limited to:***

- Pointing a gun at you or someone else
- Approaching you or someone else with a knife or other weapon
- Stalking
- Sexual assault
- Angrily shaking fists and stomping feet at you or someone else (these actions, under certain conditions, can amount to assault)
- Pointing a weapon at themselves

If threatening words or behaviors happen in a residence hall, keep the person there if possible. If they happen in a classroom or office, let them leave and try to observe which way they go if you can do so without endangering yourself.

**6.6 HAZARDOUS GAS LEAKS** (Flammable, toxic, corrosive, cryogenic)

If a gas cylinder or gas supplies on counters in the science laboratories should begin leaking, and if in the judgment of the person or persons responsible for such materials it present any danger to themselves or the other building occupants, the following steps should be taken:

- a. If possible and it is safe to do so, shut off the gas source or remove it to the outside.
- b. Confine the fumes or fire by shutting the room door.
- c. Sound the building fire alarm so evacuation can begin.
- d. Call Campus Safety & Security at **ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone**, giving your name, department, and location of the emergency.
- e. Evacuate a safe distance away to the designated meeting place. Do not return to the building unless instructed that it is safe to do so by authorized personnel.

- f. Do not walk through or stand in smoke, vapors, or fumes.

## 6.7 HAZARDOUS MATERIALS

1. Any spillage of a hazardous chemical or radioactive material must be reported immediately to Campus Safety (**ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone**). When reporting, be specific about the nature of the involved material and exact location. Campus Safety will contact the necessary specialized authorities and medical personnel.
2. The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Campus Safety personnel.
3. Anyone who may be contaminated by a spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to Campus Safety. Required first aid and clean up by specialized authorities should be started at once.
1. If an emergency exists, activate the building alarm. **CAUTION: THE BUILDING ALARM RINGS ONLY IN SOME BUILDINGS**; you must report the emergency by telephone. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same. Exit to your designated Evacuation Staging Area. (**see Section 5 for Evacuation Procedures**)

## 6.8 HAZING

### *How to Report*

It is a violation for students, faculty, staff, or alumni to engage in any activity that may be construed as hazing on or off campus. Hazing is any action taken or situation created that produces mental, emotional, or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include, but are not limited to, paddling in any form, creation of excessive fatigue, physical and psychological shocks, treasure hunts, scavenger hunts, road trips, wearing apparel that is conspicuous and not normally in good taste, engaging in public stunts, morally degrading or humiliating games and activities that call undue attention to a difference in status between initiated and non-initiated members (running errands, carrying food, etc.), and late work sessions which interfere with scholastic activities and College Policies. Violations by individuals or student organizations constitute grounds for accountability action. The policy on hazing applies to all campus Student Organizations. Hazing is also a crime under Florida law.

Section 1006.63 of Florida Statutes defines criminal hazing as: Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

If you witness a hazing incident or if you have been hazed, you are responsible for making sure the incident is reported in a timely manner. All members of the Florida Southern College community are responsible for ensuring that the College remains free from hazing.

### **Where to Report**

Florida Southern College Safety and Security	863.680.4305
Center for Student Involvement	863.680.4499
Student Development	863.680.4206
Athletics	863.680.4244

### **6.9 HURRICANE – Severe Weather Plan**

**See Appendix A**

### **6.10 INFECTIOUS DISEASE**

Living and learning in a small community can expose students, employees, and guests to various infectious diseases. For this reason, all student members of the Florida Southern College community are required to have proper documentation regarding required vaccinations on file with the Student Health Center. Students may seek exemption from meeting the immunization requirement only for medical or religious purposes with completion of the *Immunization Exemption Release and Indemnity Agreement* form available from the Student Health Center and online at <https://www.flsouthern.edu/campus-offices/student-health-center/home.aspx> .

When the College suspects there is a threat of an infectious disease we can take action to inform our community to help keep them safe. Among the most serious diseases are:

- Bacterial Meningitis (meningococcal disease)
- Diseases of the gut causing vomiting & diarrhea (related to food & water)
- Influenza and upper respiratory viral infections
- Tuberculosis
- Chickenpox and other vaccine preventable diseases (e.g., measles, whooping cough)
- MRSA (methicillin-resistant Staphylococcus aureus)
- Infections caused by mosquitoes and ticks (e.g., mosquito borne such as West Nile Virus)
- Streptococcal infections (scarlet fever, strep throat, rheumatic fever)
- Newly emerging infectious diseases
- Less serious but common: Sexually transmitted diseases; mononucleosis

### **Campus Reporting**

Reporting of cases of infectious diseases and related conditions has been, and remains, a vital step in controlling and preventing the spread of communicable diseases. Any person who has knowledge of an outbreak of infectious disease or a cluster of unexplained illness on campus, infectious or non-infectious, should promptly report the information to Campus Safety at (863) 680-4125.

Advise the person who is ill to seek medical care. If the person is a student, advise the student to seek medical care at the Student Health Center. If college personnel, the employee should seek medical care at their primary care physician's office. If the above medical facilities are closed, some additional options include:

- Lakeland Regional Health – Walk-In Clinics, Monday – Friday, 8 am – 8 pm; Saturday – Sunday, 8 am – 5 pm; (863) 284-5000
  - Lake Miriam Campus, 4710 South Florida Avenue, Lakeland, FL 33813
  - Gateway Walk-In Campus, 2815 Lakeland Hills Blvd, Lakeland, FL 33805

- Lakeland Regional Medical Center, 1324 Lakeland Hills Blvd. 33804, (863) 687-1100, 24 hours/day, 7 days/week
- Night Owl Urgent Care, 3242 South Florida Avenue 33803, (863) 644-7337, 10 a.m. – 10 p.m., 7 days/week
- Watson Clinic Urgent Care at Main, 1600 Lakeland Hills Blvd. 33805, (863) 680-7271
- Watson Clinic Express Care at Lakeland Highlands, 2300 E. County Road 540A, 33813, (863) 393-9472

### **Infectious Disease Response Plan**

The Student Health Center works in collaboration with the Associate Vice President of Student Development to coordinate campus responses to potential infectious disease outbreaks. Generally, the response plan is as follows:

1. Reports of potential illness should be made to the Student Health Center at (863) 680-4292. Operating hours are Monday – Friday, 8am to 5pm. Reporting sources include: The Student Health Center (SHC); Florida Department of Health; student, staff, faculty; or other individual or entity.
  - After-Hours: when the SHC is closed, reports should be made to Campus Safety at (863) 680-4125
2. The SHC (when after-hours the Assoc. VP of Student Development along with Safety) quickly gathers information about the ill individual (while respecting the privacy of medical information) and any others who were in close contact.
3. The SHC notifies the Associate Vice President of Student Development and, if applicable, the Florida Department of Health in Polk County. (Epidemiology Unit at (863) 519-8300 or (863) 413-2620 for the nurse on call during nights, weekends, and holidays).
4. The Associate Vice President contacts the Campus Safety Director, the College’s President, and others needing to know. Drafting a campus-wide notification alert may be necessary and can be done in conjunction with the Florida Department of Health in Polk County. General goals include transparency, protection of privacy, alerting people to protective actions, and reassurance to those not at high risk. Most notifications will bring media attention that can further assist with messaging. There might also be campus-wide notification, including reassurance to those who are not at high-risk of infection.
5. The Student Health Center, working in partnership with the Florida Department of Health in Polk County, identifies those at high-risk of infection (typically those in prolonged close, versus casual, contact) and notifies them of “next steps” to be taken.
6. When applicable, such as a confirmed MRSA infection, the residential student will be relocated to a new residential space (if available), as a temporary measure, with private bathroom facilities. Student will remain in this location until the infection is controlled and negative test result is produced. Additionally, the roommate(s) of a student diagnosed with MRSA will also be relocated for a period of 24 to 48 hours while the room and any shared bathroom spaces are disinfected.
7. Using appropriate protective practices, properly trained custodians of the Facilities Maintenance department conduct a thorough cleaning and disinfection of residence halls, classrooms, offices, and the examination room of the Student Health Center.

To view student responsibilities under the College’s **MRSA Policy** please visit **Appendix C of the Student Handbook** found here: <https://www.flsouthern.edu/campus-offices/student-accountability/student-accountability-home.aspx> . Additionally, student athletes should refer to **Appendix F: Communicable Disease and Skin Infection of the Athletic Training Services Procedure Manual** for more information.

Note, the Student Health Center is operated by Lakeland Regional Health (LRH) personnel. LRH will make proper notification to the Florida Department of Health when infection is confirmed and when there is a State reporting requirement.

## 6.11 MEDICAL EMERGENCIES AND FIRST AID

If serious injury or illness occurs on campus, ensure your own safety first. Then immediately dial **911**. Give your name and be prepared to describe the nature and severity of the medical problem and the campus location of the victim. If possible, then call Campus Safety (**ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone**) with the same information.

In case of serious injury or illness, Red Cross-trained personnel should quickly perform the following steps while waiting for the arrival of trained medical personnel:

- a. Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
- b. Ask victim, “Are you okay?” and “What is wrong?”
- c. Check breathing and give artificial respiration if necessary.
- d. Control serious bleeding by direct pressure on the wound.
- e. Continue to assist the victim until help arrives.
- f. Look for emergency medical I.D., question witness (es), and give all information to responding medical personnel.
  - i. In case of minor injury or illness, if necessary, provide first aid care or recommend the person be seen at a medical facility. If treating a wound at the scene, it is desirable to use sterile first aid supplies. If these are not available, use clean material to treat the wound.
  - ii. Once the victim is safe, notify Campus Safety that an emergency medical situation has occurred (**ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone**).
  - iii. The College maintains a list of persons trained in first aid and CPR on the College Portal. The list can be accessed through the following tabs: Employee Info → College Policies → Section labeled “Safety”. Training is available to anyone through the local American Heart Association/Citizen CPR, Inc.

## 6.12 ACTIVE ASSAILANT

A report of an active assailant such as a person with a gun or other type of weapon will initiate a series of events and responses from both College administrative personnel and those persons located on the campus including students, employees, and visitors.

### Background

An active assailant is an armed person who either immediately intends to, or has used deadly physical force against other people. The active assailant has very little concern for his/her own safety or threat of capture. In most cases, there is a defined list of intended victims the assailant is looking for. Typically, the active assailant will continue to seek out and use deadly force until confronted and stopped by law enforcement, suicide or other intervention.

### Action Steps

The Department of Homeland Security advises that each person quickly determine the most reasonable way to protect their own life. The following 3 responses are recommended:

- 1. Evacuate** - If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
  - Have an escape route and plan in mind.
  - Evacuate regardless of whether others agree to follow.
  - Leave your belongings behind.
  - Help others escape, if possible.

- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

**2. Hide** - If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view,
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door),
- Not trap you or restrict your options for movement,

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager.
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet
- If evacuation and hiding out are not possible:
  - Remain calm
  - Dial 911, if possible, to alert police to the active shooter's location
  - If you cannot speak, leave the line open and allow the dispatcher to listen

**3. Take action** - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your action

### Control and Notifications

Lakeland Police Department (LPD) will assume immediate jurisdiction over the event.

Notification Policy:

- Campus Safety will call the appropriate building offices. Only LPD personnel will be dispatched to the event.
- Campus Safety will send out a message over the Public Address System.
- Campus Safety will send out a text message.
- The Office of External Relations will send a campus-wide e-mail.
- The Office of External Relations will post a notice to the Emergency Hotline: 680-4101.
- The Office of External Relations will post a notice to the Web Site Home Page Emergency Update.

### Evacuation and Reunification

In the event of an Active assailant, the likelihood of the campus being evacuated is high. Students and employees will be moved from the College to a predetermined sight off campus. Once the situation is deemed safe, the College will arrange transportation for all affected students back to the campus or unaffected area.

When the situation has stabilized, employees and students will receive further instructions from LPD, Campus Safety, and via text message, campus e-mail, the Emergency Hotline, and the Home Page.

### 6.13 STRUCTURAL FAILURE IN RESIDENCE HALLS

Non-emergency structural damage in residence halls and other campus buildings should be reported to Facilities Maintenance (Ext. 4192).

Under situations such as floods, severe weather, or earthquakes, structural damage could occur to the residence halls or other buildings. If you are in a building that has experienced significant or dangerous structural damage, please do the following:

1. Remain calm.
2. Evaluate the situation and dial **911** for emergency assistance. If you can do so, also notify Campus Safety at **ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone** for emergency assistance.
3. Do not use lanterns, torches, lighted cigarettes, or open flames, or turn lights or other electronic devices off or on, since gas leaks could be present.
4. Be guided by emergency personnel. If evacuation is ordered, carefully make your way to the nearest safe exit and proceed to the appropriate Evacuation Staging Area. (**see Section 5.5 for Evacuation Staging Areas**)
5. Open doors carefully. Watch for falling objects.
6. Do not move seriously injured persons unless they are in obvious immediate danger (such as fire, further structural failure, etc.).

### 6.14 STUDENT DEATH, OR OTHER ON CAMPUS

In the event of an on or near campus death or serious injury of a student, faculty, staff member or other campus community member immediately call **911**, then call Campus Safety (**ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone**). The College's Emergency Management Team will make decisions about the College's response to campus and community members. Every effort should be made to keep the scene a sterile as possible until the authorities arrive.

If the incident results in a work-related death or hospitalization, the College will make the appropriate notifications to OSHA.

### 6.15 SUSPICIOUS PERSONS

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. If there is obvious violent, dangerous, or criminal behavior, call **911**, to report an emergency. If you are ever in doubt about a suspicious person or activity, contact Campus Safety (**ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone**)
2. If you are a victim or a witness to any on-campus offense, **AVOID RISKS!**

3. Promptly notify Campus Safety (**ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone**) as soon as possible and report the incident, including the following:
  - a) Nature of the incident
  - b) Location of the incident
  - c) Description of person(s) involved
  - d) Description of property involved
4. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Campus Safety (**ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone**).
5. Assist the Safety Officers when they arrive by supplying them with all additional information and ask others to cooperate.
6. Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

#### 6.16 UTILITY FAILURE

If an emergency exists, pull the building alarm, notify Campus Safety (**ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone**), and evacuate your building to your Emergency Staging Area (see **Section 5.5 for Emergency Staging Areas**). If no danger exists, contact Facilities Maintenance (Monday – Friday, 8:00 a.m. – 5:00 p.m., **Ext. 4192**) or Campus Safety (after hours, weekends, holidays, **Ext. 4305**) and maintain calm and order in your building.



## Appendix A

### **HURRICANE OR SEVERE WEATHER PLAN GENERAL INFORMATION FOR CAMPUS COMMUNITY**

#### **Notice to Campus Community:**

The following is a telephone number that, during emergency situations, provides a recorded message about the status of the campus

**863-680-4101**

Campus Emergency Status can also be found online at <http://www.flsouthern.edu/campus-resources/safety.aspx>

#### **I. DEFINITIONS**

For the purpose of identification for the various activities described here, the following definitions are established:

- A. **Hurricane Season:** June 1- November 30
- B. **Hurricane Watch:** First warning by the National Weather Service that a hurricane is a definite threat to a portion of the coast of Florida (normally given 48 hours before the storm is expected to strike). Landfall is uncertain and broad geographic areas are alerted. This is the time for preliminary storm preparation. In the event that the Lakeland area falls under a Hurricane Watch, the College's President will have the Emergency Director schedule a meeting of the Emergency Team. The Director will establish communications with local and state officials who will advise the institution on the development of the emergency and actions to take.
- C. **Hurricane Warning:** Normally issued 36 hours before the storm is expected to strike; more accurate landfall is predicted, with narrower geographic boundaries. In the event of a Hurricane Warning, careful consideration and planning will be done before any mandatory evacuation of students and non-essential members is given. Consideration will be given to the storm intensity, projected path and possible effects from the storm to our area. Ample time will be afforded to anyone needing to evacuate, if the order is so given.
- D. **The Eye of a Hurricane** - the great spiraling winds of a hurricane surround a relatively calm center called the "eye." This calm is a deadly deception as maximum force winds and torrential rains border it. Many deaths and injuries have been caused by those venturing out when the eye passes only to be caught later in the maximum destructive force of the storm.
- E. **Hurricane** - A type of tropical storm with strong winds circulating around an extreme low- pressure area. When wind speed reaches 74 miles per hour the storms are classified as hurricanes.
- F. **Storm Surge** - a sudden violent rush of water that floods the coast as the storm makes landfall. Water levels might reach as high as 20 feet near the coast, even at low tide.
- G. **Tornado** - rotating column of air revolving around a low-pressure center, having a vortex several hundred yards in diameter, whose whirling may reach speeds up to 300 miles per hour
- H. **Tropical disturbance** - a moving area of thunderstorms in the tropics that maintains its identity for at least 24 hours.
- I. **Tropical storm** - a weather formation with distinct circulation and highest wind speeds of between 39 and 73 miles per hour.
- J. **Wind shear** - intense, upward and downward moving columns of wind.

## SAFFIR/SIMPSON HURRICANE INTENSITY CATEGORIES

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

Category	Sustained	Winds Damage
1	74-95 mph	Minimal
2	96-110 mph	Moderate
3	111-130 mph	Extensive
4	131-155 mph	Extreme
5	>155 mph	Catastrophic

## II. ESSENTIAL PERSONNEL

Essential Personnel are designated staff members who comprise the Emergency Team and whose primary responsibility shall be the protection of resident students, staff and College property. (If a member must be away, a deputy must be named).

## III. FUNCTIONS OF ESSENTIAL PERSONNEL

- A. All Essential Personnel will revise and review their departmental hurricane procedures with staff by May 15 of each year. In the event of a Hurricane Watch, these departments will implement this plan with the following departmental responsibilities:
  - a. *Business Services*: food, water, telephone communication, coordinate mass transportation if needed, stock emergency supplies (flashlights, batteries, radios)
  - b. *Campus Safety & Security*: implement and enforce Emergency Operations Plan, coordinate the movement of vehicles, assist in the safety/security of persons/property
  - c. *Facilities Management*: secure equipment/buildings and prepare facilities for hurricane, college vehicle movement and readiness, generators, housekeeping supplies
  - d. *Public Relations*: coordinate external communication for the Emergency Operations Plan Team. It will be the responsibility of the Office of Public Relations to coordinate and disseminate appropriate information to the media as quickly as possible.
  - e. *Student Development*: coordinate temporary housing.
- B. In the event that the College closes due to a weather type emergency, the following plan will be put into effect:
  - a. The location of emergency headquarters will be determined by the Emergency Management Team. The Command Post will be staffed by the Emergency Director, Director of Facilities Management, Director of Campus Safety & Security, and Vice President for Marketing and Communication. This staff will remain on site until the emergency condition has passed. (These people will be given radios to maintain contact.)
  - b. Student Development staff will be available to direct remaining students to appropriate emergency housing locations.
- C. The critical role is to monitor the situation and respond to emergencies. Community Directors and RAs will be notified.
- D. Non-essential personnel will be directed home or to the nearest shelter.

## **IV. PROTECTIVE PROCEDURES FOR STUDENTS AND EMPLOYEES**

### **A. Hurricane**

- a. Follow Evacuation Plan and Temporary Housing Assignment Instructions.
- b. If conditions permit, living units will be supplied with emergency food.
- c. There are general clean-up materials available in each residence hall so that damage occurring, particularly water intrusion, will be cleaned up promptly following the storm.

### **B. Tornado**

Generally speaking, there is little or no warning of a tornado touchdown. However, resident students must be instructed to take shelter in residence hall corridors and to close all doors. Clean-up operations would be supported by equipment and supplies located throughout the residence halls in custodial closets.

### **C. Flood**

Facilities Maintenance will provide a ready supply of sandbags to contend with flood situations. Equipment is on hand in the residence halls to clean up water intrusion.

## **V. STAFF PREPARATIONS**

A. Emergency supplies are located in buildings.

B. Custodial emergency supplies will be maintained to contain the following items:

- wet vacuum
- mop and mop bucket, mop wringer
- broom and dust pan
- can liners
- toilet paper
- sponges
- disinfectant
- glass patch
- rags
- absorb - to help absorb and deodorize body fluid spills
- ventilation equipment (blower, fan, etc.)
- wet floor sign
- rubber gloves

C. Housekeeping personnel will be mobilized as required by the Housekeeping Manager

D. Maintenance

- secure all doors and windows
- replace missing panels, panes or louvers
- glass panels, windows and doors with masking tape, if appropriate
- fuel up all vehicles and securely lock all mobile equipment
- identify main potable water valves in preparation for emergency lock-out
- store tools and portable equipment in a safe place so they are readily available
- procure a supply of spares for vulnerable equipment
- take down all campus directional signs

E. Grounds

- store all tools, mowers, etc, in a secure building
- remove, dump or properly store any loose equipment, scrap, wood, etc.
- trim trees with wide spreading branches, especially those close to buildings and utility lines
- remove and store any object that might be a danger in strong wind

During the normal hurricane season, Facilities Maintenance will maintain all areas in a pre-ready status in anticipation of storms. Build-up of outside trash will be kept to an absolute minimum and roof areas will be kept clear of all loose objects. All auxiliary and portable power plants and pumps will be at all times kept in top operating condition and test run in accordance with P/M standards. Facilities Maintenance is responsible to see that all windows and doors function properly. All operating hardware must be in working condition at all times. Supervisors will be responsible to maintain radios and beepers in good operating condition and adequate level of supplies. Adequate supplies of flashlights, batteries, plastic rolls, masking tape, rope, mops, buckets, rags, plywood, etc. will be maintained for use by personnel on duty before and during the hurricane.

## **VI. EMERGENCY ASSISTANCE**

- A. In the event of an impending hurricane, Student Development staff will go on full alert. First Aid kits will be checked and restocked.
- B. Primary first aid assistance will be available in all Residence Halls housing students. Subsequent medical attention, if required, for resident students and essential staff will be available at the Student Health Center. (RAs should have basic first aid training.)

## **VII. STAFF AND RESIDENT STUDENT PROCEDURES**

- A. Hurricane Emergency procedures for all departments shall be implemented upon notification from the Emergency Director, the President, or designee.
- B. General hurricane procedures and instructions shall be published and distributed for the following:
  - a. residential students
  - b. staff/faculty
- C. Specific instructions from the Emergency Director to all staff and students will be published on an as required basis during the hurricane watch.

## **VIII. FOOD SERVICE EMERGENCY PROCEDURES**

- A. Coordinate the protection and preparation of all food and water on campus.
- B. If possible, the Cafeteria will provide meal services for those resident students. Access and meal hours may be limited.
- C. In the event the emergency should extend over a significant period of time, voluntary assistance of students will be needed in the preparation and distribution of food.

## **IX. GENERAL HURRICANE PREPARATION INFORMATION**

### **Suspension of Service:**

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

### **Individual Action:**

1. Clear desktops, tables and other horizontal surfaces of all paper and other articles susceptible to water damage in case windows are broken.
2. Protect books, valuable papers and equipment by covering with plastic sheeting and masking tape available from Facilities Maintenance otherwise protect by storing inside cabinets, files, or boxes, or remove to interior rooms. Departments need to pick up supplies from Facilities Management.
3. Move desks, file cabinets, worktables and bookcases away from windows or open doorways.
4. Close and latch all windows.

5. Drop all Venetian blinds, close slats and draw curtains.
6. Close and lock all doors.
7. Turn off lights and electrical equipment. Unplug equipment and turn off air conditioners.
8. Clear any laboratory tables and areas of all possible apparatus and glassware. Place items in a protected location.

### **Resumption of Services**

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

## **XI. RESIDENTIAL STUDENT HURRICANE INSTRUCTIONS**

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

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

### **Preparation Before a Hurricane Strikes**

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

10. Remaining residents should provide their own snack items. Dining services will provide food when it is possible for the students to come to the dining hall. If food must be brought to the halls, the Student Life Staff will notify students of the schedule and place. Do not use grills.
11. Residents need to notify a member of the Student Development staff of their destination prior to leaving campus. If you vacate your residence prior to the storm, please make sure all windows and doors are secure.

### **Procedures During a Hurricane**

1. It is essential that all remaining residents stay indoors throughout the entire hurricane.
2. Residents must not leave the assigned residential living unit until directed to do so by a professional Student Development staff member. During the storm, for maximum protection, residents are to close room doors and remain in the hallways. If you are not familiar with a hurricane, there is always a lull in the storm when the eye passes through the area. Once the eye passes though, the storm begins again, but from the opposite direction. **STAY INDOORS.**
3. Residents should proceed to the interior corridors of the residence hall(s) and remain away from danger areas, such as glass windows and doorways in lobby areas.
4. First aid and/or food service will be made available whenever the storm passes or power is restored.
5. Do not attempt to open windows or doors to see what is happening outside.
6. Report all accidents, injuries, broken windows, or excessive water to a Safety staff member.
7. Telephone calls should be made only in case of emergency. The lines, if still working, will be overloaded.
8. “Hurricane Parties” are only for the movies. Do not drink alcohol – everyone must think clearly during a hurricane.

**Emergency Assistance:** Student Development staff have First Aid Kits. Primary First Aid assistance will be available in all Residence Halls housing students. Subsequent medical attention, if required, for resident students and essential staff will be available at the Student Health Center.

### **HURRICANE MYTHS**

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

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

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

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

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

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

## Appendix B

### DISASTER RESOURCES AND PHONE NUMBERS

**In an urgent emergency or eminent danger, always call 911 (9-911 on campus phone) first**

National Weather Service (NOAA) 1-813-645-2506 (recorded weather)

#### Local Law enforcement agencies

Lakeland Police Dept. 863-834-6900

Polk County Sheriff's Dept. 863-298-6200 or 1-800-226-0344

County law enforcement mutual aid system 863-534-0360

#### State Law enforcement agency

Florida Highway Patrol (non-emergency) 863-499-2300; (trooper dispatch) 863-834-2303

#### Fire department and paramedic units

Lakeland Fire Dept. (non-emergency) 863-834-8201

Lakeland Fire Dept. (to dispatch engine) 911 (9-911 from campus phone)

Polk County E.M.S. 863-534-0360

#### Hospitals

Lakeland Regional Health (LRH) 863-687-1100, 1324 Lakeland Hills Blvd., Lakeland FL

Winter Haven Hospital 863-291-1121, 200 Ave. F NE, Winter Haven, FL

Bartow Regional Medical Center 863-533-8111, 2200 Osprey Blvd. Bartow, FL

South Florida Baptist Hospital 813-757-1200, 301 N. Alexander St. Plant City, FL

Tampa General Hospital 813-844-7000, 1 Tampa General Cir. Tampa, FL (Level 1 Trauma)

Orlando Regional Medical Center 321-841-5111, 52 W. Underwood St. Orlando, FL (Level 1 Trauma)

#### Local Government Agencies

Polk Co. Emergency Management 863-534-6000

Polk County Board of Commissioners 863-534-6000

Polk County Health Department 863-413-2620

County Highway Department 863-534-6084

County and State Engineers 813-645-2506

The Division of Mines and Geology Department of Natural Resources 863-534-7370

Federal Small Business Association 863-646-7989

#### Federal and State Agencies

Florida State Emergency Preparedness & Community Support 850-245-4040

Florida State Health Disease Control & Health Protection 850-245-4300

State Highway Department 863-519-2300

State National Guard 863-648-3233

State Governor's Office 904-488-4441

The American Red Cross in Polk County 863-294-5941

Salvation Army 863-682-8179

State Office of Emergency Management (FEMA) 1-800-621-FEMA

Homeland Security 202-282-8000

Local television & radio stations

WTSP (CBS) – Chanel 10 - 727-577-8550; WLFA (NBC) - Channel 8- 813-228-8888; Bay News 9- 727-329-2300; WTVT (FOX) - Channel 13- 813-876-1313; WONN 1230 AM – 863-682-8184; WLKF 1430 AM – 863-682-8184.



## Appendix C

### Meeting the Mental Health Needs of Students and Employees Following a Major Campus or National/World Event

Florida Southern College's Counseling Center offers free clinical counseling to enrolled students by appointment. With three licensed clinicians as well as supervised graduate-level interns, the Counseling Center can typically meet individual student counseling needs within a day or two of the student's request. Additionally FSC's Chaplain, Reverend Tim Wright, is a licensed counselor and always available to students.

Unfortunately, sometimes events occur that have a broader scope and impact many campus community members. Such situations could include, but would not be limited to, on-campus events such as:

- Student death
- Bomb threats
- Campus shooting
- Devastating weather event

They could also include off-campus events that impact campus community members and their families, including but not limited to:

- Catastrophic weather event (e.g., Hurricane Katrina, Super Storm Sandy)
- Terrorist attack (e.g., the bombing of the Twin Towers)
- Other tragedies (e.g., Space Shuttle Challenger explosion)

In these cases, once the campus environment is safe, initial reach out to students include campus-wide texts and emails notifying students of resources, reach out by RAs who are trained to support students in the aftermath and to direct students to resources, and identified support staff being available in their offices and at public locations such as at food service locations (Wynee's Bistro, The Terrace, and TuTu's Cyber Café), Mr. George's Green, and the Fannin Campus Ministries Building.

Immediate, "next step" reach out responses include:

- Initial open-group sessions held by FSC's Counselors to help students process what has taken place, understand the normal reactions that may be experienced, and know the resources available. These sessions also allow Counselors to identify and respond to students who may need more focused or immediate support.
- Targeted-group sessions as appropriate.

Plus, for initial conversations and support as well as help getting referred to trained resources:

- Community Living staff (receive training in initial conversations with students in distress)
- Professional staff with extensive experience in supporting students in crisis, including
  - Vice President of Student Development Susan Freeman
  - Vice President for Student Support Dr. Marcie Pospichal
  - Dean for Student Development Mike Crawford
  - Members of the Student Solutions Center including
    - ✓ Shari Szabo, Dean for Student Success
    - ✓ Louise Johnson, Student Solutions Specialist
    - ✓ Emily Odio-Sutton, Student Solutions Specialist
    - ✓ Taylor Shook, Student Solutions Specialist
- Select FSC faculty with relevant training or experience, including a psychiatric nurse and select Psychology, Sociology, and Religion faculty.

Other lines of support include:

- Local mental health clinicians.
- Licensed counselors from nearby higher education institutions including Southeastern University, and Polk State College.
- Licensed counselors from local churches.

In the case of a widespread, massive catastrophe that extended beyond FSC's borders, the Red Cross and the Florida Department of Education would be contacted to provide additional services.

# Appendix D

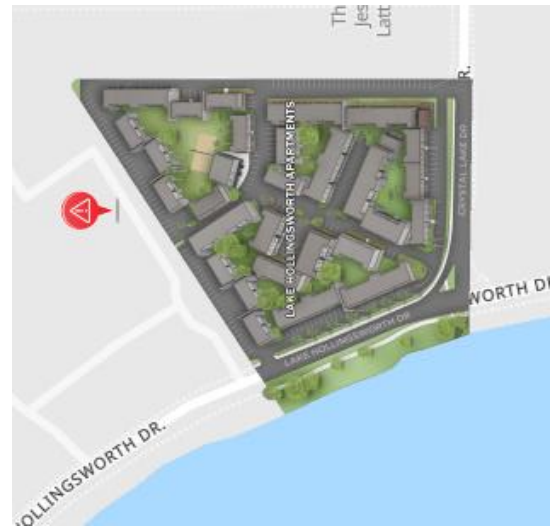
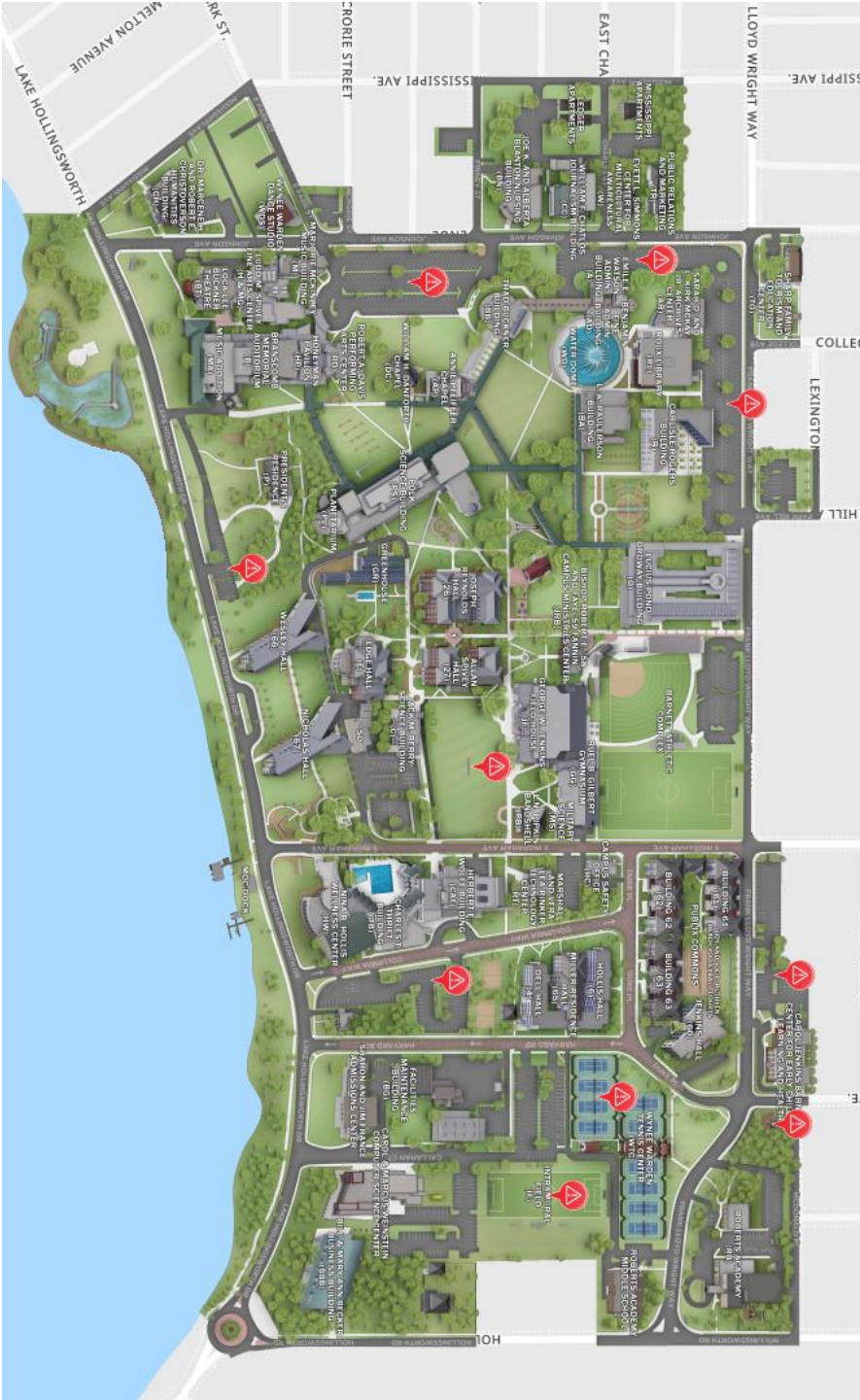
## Wheelchair Access Map

(See full interactive Campus map online at <http://myatlascms.com/map/?id=792#!ct/11594,11363>)



# Appendix E

## Evacuation Map with Staging Areas



**Staging Areas are identified with and red icons.**



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