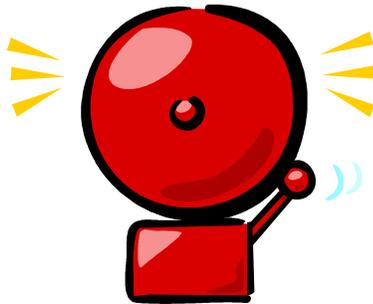




**EDISON STATE
COLLEGE**



EMERGENCY **R**ESPONSE **M**ANUAL

Charlotte County Campus
26300 Airport Rd.
Punta Gorda, FL 33950

Collier County Campus
7007 Lely Cultural Pkwy.
Naples, FL 34113

Hendry/Glades Center
1092 E. Cowboy Way
LaBelle FL 33935

Lee County Campus
8099 College Parkway
Ft. Myers FL 33908

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PREFACE

This manual has been designed to provide a basic contingency plan for Edison State College staff and faculty in the event of a campus emergency. Although the policies and procedures contained herein cannot cover every conceivable situation, they do supply the basic administrative guidelines necessary to cope with most campus emergencies. Accordingly, all College personnel should be familiar with, and are expected to follow, these procedures in the conduct of emergency operations on campus. Deviation shall be undertaken only when the specific situation necessitates the requirement to do so. In such case, sound judgment and common sense shall be exercised in order to bring the emergency to a satisfactory conclusion.

Suggestions and/or recommendations for procedural changes to this manual, if any, shall be submitted in writing to the Department of Public Safety for technical review. All changes subsequently recommended by Public Safety shall be submitted to the Executive Committee for evaluation and implementation, if approved.

1. Purpose

The basic procedures outlined in this manual are designed to enhance the protection of lives and property through effective use of College and/or community resources in the event of a major emergency. Whenever an incident affecting the campus reaches proportions that cannot be handled through routine measures, the District President, or in the District President's absence, his designee, may declare a state of emergency and implement this plan.

2. Scope

These procedures shall apply to all personnel, buildings and grounds owned and/or operated by the District Board of Trustees, Edison State College, to include those peripheral areas adjacent to the College campuses.

3. Types of Emergencies

The following emergencies are covered by this manual:

- a. Fire
- b. Injury/Illness
- c. Bomb Threat

- d. Explosion/Downed Aircraft
- e. Chemical Spill
- f. Hazardous Materials
- g. Violent or Criminal Behavior
- h. Psychological Crisis
- i. Civil Disturbance or Demonstration
- j. Utility Failure
- k. Tornado/Hurricane/Flooding
- l. Epidemic and/or Pandemic

4. Definitions of an Emergency:

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

- a. Minor Emergency - Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. Report to the Department of Public Safety.
- b. Major Emergency - Any incident, potential or actual, which affects an entire building or buildings, and/or which will disrupt the overall operations of the College. Outside emergency services may be required as well as major efforts from campus support services. Major policy considerations and decisions may be required. Report to the Department of Public Safety who will report to District Director of Facilities Planning & Management who will report to the Executive Vice President and campus president.
- c. Disaster - Any event or occurrence which has taken place and has seriously impaired or halted the operations of the College. In some cases mass casualties and severe property damage may be sustained. A coordinated effort of all district-wide resources is required to control the situation: outside emergency services will be essential.

5. Assumptions:

The College Emergency Response Plan is predicated on a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. The following general assumptions apply:

- a. An emergency or disaster may occur at anytime, day or night, weekend or holiday, with little or no warning. The succession of events in an emergency are not entirely predictable, therefore, published contingency plans will serve only as a guide/checklist and may require field modification in order to meet the requirements of the emergency.
- b. Disasters may affect other residents in the geographical vicinity of the College and; as a result, city, county, state and/or Federal emergency assistance may not be immediately available. A delay in receiving outside emergency service may be expected.
- c. A campus/district state of emergency will be declared if information indicates that such a condition is developing or is probable.

6. Declaration of a Campus/District State of Emergency

- a. The authority to declare a district state of emergency rests with the College District President (Emergency Director) or his/her designee. The authority to declare a campus state of emergency rests with the respective Campus President. In the absence of the District President, his/her designee, and the Campus President, emergency operations shall be directed by the on-scene

commander (authorized College employee on-site). This person will be relieved by the Emergency Director or Executive Coordinator(s), as appropriate.

b. Order of authority:

- (1) Emergency Director(District President or designee)
- (2) Executive Coordinator(District Executive Vice President)
- (3) Executive Coordinator(Campus President [Lee, Collier or Charlotte])
- (4) Executive Coordinator(Lee Campus VP,)
- (5) Executive Coordinator(District VP, Student & Academic Affairs)
- (6) Executive Coordinator(District VP,)

(See page 8 for other emergency personnel)

c. In the event of a campus emergency the following procedures apply:

- (1) As soon as possible upon the occurrence of an emergency, the Emergency Director or his/her designee or the on-scene commander shall initiate appropriate procedures to contain the emergency and to the maximum extent possible, safeguard persons and property. If the emergency is under the command of anyone other than the District President, the President shall be immediately apprised of the situation and the need for a declaration of a campus or district state of emergency.
- (2) If an isolated campus state of emergency is declared, only registered students, faculty and staff may be authorized to remain on campus. Should a campus-wide or district-wide emergency be declared; only those staff members who have been assigned to the emergency management team shall be allowed to remain on duty. All other personnel shall evacuate the area unless instructed to do otherwise.



DIRECTION
&
COORDINATION

CAMPUS EMERGENCY COMMAND POST

Lee Campus:

When a major emergency occurs, or is imminent, it shall be the responsibility of the Lee Campus President to set up and staff an appropriate Emergency Command Post. The District Administrative Offices in Robinson Hall shall also be kept fully operational at all times, situation permitting.

If the emergency involves a large part of a campus or the district, the command post shall be set up in Building D, Facilities Planning & Management, Lee County Campus. A staging area for outside and local agency assistance teams/equipment shall be established, if needed, and a conference room or other suitable accommodations shall be provided for operations of the combined on-site emergency response team(s).

The Emergency Command Center shall have:

- a. An emergency generator capable of 24/7 operation
- b. Emergency equipment including barricades & marker tape
- c. Communications system including two-way radios & bull horns
- d. First aid supplies
- e. Non-Perishable food products and enough water to supply each person present, 1 gallon per day.
- f. Other necessary items pertinent to the situation, as needed

Charlotte Campus:

When a major emergency occurs, or is imminent, it shall be the responsibility of the Campus President to set up and staff an appropriate Emergency Command Post. Administrative Offices in the Student Services Building shall be kept fully operational, situation permitting.

If the emergency involves a large part of the campus, the command post shall be set up in the President Conference Room. A staging area for outside and local agency assistance teams/equipment shall be established, if needed, and a conference room or other suitable accommodations shall be provided for operations of the combined on-site emergency response team(s).

The Emergency Command Center shall have:

- a. An emergency generator capable of 24/7 operation
- b. Emergency equipment including barricades & marker tape
- c. Communications system including two-way radios & bull horns
- d. First aid supplies
- e. Non-Perishable food products and enough water to supply each person present, 1 gallon per day.
- f. Other necessary items pertinent to the situation, as needed

Collier Campus:

When a major emergency occurs, or is imminent, it shall be the responsibility of the Campus President to set up and staff an appropriate Emergency Command Post. Administrative Offices and Public Safety

Office shall be kept fully operational, situation permitting.

If the emergency involves a large part of the campus, the command post shall be set up in the Physical Plant Building. A staging area for outside and local agency assistance teams/equipment shall be established, if needed, and a conference room or other suitable accommodations shall be provided for operations of the combined on-site emergency response team(s).

1. The Emergency Command Center shall have:
 - a. An emergency generator capable of 24/7 operation
 - b. Emergency equipment including barricades & marker tape
 - c. Communications system including two-way radios & bull horns
 - d. First aid supplies
 - e. Non-Perishable food products and enough water to supply each person present, 1 gallon per day.
 - f. Other necessary items pertinent to the situation, as needed

A. LEE COUNTY CAMPUS EMERGENCY MANAGEMENT TEAM

1. Personnel Assigned

- a. Emergency Director District President
- b. Executive Coordinators:
 - District Executive Vice President
 - Campus President
 - Lee Campus Vice-President
 - District VP Student & Academic Affairs
 - District VP
- c. District Damage Control Director Facilities Planning & Management
- d. Public Safety Director, Public Safety & Security
- e. Campus Damage Control Manager, Plant Operations

Information recording for Lee Campus 489-9300

B. CHARLOTTE COUNTY CAMPUS EMERGENCY MANAGEMENT TEAM

1. Personnel Assigned

- a. Emergency Director District President
- b. Executive Coordinators:
 - District Executive Vice President
 - Charlotte Campus President
 - Charlotte Campus Dean
 - Campus Director Student Services
- c. District Damage Control Director Facilities Planning & Management
- c. District Public Safety Director Public Safety
 - Charlotte Campus Public Safety Supervisor
- d. Campus Damage Control Physical Plant Coordinator

Information recording for Charlotte Campus 637-5600

C. COLLIER COUNTY CAMPUS EMERGENCY MANAGEMENT TEAM

1. Personnel Assigned

- a. Emergency Director District President
- b. Executive Coordinators:
 - District Executive Vice President
 - Collier Campus President
 - Collier Campus Dean
 - Campus Director Student Services
- c. District Damage Control..... Director, Facilities Planning & Management
- c. District Public Safety Director, Public Safety
 - Collier Public Safety Supervisor
- d. Damage Control.....Physical Plant Coordinator

Information recording for Collier Campus..... 732-3700

See Emergency Contact List for telephone numbers

Responsibilities of Emergency Leadership Team:

A. Emergency Director (District President, Edison State College)

1. Oversees the district wide emergency response effort.
2. Works with the Campus President(s) and others in assessing the emergency and preparing the College's specific response.
3. Declares and ends, when appropriate, the campus state of emergency as provided for in this manual.
4. Informs and conducts liaison activities with the College faculty and staff, governmental agencies and others as required.

NOTE: Executive Coordinators act in the absence of the Emergency Director.

B. Emergency Coordinators (District Executive Vice President and Campus Presidents)

1. Directs the Campus emergency response.
2. Determines the type and magnitude of the emergency and establishes the appropriate response.
3. Takes necessary action to maintain safety and order.
4. Notifies members of the Campus Emergency Management Team and advises them of the nature of the emergency.
5. Initiates contact with the District President and administration and begins assessment of the College condition.
6. Conducts liaison activities with responding outside support agencies such as fire, law enforcement, medical, etc.
7. Insures that appropriate notification is made to off-campus staff as required.
8. Performs other related duties as may be required.
9. Prepares and submits a report to the District President appraising the final outcome of the emergency.

C. Damage Control (Director, Facilities Planning & Management)

1. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricading, damage assessment, debris clearing, emergency repairs, equipment and facility protection, etc.
2. Provides vehicles, equipment and operators for movement of personnel and/or supplies.
3. Obtains the assistance of local utility services if required.
4. Obtains emergency power/lighting as required.
5. Surveys available facilities and relocates essential services and functions.
6. Provides for storage of vital records at an alternate site if the situation so dictates.
7. Provides and equips an alternate site for the Emergency Command Post if required.
8. Provides and/or arranges for such other services as may be necessary.

D. Public Safety (Director, Public Safety/Public Safety Supervisor)

1. Notifies College administrators of major emergencies.
2. Takes immediate and appropriate action to protect life, property and College records.
3. Provides traffic control, access control, perimeter and internal security as required.

4. Provides technical and safety assistance to reduce hazards prior to and during emergency conditions.
5. Investigates and evaluates campus hazards to environmental health and public safety.

E. Public Communications and Information (Director of Communication)

1. Notifies College administrators of major emergencies. Establishes liaison with the news media for dissemination of information as requested by the Emergency Director. Prepares news releases for release to the media concerning the emergency.
2. Establishes liaison with local radio and television services for public announcements. Arranges for photographic and audio-visual services.
3. Advises the Emergency Director of all news concerning the extent of the emergency affecting the campus.

COLLEGE NOTIFICATION SYSTEMS

The telephone, e-mail, web page & Edison Emergency Notification System are the primary means of emergency notification at Edison State College. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. Building fire alarm horns shall be used to announce an evacuation as well as available public address systems.

The Office of the **District President or his/her designee** shall be the focal point for two-way communications to/from College administrators. Each administrator, upon receiving notification of an emergency, shall pass the same information along to those departments and/or offices under his/her direction. The Campus President will notify the District Director of College Facilities of any campus emergency and will initiate the notification system by calling the Emergency Management Team.

NOTICE: During an emergency, campus phones must be restricted to official notification only. Faculty/staff shall immediately cease all routine internal and external telephone communications in order to keep all lines free for emergency command and control. When calling, stay calm and carefully explain the problem and the exact location. Do not hang up until told to do so.

KEEP CALM

HELP KEEP OTHERS CALM

Edison Emergency Notification System

EMERGENCY NOTIFICATION GUIDE

Using Connect-ED to deliver Emergency Messages

See Appendix

TELEPHONES IN CLASSROOMS

See Appendix

RISK ASSESSMENT NOTIFICATION PROCEDURES

See Appendix

MEDIA RELATIONS

1. **Basic Guidance: The College has two basic guidelines to be observed in crisis situations:**
 - a. Only authorized spokespersons from the Communications office shall meet or talk with the media.
 - b. Only factual information shall be released. **No speculation is to be offered.**

2. **Other Guidelines**
 - a. College personnel shall report all emergencies in accordance with the instructions contained herein. They shall not speak to outsiders, especially to the media, on behalf of the College.
 - b. The District President, top administrators and the Campus Presidents shall be kept informed of the status of the emergency at all times.
 - c. The District President, the District Executive Vice President, Campus Presidents and such other parties as may be directly involved shall confer and decide on the appropriate media action.
 - d. All calls from the media shall be referred to the Communications Office.
 - e. The Communications Office, through the Senior Switchboard Operator, will have the responsibility for coding the appropriate emergency message on the automated attendant telephone system.

Contact Numbers confirmed 5.7.08

MEDIA CONTACTS

STATION	CALL LETTERS	NEWS/MAIN DESK	FAX	E-MAIL
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TELEVISION

NBC-2 ABC-7	WBBH WZVN	939-6233	939-3244	newstips@abc-7.com ; newstips@abc-7.com
CBS-5	WINK	334-8247	338-4383	assignments@winktv.com
FOX-4	WFTX	574-6397	574-4803	news@fox4now.com
PBS-3	WGCU	590-2521	590-2520	wgcunews@fgcu.edu

RADIO

90.1 FM	WGCU	590-2521	590-2520	wgcunews@fgcu.edu
101.1 FM	WAVV	775-9288	793-7000	mike@wavv101.com Mike Riley, news director
Beasley Broadcasting				
96.1 FM	WRXK	495-2100	948-0785	jsmith@bbswfl.com Jenny Smith, PSA director
99.3 FM	WJBX			
770 AM	WWCN			
106.3 FM	WJPT			
103.9 FM	WXKB			
Clear Channel / Lee, Collier				
100 FM	WCKT	225-4300	225-4410	edielong@clearchannel.com GM's administrative assistant
95 FM	WOLZ			
105.5 FM	WBTT			
107.1 FM	WZJZ			
Clear Channel / Charlotte				
92.9 FM	WIKX	941-206-9290 (emergencies only)	941-206-9296	Mikemoody@clearchannel.com GM
1580 AM	WCCF			
104.9 FM	WCVU			
1070 AM	WKII			
98.9 FM	WBCG			

STATION	CALL LETTERS	NEWS/MAIN DESK	FAX	E-MAIL
Fort Myers/Meridian Broadcasting				
96.9 FM	WINK	334-1111 x 0	479-5586	chad.rufer@winkfm.com
97.7 FM Spanish	WTLQ		479-5559	al.sanchez@fmbcradio.com
1200 AM	WPTK			
1240/1270 AM	WINK/WNOG	334-1111 x 0		
93.7 FM	WTLT			
92.5 FM	WUSV			
94.5 FM	WARO			
Renda Broadcasting Group 495-8383				
98.9 FM	WGUF	none	495-0883	rsavage@rendabroadcasting.com Randy Savage, Program Director
102.9 FM	WJGO	495-1029		
104.7 FM	WSGL	947-1047		
101.9 FM	WWGR	498-1019	495-0883	

NEWSPAPERS

News-Press		335-0200	239-334-0708	community@news-press.com
Cape Coral Breeze		574-1110	239-574-5693	vharring@breezenewspapers.com ; or news@breezenewspapers.com
Naples Daily News		262-3161	239-263-4816	info@naplesnews.com
Charlotte Sun-Herald		8-1-941-206-1168	941-629-2085	1) Chris Porter Executive Editor: porter@sun-herald.com or, 2) city editor Lorraine S.: lorraines@sun-herald.com
Charlotte Herald Tribune		8-1-941-627-7505	941-627-7510	vicki.dean@heraldtribune.com

Key Media Contacts

Media	Contact	Email
Banner News	Chad Gillis	cegillis@bonitanews.com
Boca Beacon	Gary Dutery	gdutery@bocabeacon.com
Bonita Daily News		newsupdates@naplesnews.com
Calusa Belle		cbeditor@strato.net
Cape Coral Daily Breeze		news@breezenewspapers.com
Cape Coral Daily Breeze	McKenzie Cassidy, edu/health	mcassidy@breezenewspapers.com
Charlotte Herald Tribune	Vicki Dean	vicki.dean@heraldtribune.com
Charlotte Sun Herald/Punta Gorda Herald		lorraines@sun-herald.com
Florida Weekly		news@florida-weekly.com
Fort Myers Beach Observer	Charlie Loucks	cloucks@breezenewspapers.com
Immokalee Bulletin (Mon. noon deadline)		ceceditor@yahoo.com
Island Sun		press@islandsunnews.com
Lehigh News-Star	369-2191, C. Logan	clogan@news-press.com
Marco Island Sun Times	ONLINE	joe@misuntimes.com
Naples Daily News		tmiguel@naplesnews.com
Naples Sun Times	Leigh Tahirovic, editor	mail@naplessuntimes.com
News Press, The		schools@news-press.com
News Press, The	David Breitenstein	dbreitenstein@news-press.com
Osborn, John A.	Freelance writer	johnaosborne@hotmail.com

TV: Fox 4		news@fox4now.com
TV: WBBH, NBC-2	Sam Aldrich	sama@water.net
TV: WGCU	Amy Tardif	atardif@fgcu.edu
TV: WINK	Melissa Cabral	melissa.cabral@winktv.com
TV: WZVN, ABC-7	Darrel Adams	darrel.adams@water.net
TV: WZVN, ABC-7	Katie Lagrone, 706-536-1815	katie.lagrone@abc-7.com
TV: WINK	Assignments	assignments@winktv.com
TV: WINK	Eye on Education	eyeoneducation@winktv.com
TV: UNIVISION	Vanessa Ortiz, Wilson Fajardo	wfajardo@ebcorp.net
Cape Coral Daily Breeze	ONLINE	http://www.sanibel-captiva-islander.com
Captiva Chronicle	ONLINE	http://www.sanibel-captiva-islander.com
Captiva Current	ONLINE	http://www.sanibel-captiva-islander.com
Charlotte Women	ONLINE	http://www.sanibel-captiva-islander.com
Fort Myers Beach Observer	ONLINE	http://www.sanibel-captiva-islander.com
Gasparilla Gazette	ONLINE	http://www.sanibel-captiva-islander.com
Gasparilla Magazine	ONLINE	http://www.sanibel-captiva-islander.com
Island Reporter & Islander	ONLINE	http://www.sanibel-captiva-islander.com
Lehigh Acres Citizen	ONLINE	http://www.sanibel-captiva-islander.com
Naples Daily News	ONLINE	http://www.naplesnews.com
Newszap.com	ONLINE	newsroom@newszap.com
North Fort Myers Neighbor	ONLINE	http://www.sanibel-captiva-islander.com
Pine Island Eagle	ONLINE	http://www.sanibel-captiva-islander.com
South Lee Messenger	ONLINE	http://www.sanibel-captiva-islander.com
Cape Coral Daily Breeze	Valarie Harring, Executive editor	vharring@breezenewspapers.com
Cape Coral Daily Breeze	Chris Strine, editor	cstrine@breezenewspapers.com
Glades County Democrat		GCDNews@newszap.com
Marco Eagle		tdrife@marcoeagle.com
News Press Events	Steve McQuilkin (only events)	community@news-press.com
TV: WBBH, NBC-2		newstips@nbc-2.com
TV: WZVN, ABC-7		newstips@abc-7.com

SOURCES OF ASSISTANCE

1. Public Safety Offices

Lee Campus	239-489-9203 or extension 1203
Charlotte Campus	941-637-5608 or extension 5608 941-637-5655
Collier Campus	239-732-3708 or extension 3712 239-732-3755
Hendry-Glades Center	863-674-0408 or extension 6000

2. Facilities and Plant Operations

Lee Campus	239-489-9243	239-489-9203 (After Hours)
Charlotte Campus	941-637-5648	941-637-5608 (After Hours)
Collier Campus	239-732-3779	239-732-3712 (After Hours)

3. LEE COUNTY CAMPUS ASSISTANCE BETWEEN THE HOURS OF 8:30 AM - 4:30 PM

- a. Public Safety office -*All calls answered 24 hours, 7 days a week*
- b. 1. On-campusext. 1203
- c. 2. Off-campus 239-489-9203
- d. Facilities Manager.....ext. 1243
- e. Risk Management/Auxiliary Services.....ext. 1350
- f. Custodial Services.....ext. 1243
- g. Shipping & Receivingext. 1273
- h. Campus Operator (7:30 am - 9pm Mon-Thu & 7:30 - 5:00 pm Fri)(489-9300) 0 or 1259

4. EMERGENCY PHONE NUMBERS –

See Emergency Contact List

5. EMERGENCY PHONE NUMBERS – OFF CAMPUS

See Emergency Contact List



EMERGENCY SITUATIONS
BY CATEGORY

CONFINED SPACE PROCEDURES

1. **Definition:** A confined space shall mean any space fully or partly surrounded by solid man-made surfaces and/or confining surfaces including, but not necessarily limited to, sewage treatment plants, sewage lift stations, sewers, septic tanks, grease traps and other spaces which may contain an accumulation of flammable, explosive, toxic, poisonous or asphyxiant gases or insufficient oxygen.

2. **Purpose:** To assure the safety and well-being of persons required to enter confined spaces and provide for emergency procedures for use in the event conditions require the rescue of the person(s) therein. Additionally, realizing that sixty percent (60%) of confined space fatalities occur among would-be rescuers, to provide appropriate procedures to assure the safety of those personnel involved in rescue operations, if required.

3. **Entry Procedure:**
 - a. Notify local Fire-Rescue Department. Only fully trained, properly equipped personnel shall enter a confined space, regardless of air quality test results.
 - Every confined space shall be tested with an approved, pre-tested air quality instrument for toxic gases, combustible gases and the presence of sufficient oxygen prior to entry, with spotter outside of entrance and tag line tethered to testing party.

 - b. If the air quality monitor indicates that no excessive levels of toxic, lethal and/or combustible gasses are present, and that sufficient oxygen is available, the confined space may be entered. Set up ventilation blower (fan) and operate into space for a minimum of 15 minutes.

 - c. If any excessive level of toxic, lethal or combustible gas is detected, or if insufficient oxygen is available, entry shall not be authorized under any circumstance. Notify the Manager of the Physical Plant to arrange for assistance.

4. **Emergency Rescue**
 - a. If the person in the confined space is unable to return to safety (overcome by gas, falls, heart attack, etc.) the local Fire-Rescue Department shall pull, lift, drag or otherwise retrieve the stricken employee from the space and move him/her to safety.

FIRE and HAZARDOUS MATERIALS

1. Sound the alarm to alert building occupants by using one of the fire alarm pull stations located adjacent to each main exit or classroom emergency exit as appropriate.
2. Evacuate the building. **DO NOT USE ELEVATORS!**
3. Notify the Public Safety office:
4. Note: Public Safety will notify other campus officials as necessary.

NOTE: Fire extinguishers are strategically located in each building and in some classrooms. They may be used to fight small, containable fires if, in the user's opinion, a reasonable chance of success exists and no undue risk of personal injury will be encountered. **Under no circumstances shall sounding the alarm, building evacuation or proper notification be delayed to fight the fire!**

5. Proceed to the designated assembly area (See campus map page **) and await further instructions. Do not interfere with emergency equipment or personnel!
6. Disabled individuals:
 - a. Classroom instructors/paraprofessionals should be designated to assist specifically identified individuals with physical disabilities within their area of responsibility.
7. Instructors:
 - a. Ensure all students evacuate in a prompt, orderly manner. Assist physically disabled students as required. Request help if necessary.
 - b. Close any windows that may be open.
 - c. Close your classroom/office door as you exit. **DO NOT LOCK!**
 - d. Account for all employees/students upon reaching the assembly point.
8. Do not return to the evacuated building until specifically instructed to do so by a College official.

NOTICE: Smoke is the greatest danger in a fire. If necessary, stay near the floor where the air will be less toxic. If trapped on the second floor of a building during a fire and a window is available, hang an article of clothing outside the window as a marker for rescue crews. If no window is available, stay near the floor and shout at regular intervals to alert emergency crews of your presence.

BRUSH FIRES

Should you find yourself amid fire and smoke:

- A fire extinguisher or garden hose will be ineffective in putting out a large brush fire.
- You can't outrun a fire that is being driven by high winds, which constantly change. If you find yourself in a brush fire the best place to be is on the 'burned' side of the fire where most of the fuels have already been consumed. Also lay low, heat travels upwards in most situations.
- Due to poor visibility because of heavy smoke, please do not stand in the middle of a road or trail and wear a reflective vest.

Try to avoid inhaling smoke. Driving near a fire, keep all your windows closed and place the A/C on

reciprocating to minimize smoke inside your vehicle. Particle masks and covering your face might help minimize the inhalation of particles.

In extreme smoke conditions air intakes and HVAC systems may be shut down.

DO NOT PANIC!

Fire Extinguishers

- four basic different types or classes of fire extinguishers
- each extinguishes specific types of fire
- Newer extinguishers use a picture/labeling system to designate which types of fires they are to be used on.
- Older extinguishers are labeled with colored geometrical shapes with letter designations.
- Both of these types of labels are shown below with the description of the different classes of extinguishers.

Additionally, Class A and Class B fire extinguishers have a numerical rating which is based on tests conducted by Underwriter's Laboratories that are designed to determine the extinguishing potential for each size and type of extinguisher.

Fire Extinguisher Ratings

Class A Extinguishers will put out fires in ordinary combustibles, such as wood and paper. The numerical rating for this class of fire extinguisher refers to the amount of water the fire extinguisher holds and the amount of fire it will extinguish.



Class B Extinguishers should be used on fires involving flammable liquids, such as grease, gasoline, oil, etc. The numerical rating for this class of fire extinguisher states the approximate number of square feet of a flammable liquid fire that a non-expert person can expect to extinguish.



Class C Extinguishers are suitable for use on electrically energized fires. This class of fire extinguishers does not have a numerical rating. The presence of the letter "C" indicates that the extinguishing agent is non-conductive.



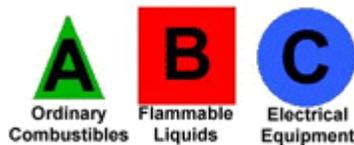
Class D Extinguishers are designed for use on flammable metals and are often specific for the type of metal in question. There is no picture designator for Class D extinguishers. These extinguishers generally have no rating nor are they given a multi-purpose rating for use on other types of fires.



Multi-Class Ratings

Many extinguishers available today can be used on different types of fires and will be labeled with more than one designator, e.g. A-B, B-C, or A-B-C. Make sure that if you have a multi-purpose extinguisher it is properly labeled.

This is the old style of labeling indicating suitability for use on Class A, B, and C fires.



This is the new style of labeling that shows this extinguisher may be used on Ordinary Combustibles, Flammable Liquids, or Electrical Equipment fires. This is the new labeling style with a diagonal red line drawn through the picture to indicate what type of fire this extinguisher is **NOT** suitable for. In this example, the fire extinguisher could be used on Ordinary Combustibles and Flammable Liquids fires, but not for Electrical Equipment fires.



Types of Fire Extinguishers

Dry Chemical extinguishers are usually rated for multiple purpose use. They contain an extinguishing agent and use a compressed, non-flammable gas as a propellant.

Halon extinguishers contain a gas that interrupts the chemical reaction that takes place when fuels burn. These types of extinguishers are often used to protect valuable electrical equipment since they leave no residue to clean up. Halon extinguishers have a limited range, usually 4 to 6 feet. The initial application of Halon should be made at the base of the fire, even after the flames have been extinguished.

Water extinguishers contain water and compressed gas and should only be used on Class A (ordinary combustibles) fires.

Carbon Dioxide (CO₂) extinguishers are most effective on Class B and C (liquids and electrical) fires. Since the gas disperses quickly, these extinguishers are only effective from 3 to 8 feet. The carbon dioxide is stored as a compressed liquid in the extinguisher; as it expands, it cools the surrounding air. The cooling will often cause ice to form around the “horn” where the gas is expelled from the extinguisher. Since the fire could re-ignite, continue to apply the agent even after the fire appears to be out.

How to Use Extinguisher

No matter the shape and size, they all operate in a similar manner. Here's an easy acronym for fire extinguisher use:

P A S S -- **P**ull, **A**im, **S**queeze, and **S**weep

Pull the pin at the top of the extinguisher that keeps the handle from being accidentally pressed.

Aim the nozzle toward the base of the fire.

Stand approximately 8 feet away from the fire and **squeeze** the handle to discharge the extinguisher. If you release the handle, the discharge will stop.

Sweep the nozzle back and forth at the base of the fire. After the fire appears to be out, watch it carefully since it may re-ignite!

Hazardous Materials

Pipeline and Hazardous Materials Safety Administration The Emergency Response Guidebook (ERG2008)

Developed for use by firefighters, police, and other emergency services personnel, who may be the first to arrive at the scene of a transportation incident involving a hazardous material, the Emergency Response Guidebook is primarily a guide to aid first responders in:

- (1) quickly identifying the specific or generic classification of the material(s) involved in the incident, and
- (2) protecting themselves and the general public during this initial response phase of the incident. The ERG is updated every three to four years to accommodate new products and technology.

The guidebook is available on-line through:

<http://hazmat.dot.gov/pubs/erg/guidebook.htm>

Once downloaded, a Search may be made by Name or Placard Number of Material:

http://hazmat.dot.gov/pubs/erg/ERG_Windows_Setup.exe

We are not equipped, nor trained to handle these emergencies.

RESIST RUSHING IN ! STAY CLEAR OF ALL SPILLS, VAPORS, FUMES, SMOKE AND SUSPICIOUS SOURCES (UPWIND).

Call 911 for Fire and HazMat response when confronted with chemical spills.

Emergency first responders at the scene will seek additional specific information about any material in question and this guide may help you in providing that information. Do not approach leaking tankers, chemical containers, or chemical spills. Please use this guide *for reference only*. If you are able to see a placard you will be able to provide the numbers to 911 and learn what the chemical is. Please use evacuation procedures.

MSDSSEARCH National Repository

<http://www.msdsearch.com/msdsearch.htm>

INJURY/ILLNESS

1. Notify Public Safety Office, (Call 911 if immediate, life-threatening emergency)
2. Standby to direct emergency personnel to the victim.

NOTE: Unless, in your opinion, it is an immediate, life-threatening emergency, do not attempt to assist the victim unless you are trained in first aid procedures and know what you are doing!

Properly trained personnel should provide the following care:

3. Observe and assess the victim*. Keep them still and calm. **DO NOT MOVE!**
4. Ask the victim: Are you okay? What is wrong? Are you in pain?
5. Check pulse and breathing. Only properly trained personnel should administer CPR if necessary.
6. Control serious bleeding by direct pressure on the wound.
7. Notify Public Safety office to take a report and request EMS personnel if necessary.
8. Standby to assist and/or answer questions when help arrives.
9. If injury is to an employee, notify Human Resources at ext. 1377, during normal office hours or as soon as possible thereafter.

* *Does the victim exhibit symptoms of influenza - type illness? If so, call **911** immediately.*

BOMB THREAT

1. By Telephone

- Stay calm and keep your voice calm
- Activate recorder, if available
- Pay close attention to details. Talk to the caller to obtain as much information as possible
- Keep the caller on the line as long as possible. Ask pertinent questions. Take notes (refer to Bomb Threat Assessment form next page).
- Fill out Bomb Threat Assessment form to the fullest extent possible.
- Notify Public Safety (who will notify the campus President):
- Standby for evacuation instructions.
 - * Check your work area for unfamiliar items. Do not touch suspicious items; report them to campus authorities
 - * Take personal belongings when you leave
 - * Leave doors and windows open; do not turn light switches on or off
 - * Use stairs only; do not use elevators
 - * Move well away from the building and follow instructions from emergency responders

2. By Delivery

- a. Upon observing a suspicious object (letter, package, etc.). DO NOT HANDLE!
- b. Vacate the immediate area.
 - * Take personal belongings when you leave
 - * Leave doors and windows open; do not turn light switches on or off
 - * Use stairs only; do not use elevators
 - * Move well away from the building and follow instructions from emergency responders
- c. Post "guard" to ensure no one inadvertently enters area and/or handles object.
- d. Notify Public Safety:
- e. Standby for evacuation instructions.

(The following table represents a standard "Bomb Card" which represents the amount of explosives that can be concealed within certain types of vehicles and predicts lethal air-blast range, minimum evacuation distances and the distance for hazard due to falling glass.)

VEHICLE BOMB EXPLOSION HAZARD AND EVACUATION DISTANCE TABLE

**IF YOU SUSPECT UNLAWFUL POSSESSION OR USE OF EXPLOSIVES OR BOMBS
CALL THE SHERIFF @ 911**

Minimum evacuation distance is the range at which a life-threatening injury from blast or fragment hazards is unlikely. However, non-threatening injury or temporary hearing loss may occur. Hazard distances are based on open, level terrain. Minimum evacuation distance may be less whenever the explosion is confined within a structure. Falling glass hazard range is dependent on line-of-sight from explosion source to window. Hazard is from falling shards of broken glass. Metric equivalent values are mathematically calculated. Explosion confined within a structure may cause structural collapse or building debris hazards. Additional hazards include vehicle debris.

VEHICLE TYPE	VEHICLE DESCRIP	MAXIMUM CAPACITY OF EXPLOSIVES	LETHAL AIR BLAST RANGE	MINIMUM EVACUATION DISTANCE	FALLING GLASS HAZARD RANGE
	COMPACT SEDAN	500 POUNDS 227 KILOS (IN TRUNK)	100 FEET 30 METERS	1,500 FEET 457 METERS	1,250 FEET 381 METERS
	FULL SIZE SEDAN	1,000 POUNDS 455 KILOS (IN TRUNK)	125 FEET 38 METERS	1,750 FEET 534 METERS	1,750 FEET 534 METERS
	PASSENGER VAN OR CARGO VAN	4,000 POUNDS 1,818 KILOS	200 FEET 61 METERS	2,750 FEET 838 METERS	2,750 FEET 838 METERS
	SMALL BOX VAN 14 FT BOX	10,000 POUNDS 4,545 KILOS	300 FEET 91 METERS	3,750 FEET 1,143 METERS	3,750 FEET 1,143 METERS
	BOX VAN OR WATER/FUEL TRUCK	30,000 POUNDS 13,636 KILOS	450 FEET 137 METERS	6,500 FEET 1,982 METERS	6,500 FEET 1,982 METERS
	TRACTOR TRAILER COMBINATION	60,000 POUNDS 27,273 KILOS	600 FEET 183 METERS	7,000 FEET 2,134 METERS	7,000 FEET 2,134 METERS

BOMB THREAT ASSESSMENT FORM

Date: _____

Time of Call: _____

Person Taking Call: _____

EXACT WORDING OF THE THREAT:

Questions to Ask:

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

Note:

Sex of Caller _____

Race: _____

Age: _____ Adult? _____ Child? _____ Teenager? _____

Caller's Voice:

Calm _____
Angry _____
Excited _____
Slow _____
Rapid _____
Soft _____
Loud _____
Laughter _____

Nasal _____
Stutter _____
Lisp _____
Raspy _____
Deep _____
Ragged _____
Clearing Throat _____
Deep Breathing _____

Crying _____
Normal _____
Distinct _____
Slurred _____
Whispered _____

Cracking Voice _____
Disguised _____
Accent _____
Familiar _____
If voice is familiar, who did it sound
like? _____

Background Sounds:

Street noises _____
Crockery _____
Clear _____
PA System _____
Music _____
House noises _____
Motor _____
Office machinery _____

Factory machinery _____
Animal noises _____
Voices _____
Static _____
Local _____
Long Distance _____
Booth _____
Other _____

Threat Language:

Well spoken (educated) _____
Taped _____
Irrational _____

Incoherent _____
Foul _____
Message read by threat maker _____

Additional Notes:

Number at which call was received _____

Length of call _____

BOMB THREAT
COMMAND POST PROCEDURES
(FOR EMERGENCY COORDINATOR'S USE ONLY)

- A. Notify District President
- B. Notify **Lee, Charlotte, Collier or Hendry** County Sheriff's Department. 911
- C. Assess the situation.
- D. Make evacuation decision.

Note: Notice to evacuate shall be transmitted by means of the building(s) fire alarm system. To evacuate a single building, the fire alarm pull station in that building must be tripped. To evacuate all buildings on campus, a fire alarm pull station in each building must be tripped.

- E. Establish and secure perimeter (minimum of 300 feet danger zone) around building/area.
- F. When qualified experts have arrived, they will instruct us in the following:
 - 1. Do not touch, handle or in any way disturb suspicious objects!
 - 2. Do not open drawers, cabinets, etc., or turn lights on/off!
 - 3. Do not use two-way radios!
 - 4. Do pay particular attention to:
 - a) Elevators
 - b) Classrooms, locker rooms and restrooms
 - c) Ceiling areas
 - d) Crawl spaces
 - e) Utility fixtures
 - f) Electrical breaker panels
 - g) Stairwells
 - h) Mechanical rooms and custodial closets
 - i) Trash containers
- G. Do not allow any personnel other than qualified experts (Bomb Squad) to approach or handle a suspected device!

EXPLOSION/DOWNED AIRCRAFT

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

- A. Immediately take cover under the nearest table, desk, etc., which will give some measure of protection from falling glass and/or other debris.

- B. After the effects of the explosion have subsided, assess the situation and:
 - 1. If a fire has started, follow the emergency procedures for fire as set forth herein.
 - 2. If an injury has resulted, follow the emergency procedures for injury/illness as set forth herein.
 - 3. Notify the Public Safety office:
 - 4. The Public Safety office shall notify local authorities as necessary.
 - 5. Standby for evacuation instructions. Do not return to an evacuated building unless told to do so by a College or emergency services official.

VIOLENT OR CRIMINAL BEHAVIOR

Everyone is asked to assist in making the campus a safe place to work and study by being alert to suspicious behavior and/or situations, and promptly reporting them to College officials.

Edison State College is committed to preserving the safety and security of students, staff, faculty and visitors to the College. Breach of peace and other violations, including threats, intimidation, violence, assault, battery, sexual battery or other disruptive behavior will not be tolerated. Quick responsive action will be taken if violence or the threat of violence arises.

Generally the Public Safety Office should be the first department contacted after an incident occurs. Upon investigating, the appropriate local law enforcement agency may be notified and the incident will be referred to the appropriate campus administrator, Campus President or designee. Refer to section 7.1, Campus Violence Prevention, in the Human Resources Employment & Personnel Operating Procedures section of the Employee Policy Manual for a full explanation of this policy. In the event you are a victim of, or a witness to, criminal activity, or observe suspicious activities and/or persons on campus, AVOID RISKS and... Call 911... **and then Notify the Public Safety office.**

Hostile Intruder(s) on the Grounds of the College

This is a police response situation. Responding Campus Safety Officers are not trained or equipped to confront an armed suspect, but they will make every effort to assist with the police response and take every action possible to assist with evacuation and intelligence on the situation.

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on the campus, the following procedures are recommended:

- Dial 911, then Public Safety, if possible. Do not sound the Fire Alarm! (Fire Alarms signals occupants to evacuate, which may place them in potential harm)
- Lock yourself in the room you are in, if possible. Do not stay in open hallways. Stay away from windows. Join others in a room that can be locked.
- Lock windows, close blinds.
- Barricade yourself in the room with furniture or anything you can push against the door.
- Turn off lights and audio equipment.
- If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you.
- If you are not in a classroom, try to get to a classroom or an office.
- Run away from the threat if you can, as fast as you can. Do not run in a straight line.
- Keep vehicles, bushes, trees, and anything that could possibly block your view from the hostile person(s) while you are running.
- If you can get away from the immediate area of danger, summon help and warn others.

- The last option you have if caught in an open area outside may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.
- Try to remain as calm and quiet as possible.
- Keep everyone together.

IF TAKEN HOSTAGE

- Be patient. Time is on your side. Avoid drastic action. Follow instructions. Be alert and stay alive.
- Assume that the captor is unbalanced and act accordingly.
- Don't speak unless spoken to and then only to the extent necessary. Don't talk down to the captor. Avoid appearing hostile. Maintain eye contact if possible but don't stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Avoid arguments. Expect the unexpected. Be observant. You may be released or escape and the personal safety of the others involved may depend on your memory.
- Be prepared to answer the Law Enforcement Agency on the phone. Attempt to establish a rapport with the captor. If medications, first aid or restroom privileges are needed, say so. The captors in all probability do not want to harm the persons held by them as to do so further implicate them in additional offenses.

Report the Incident:

- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Description of property involved.
- Assist the officers when they arrive by supplying such additional information as may be available.

This guide cannot cover every possible situation that might occur but it can reduce the number of injuries or death if put into action as soon as a situation develops. Time is the most important factor in the optimal management of these types of situations.

STAY CALM!

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself or to others, is out of touch with reality due to severe drug or alcohol reactions, or is experiencing a psychotic break (hallucinations, uncontrolled behavior, etc.). In addition, psychological crises may involve individuals in severe distress who are unable to manage themselves and may be creating serious adverse responses in people around them.

- **Unusual or Potentially Dangerous Situations**
- **Never try to handle a situation by yourself that you feel is dangerous. Call Public Safety.**
- **Clearly state that you need immediate assistance. Give your name, where you are calling from, and state the nature of the problem.**

All suicide attempts should be reported to Public Safety so that proper procedures may be followed to ensure the safety of those involved.

Be Aware Suicide Warning Signs

Should you witness, hear, or see anyone exhibiting any one or more of the following:

- Someone threatening to hurt or kill him/herself, or talking of wanting to hurt or kill him/herself.
- Someone looking for ways to kill him/herself by seeking access to firearms, available pills, or other means.
- Someone talking or writing about death, dying or suicide, when these actions are out of the ordinary for the person.

Here is an easy mnemonic to remember these warning signs:

IS PATH WARM?

- I Ideation
- S Substance Abuse
- P Purposelessness
- A Anxiety
- T Trapped
- H Hopelessness
- W Withdrawal
- A Anger
- R Recklessness
- M Mood Changes

Avoiding Violent Situations

Inform your supervisor and Public Safety about threats. Eliminate opportunities for violence by:

1. Giving yourself an out.
2. Having a second person in the room,

3. Keep a barrier between you and the person.
4. Using effective people skills.
5. Alerting Public Safety

Reacting to Violent Situations

1. Send positive body signals by keeping a positive posture and maintaining eye contact.
2. Do not touch or approach a person who may become violent.
3. Be in control by not getting angry and keeping the person talking.
4. Show concern yet maintain a distance.

In the event of such a crisis: **Call 911...and then get help by calling the Public Safety Office.**

CIVIL DISTURBANCE OR DEMONSTRATION

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

- (1) Interference with normal operations.
- (2) Prevention of access to offices, buildings, etc.
- (3) Threat of harm to persons or damage to property.

In the event any of the above conditions do exist, or appear imminent, the District Vice President for Academic & Student Affairs shall be notified and will, in turn, inform the District President and the other members of the Executive Committee of the situation. Depending on the nature of the demonstration, the following action shall be taken:

A. Peaceful, Non-obstructive Demonstration

1. Do not disrupt. Do not provoke. Conduct College business as normal.
2. Monitor the situation. If demonstration has not ended by the close of the normal College day (8:30 a.m. - 4:30 p.m. Monday through Friday; 7:30 a.m. to 12:30 p.m. Saturday), treat as a disruptive demonstration (See paragraph 2, below).

B. Non-violent, Disruptive Demonstration

1. The District Vice President for Academic & Student Affairs or his/her designee will ask the demonstrators to terminate the disruptive activity.
2. Student leaders and key College personnel will be asked to go to the area and try to persuade the demonstrators to cease their disruptive activity.
3. If the disruptive activity continues to exist, the demonstrators will be warned that failure to discontinue that activity within a specified length of time may result in disciplinary action to include suspension or expulsion, or possible intervention by civil authorities (See Attachment A).
4. Efforts will be made to secure positive identification of demonstrators who violate this warning in order to facilitate later investigations and court testimony.
5. If the disruptive activity persists, civil authorities will be called to handle the problem (Lee, Charlotte or Collier County Sheriff's Office, 911).
6. Upon arrival of the Sheriff's Deputies, the demonstrators will again be warned (See Attachment B).

C. Violent, Disruptive Demonstration

1. Immediately notify the Public Safety office:
Who in turn will contact the Lee, Charlotte, Collier or Hendry County Sheriff's Office and other campus officials.
2. Be prepared to initiate other emergency response action(s) as may be required.

ATTACHMENT "A"

DIRECTIVE: TO IMMEDIATELY TERMINATE DEMONSTRATION

(Identify yourself)

This assembly and the conduct of each participant are seriously disrupting the operations of the College and are in clear violation of established rules and regulations. You have previously been called upon to disperse and to terminate this demonstration. Additionally, you are advised that appropriate procedures to discuss your grievances do exist and that, in no event, will the administration of this College accede to demands backed by force. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes I will, under the authority vested in me by the District Board of Trustees, take whatever action is necessary to restore order, including calling for assistance from local law enforcement agencies. Any student who continues to participate in this demonstration will be subject to possible arrest and shall be subject to suspension or expulsion.

ATTACHMENT “B”

**DIRECTIVE: TO IMMEDIATELY TERMINATE DEMONSTRATION WITH
THE ASSISTANCE OF LAW ENFORCEMENT AGENCIES**

(Identify yourself)

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the College, each of you is hereby suspended, subject to later review. The (Lee, Charlotte or Collier) County Sheriff's Department will now disperse this assembly. Those of you who fail to leave immediately shall be subject to arrest.

UTILITY FAILURE

1. Notify Plant Operations Manager:
2. If the failure results in danger or potential danger, initiate evacuation, fire or other emergency procedures as appropriate.
3. If requested, assist emergency crews as necessary.
4. Note following additional instructions:
 - a. Power failure. Most power failures will occur due to factors off campus over which we have no control. As such, they are more annoying than dangerous. Nevertheless, a few precautions are in order:
 - (1) Turn off all electrical equipment such as computers, etc., so as to prevent damage from power surges when electricity is restored.
 - (2) Do not attempt to discover the cause of a major power outage yourself. Not all power may be off! Leave this task to trained personnel.
 - b. Elevator failure
 - (1) If you become trapped in the elevator, use the emergency telephone to call for assistance.
 - (2) In the event a trapped passenger must be freed follow the Elevator Emergency Procedures.
 - c. Flooding:
 - (1) Cease using all electrical equipment. Vacate the area if necessary
 - d. LP/Natural Gas Leak
 - (1) Cease all operations. **DO NOT TURN ON/OFF LIGHTS OR OTHER ELECTRICAL EQUIPMENT INCLUDING FIRE ALARMS!** Vacate the building!
 - e. Utility shut off valves/controls – refer to individual maps for locations (Appendix)
 - (1) Electrical power shut off instructions and location of controls.
 - (2) Location of water shut-off valves.
 - (3) Location of gas shut-off valves.

ELEVATOR EMERGENCY PROCEDURES

In the event of a passenger trapped in an elevator, notify the Public Safety office.

The Public Safety office personnel shall initiate the following:

1. **Call Facilities personnel, Elevator service personnel** or as a last resort, call 911. Keep the trapped person(s) trapped on the phone to keep them calm.
2. **Facilities personnel and/or elevator service personnel** may obtain the key to the elevator equipment room.
3. Go to the elevator equipment room (located near each elevator).
4. Turn off electric power to the elevator (switch box just inside elevator room door).
5. If necessary, **SLOWLY** crack open the hydraulic pressure release valve to let elevator return to the ground floor (valve is tagged). **CAUTION: DO NOT OPEN THIS VALVE ANY MORE THAN NECESSARY TO GET ELEVATOR MOVING SLOWLY!**
6. Use elevator door tool to unlock elevator door.
7. Push elevator door open.
8. Barricade door opening and post out-of-order signs, if appropriate.

TORNADO

1. Without Warning

- a. Take cover inside a building as far away from windows and exterior walls as possible.
- b. Initiate appropriate emergency procedures for fire, injury/illness and/or evacuation, necessary.
- c. Assess damage in immediate area, if any.

Notify Public Safety and Facilities Planning & Management

- d. Stand by for further instructions.

2. With Warning

- a. The District President will make the decision whether or not to close the campus and transmit this information via telephone or other appropriate means to all concerned.

NOTE: EMERGENCY EVACUATION PROCEDURES SHALL NOT BE EMPLOYED!

- b. If notice to close the campus is received, students, faculty and non-essential staff shall turn off and unplug all electrical equipment and appliances, secure their work area in accordance with normal procedures, and depart the campus in an expeditious manner. Otherwise, follow the procedures outlined in #1 above.
- c. Facilities Planning & Management departmental employees will:
 - (1) Secure all equipment and other items which could be easily damaged or present a hazard in such conditions (flags, trash barrels, litter receptacles, cigarette urns, benches, etc.).
 - (2) Secure all buildings.
 - (3) Initiate necessary repairs and return the campus to normal operations as soon as possible after the storm has passed.
 - (4) Keep the Campus President fully informed of the damage incurred, if any, and the operational capability of the campus.

CATASTROPHIC DISASTER PLAN

I. PURPOSE

- A. The purpose of this plan is to establish procedures for the protection of lives and property in the event that the College should be affected by a catastrophic disaster.
- B. As used hereafter, the terms "Disaster" and "Catastrophe" are both defined as occurrences which present a widespread threat to personal safety of College personnel or College property. Examples are hurricane, flooding or civil disorder.
- C. While this plan sets forth many planning parameters and specifies certain actions to be taken; experience tells us that it is impossible to plan for every possible occurrence. For this reason, each Administrator and supervisor should take any additional steps necessary to develop specific plans for his or her own areas of responsibility.

II. PLAN APPLICATION

- A. This Plan will normally be implemented upon direction of the District President, or his/her designee, when more than one site is affected by a natural or man-made catastrophe, however, it may be implemented in any emergency situation at the direction of the Campus President.
- B. To insure immediate response to any threat of disaster in the absence of the District President, the District President has designated the following individuals to act on his/her behalf in the event of his/her absence:
 - 1. District Executive Vice President.
 - 2. The District Vice President for Academic & Student Affairs

The District President or his/her designee or campus President or his/her designee will notify the Director of Communication who will contact the news media relative to closing the College. All facilities will be closed once the decision has been made. The decision to close the College will be based upon whether a life threatening situation is determined to exist or is projected to exist during the time classes are scheduled.

III. DISASTER MANAGEMENT

- A. It will be the responsibility of the Emergency Management Team to plan and implement a comprehensive plan of action in the event of, or threat of, a catastrophe affecting the College.
- B. The Emergency Management Team will develop College-wide plans of action which outline procedures for the protection of life and property in the event of a catastrophic event. The Emergency Management Team shall mobilize upon determination by the District President, or designee, that a College-wide emergency exists.

IV. IMPLEMENTATION

- A. Disaster Plan will be implemented when the campus-wide area is threatened by tropical storms or hurricanes. Preparedness is accomplished in phases which begin with year-round, routine planning and progress toward mobilization plans for implementation upon declaration of Hurricane Watches" and "Warnings" by the National Hurricane Center (NHC).
- B. The Emergency Management Team is responsible for monitoring the threat of potential tropical weather systems and notifying the District President or designee(s) of such threats.

V. PLANNING PARAMETERS

A. TROPICAL DEPRESSIONS

1. Tropical Depressions have little or no circulation and their sustained winds do not exceed 39 mph. They are more inconvenient than dangerous, producing only heavy rains and minor flooding of roads. College-wide action will generally not be required.

B. TROPICAL STORMS

1. Tropical Storms have some circulation and general wind speeds in a range of 39-74 mph. They may be accompanied by heavy thunderstorms and tornado activity. Tropical Storms in which sustained wind speeds exceed forty-five mph present a driving hazard and the potential for significant flooding of low lying streets. There is very little threat to buildings.
2. When tropical storms have the potential to make landfall on the coasts within 72 hours, the College Emergency Management Team will initiate contingency planning for the possibility that the storm could develop into a hurricane.

C. HURRICANES - Hurricanes contain very strong circulation and are classified into 5 categories of strength.

1. Category 1 hurricanes contain winds of 74-95 mph. Damage is primarily to shrubbery, unanchored outdoor equipment, roof mounted and temporary buildings, such as metal sheds. Some damage to building contents is possible if windows are blown out. Wind-driven rain will cause interior leaks in any event. In the event that a Category 1 hurricane should make landfall and cross our district, all College locations would be susceptible to tree damage, power outages and structural water leakage.
2. Category 2 hurricanes (96-110 mph) pose a significant threat. In addition to the damage caused by Category 1 hurricanes, damage to building contents can be expected as windows are blown out. Electrical power and telephone failures of several hours to several days can be anticipated at the upper range of wind speeds in Category 1 and in most Category 2 hurricanes. Some flooding could be experienced on all campuses.
3. Category 3 and 4 hurricanes are dangerous and destructive storms containing winds of 111-155 mph. In addition to those conditions resulting from the impact of a Category 1 or 2 hurricanes, it is anticipated that all College locations will experience major wind and water damage to structures and outdoor facilities from Category 3 and 4 hurricanes making landfall on the coasts. This will include major interior damage and destruction of building contents as a result of the loss of windows and roofs. Some flooding is projected on all campuses.
 - a) Electrical power and telephone service can be expected to fail and will likely not be restored for a prolonged period, perhaps weeks
 - b) The College will likely lose its telephone communications between campuses. Some commercial radio and TV stations will operate on emergency (generator) power.
 - c) Because 100% of the population of our district counties will be affected to some degree, the availability of significant numbers of employees to assist with the College's recovery cannot be assessed for several days.
 - d) Looting can be anticipated after the passing of the storm. Law enforcement priorities will center on search and rescue operations and the clearance of main traffic arteries.

- e) Motor fuels, including diesel fuel, will generally not be available while power outages prevail.
 - f) Vehicular traffic may be impossible for an extended period due to flooding, downed trees and debris
4. Category 5 hurricanes (155+ mph) will likely cause major destruction of College building contents and heavy damage to or destruction of buildings not constructed of masonry and steel and minimal glass. Should the College be struck by such a storm, major rebuilding is anticipated.

VI. PREPARATION

A. Routine (Year-Round) Preparedness

1. The Emergency Management team may develop and test emergency notification and mobilization procedures for notifying Administrators and department heads of a college-wide notice to prepare campuses for a hurricane. Systems should be developed and tested for notification during regular working hours as well as during non-duty hours, weekends or holidays.
2. The Emergency Management Team will update or obtain from each department head and Administrator their emergency notification "telephone trees."
3. The Human Resources office will ensure that all College employees have current identification cards, as these will likely be required for access to College property during recovery operations following a major disaster.
4. The Plant Operations Manager will ensure that quantities of emergency supplies are maintained in the Public Safety Offices of each campus.
5. The Plant Operations Manager will reserve and be ready to assign radio equipment to the Emergency Management Team. It must be assumed that the College's telephone system and its radio repeater will not survive a significant hurricane and that communications will require "simplex," or point-to-point operation which lacks the range of our normal repeater service.
6. College Facilities personnel will ensure that all roofs are clear of unsecured equipment and that downspouts are clear. They will also identify and develop lists of the locations of all outdoor equipment and temporary structures which would require relocation to storage areas or special procedures to make them secure in hurricane force winds. This should include semi-permanent fixtures such as signs, outdoor seating, small vehicles and similar items which can become missiles when driven by hurricane force winds.
7. Each Department head should identify locations suitable for the temporary storage of critical documents, equipment and other items critical to the operation of the College when winds of more than 85 mph are expected. Sheltered storage areas should be located in interior spaces which have historically not been subjected to flooding and which have no exterior windows. As a practical matter, these locations will likely be interior corridors and rooms without windows and usually have floor drains capable of handling water which may penetrate. Where possible, sheltered storage locations will be located above ground level but not on the top floors of buildings. Areas which have a history of leakage in heavy rains should be avoided. See attached Bldg/Rm location plan for "safe" rooms
8. Administrators and department heads should survey all College property (including documents) and equipment for the purpose of establishing sheltering or evacuation priorities. Some considerations for establishing such priorities are:

- a) The impact on future College operations if the item is destroyed or rendered inoperable as a result of storm damage.
- b) Replacement or restoration cost.
- c) Physical size, bulk and/or weight. Can it be moved by its users? Note: College Facilities personnel will be heavily involved in securing and storing outside equipment and physical facilities and cannot be counted upon to move office equipment on short notice.
- d) If left in place, can items be adequately protected? Most damage to heavier objects, such as file cabinets, is the result of water, not wind. (Heavy cabinets survived Hurricane Andrew when covered in large plastic bags or sheet plastic - with a minimum thickness of 2 mils - and snugly taped with Mylar or plastic tape to eliminate "flaps." Consider moving the lower drawer to an elevated location if on the ground floor of a building located in a flood prone area.)
- e) Using measurements and estimates, determine which specific items can fit in the areas designated. Acknowledging that not all items can be relocated, department heads should establish an actual priority list, or "pecking order."
- f) Items which are designated for evacuation during this survey are to be tagged. It should be affixed where it can be quickly seen during the rush to secure the College prior to the landfall of a hurricane. DO NOT wait until the warning is issued.
- g) Labels must contain the following information
 - (1) Assigned Permanent Location (Bldg. /Rm. No.)
 - (2) Shelter Location (Bldg. /Rm. No.)
 - (3) Person/Position Responsible for evacuation and return.
- h) Items pre-designated for sheltering will be physically taken to the location specified on the label by the person named or the person occupying the position indicated.
- i) Laboratory materials, chemicals and all hazardous materials will be secured those responsible for them.

VII. MOBILIZATION AND EVACUATION

- A. At least eight (8) work hours will be required to prepare the College for the impact of a Category 2 or greater hurricane
- B. Emergency Management officials will issue warnings and evacuation of coastal and low lying areas at least twelve daylight hours prior to the expected time of landfall of a Category 1 or 2 hurricane in order to provide time for preparation and evacuation time. Warning time could be extended to as much as 24 hours in the case of a Category 3 or larger storm. These standards are considered in the following mobilization plans, which are based on a goal of completing preparation and releasing all personnel not later than 12 daylight hours before time of estimated arrival in Edison district.
- C. The Emergency Management Team will initiate College-wide "Alert" warnings prior to standard bulletins issued by the NHC since that agency's first "Watch" is generally issued only 36 hours before potential landfall. College "Alerts" and release times will be adjusted by the Emergency Management Team as required to provide adequate time for preparation and release.
- D. COLLEGE "Alert": An alert will be issued by the Emergency Management Team when a

hurricane is within 72 hours of potential landfall on the coasts.

1. The District President or designee will authorize the Emergency Management Team to issue a College-wide "Alert." This level of preparedness places the College on a "stand-by" status and initiates the following preliminary steps.
 - a. The Chairperson of the Emergency Management Team will notify:
 - (1) District President
 - (2) District Executive Vice President
 - (3) Director of Facilities Planning & Management
 - (4) District Vice President for Administrative Services
 - (5) All other College personnel
 - (6) The team will also advise all College personnel that in the event of power and telephone outages following any emergency closure, information regarding returning to work and other information can be heard on the local radio stations.
 - (7) The team will also advise all faculty, staff and students that the College or its various insurance carriers cannot be responsible for personal property remaining on premises following the issuance of a Hurricane Warning.
 - b. The District President will take the following actions:
 - (1) Place all Administrators and Department heads on "stand-by" status. Confirm or establish day/night contact telephone numbers. Administrators and Department heads shall do the same with their respective staffs.

Note: If there is a significant risk that a hurricane might make landfall on a weekend day or if a hurricane should develop and threaten the area in less than 72 hours, the Emergency Management Team will proceed with full preparations. (See section VI "Mobilization and Evacuation").

- (2) Instruct Facilities Planning Department to store or secure all outdoor equipment. Notify Facilities Planning personnel to top off fuel tanks on all vehicles, generators and other equipment.
 - (3) Direct Facilities personnel to check the availability of plastic bags and other waterproofing supplies. Obtain from Plant Operations Manager as required.
 - c. The Plant Operations Manager shall:
 - (1) Issue hand held radio equipment and spare batteries to the Emergency Management Team.
 - (2) Check all emergency supplies.
 - (3) Test all communications and warning systems; charge or obtain spare batteries.
 - (4) Review the Facilities departmental call-up telephone tree and ensure that all personnel are on "stand-by."
 - (5) Develop a special duty roster which provides at least one security officer per campus during the passing of the storm and that all officers have instructions for reporting for duty immediately after the storm.
 - (6) Establish coordination with appropriate law enforcement agencies and obtain any special instructions required for after-storm security back-up.
 - d. Administrative and Campus Finance & Accounting will:

- (1) Arrange for and stand-by to deposit all on hand funds.
 - (2) "Back-up" all computer data and prepare to relocate essential files and/or equipment in accordance with the Management Information Systems and Services Disaster /Recovery Plan.
- E. Hurricane Watch": Hurricane "Watches" are issued by the NHC when there is a distinct possibility that a Hurricane will impact the immediate area within 24 - 36 hours.
1. The Emergency Management Team relays this "Watch" to the District President and all College personnel via telephone. This will be done at any time of day or night. Telephone messages will include instructions for reporting back to work IF the College should close.
 2. The following preparations will be initiated in addition to those taken during the "Watch" stage:
 - a. The District President will activate mobilization procedures using "telephone trees" and other available communications systems.
 - b. Administrators, department heads and supervisors will initiate all procedures on "stand-by" status during the "Alert" stage.
 - c. Facilities personnel will install plywood over glass windows and doors where possible and place sandbags at designated doorways in low-lying areas.
- F. "Hurricane Warning": Issuance of a "Hurricane Warning" indicates that the NHC predicts a high probability that a storm will strike a specified area within 24 hours. Predictions regarding the actual point of landfall are based on NHC probability predictions.
1. The Emergency Management Team will immediately advise the District President to execute final preparations, including the issuance of specific instructions for closing and evacuating College facilities. The College should be fully prepared and evacuated not later than twelve daylight hours before the estimated time that sustained winds will reach 45 mph.
 - a. All College personnel will assist in moving items designated for evacuation to sheltered, interior spaces.
 - b. Clear all laboratory shelves of apparatus or loose objects. Relocate to sheltered areas or place in bags and tape to heavy furniture.
 - c. File cabinets will be covered with plastic bags and securely taped.
 - d. Desk tops will be completely cleared. Books, desk top files, papers and telephones will be bagged in plastic and placed in drawers when possible. Bagged items which cannot be stored in drawers may be taped to legs of heavy desks. Drawers of desks, cabinets and tables will be securely taped in the closed position.
 - e. Where possible, move desks, cabinets, etc., away from windows.
 - f. Unplug all electrical cords to equipment not being relocated to sheltered areas and turn off switches to all lighting equipment.
 - g. Close all doors.
 - h. Finance & Accounting Officers will deposit on-hand cash. Petty cash will be secured as directed by the District Executive Vice President.

VIII. DURING THE HURRICANE

- A. The Director of Public Safety will ensure that at least one officer remains on duty at each campus in order to report fire or major damage and to respond to emergencies, if conditions permit.
- B. Assigned officers will maintain radio contact with the Public Safety Office. If the College's repeater fails, no action to install the back-up repeater will be taken until after the hurricane has passed.

IX. RECOVERY PLAN:

- A. Recognizing that more potent hurricanes may inflict severe personal losses on College personnel and that family needs will take priority, it is essential that the recovery efforts be initiated as soon as possible after passage of the storm in order to prevent looting, assess damage and initiate repairs and plans required for the resumption of normal operations. Minor storms will not likely require significant delays in reopening the College.
- B. Recovery operations will vary according to conditions:
 - 1. Condition: Any situation in which damage is minimal; typical of a tropical depression or a tropical storm.
 - a. The Facilities Planning & Management District Director and staff will immediately, upon the return of safe conditions, conduct a preliminary survey of the buildings to identify safety hazards and determine if the campus can be safely accessed by returning staff. A building by building inspection will be conducted to determine which buildings are usable "as is," which can be used with minor or in-house repair and which cannot be used without extensive repair. The results will be reported to the District President and the Campus Presidents at the first opportunity. If telephone service is not available, contact should be established via College radios. Photographs (digital or other as available) shall be taken for future documentation purposes of all known damage caused by the hurricane.
 - 2. Condition: Hurricane causes minor damage and flooding. Driving is safe and telephones are operational. These conditions would be typical after a Category 1 or low-end Category 2 Hurricane. College personnel should monitor radio stations for instructions. However, if none are announced, they should report to their regularly assigned duties on the (if practical) current or next workday.
 - 3. Condition: Damage is significant but not devastating. Buildings have incurred some damage, such as blown out windows and tree damage. Low-lying areas are flooded and power and telephone outages affect some areas. These conditions can be expected after a Category 2 hurricane. Instructions for reopening the College will be disseminated by the District President or his/her designee by telephones, if operational, and announced on radio stations.
 - 4. Condition: Damage to the community and to the College is extensive. Building windows are blown out and damage to contents is major. The homes of many College faculty and staff are severely damaged or destroyed. Electrical power, telephones and water are not available and it is expected that they will not be restored for several days. These conditions can be expected after a strong Category 3 or larger hurricane.
 - a. The College District President, administrators and designated personnel will respond as soon as possible.
 - b. All other College personnel will, as possible, respond to instructions announced on the radio.

- C. Personal Assistance: The College will make every effort to assist its faculty and staff and their families in their personal recovery from major disasters. This philosophy results in faster recovery for members of the College "family" who could otherwise return to their duties. Conditions permitting, assistance may include:
1. Child care for employees who could otherwise return to their duties;
 2. "Flex Time" scheduling to the extent possible, thus enabling employees to earn income while simultaneously attending to the restoration of their homes and care of their families;
 3. Collection and distribution of clothing, water and food for College personnel and their families;
 4. Emergency cash advances for unused leave balances;
 5. Establishment of temporary shelters and feeding centers for College personnel and their families;
 6. Trauma counseling and information on assistance agencies;
 7. Emergency or temporary repairs by teams of volunteers coordinated by the College's Facilities Planning & Management Department to make habitable the homes of employees who could otherwise not return to work;
 8. Upon the return of telephone service, establish an employee "Hot Line" to provide information and referrals.
 9. Mutual aid workers from campus(es) that were not as severely damaged may be assembled to deliver food and supplies to those in need.

Epidemic

An epidemic is a disease that appears as new cases in a given human population, during a given period, at a rate that substantially exceeds what is “expected”, based on recent experience.

Pandemic

Epidemic over a wide geographical area and affecting a large proportion of the population: *pandemic influenza*

In the event of such a crisis:

1. Consult with your local County Health Department & Emergency Management:

Lee County Health Department 239-332-9501
Lee County Emergency Management 239-335-1600

Charlotte County Health Department 941-639-1181
Charlotte County Emergency Management 941-505-4620

Collier County Health Department..... 239-774-8200
Collier County Emergency Management 239-774-8000

Hendry County Health Department 863-674-4041
Hendry County Emergency Management..... 863-612-4700

2. Clearly state that you need immediate assistance and give your name, location and the description of the situation

Local Health Departments will issue directives via County Emergency Operations Manager who will be communication with the College Emergency Management Team upon official declaration of a pandemic (such as avian flu) by the United States Department of Health and Human Services.



INFORMATION
TECHNOLOGY
DISASTER RECOVERY
PLAN

INFORMATION TECHNOLOGY

DISASTER RECOVERY **PLAN**

Presently, the Information Technology Department backs up all mission-critical files, (on both the Enterprise and LAN Servers), to tape on a daily basis. In addition, a complete system backup on both the mainframe and LAN Servers is performed weekly. The last three (3) daily back-ups are kept secured in a fire-proof, waterproof, explosion-proof safe in the Business Office. A fourth daily back-up tape is sent to the Charlotte Campus for safekeeping. In addition to the daily and weekly back-up tapes, the Systems/Data Base Programmer has written a forward recovery program which takes the daily log file (containing all transactions) and uses it to update the appropriate files. This procedure greatly speeds recovery of all data. Edison State College has a total of ten major applications which run either on-line or in batch. Each application may have several relatively independent sub-units running concurrently. The systems are listed below in order of importance.

1. Banner Payroll/Human Resources System;
2. Banner Student Registration System
3. Banner Finance System (including Purchasing)
4. Banner Financial Aid System
5. Email / Calendar System
6. Banner Academic Advisement
7. Banner Electronic Transcript Transfer System
8. WebCT Learning Management System
9. Banner Property Inventory System
10. Facilities Inventory System

A UNIX server is installed at the Charlotte Campus that can run Banner applications from back-up tapes in the event that the Banner server on the Lee Campus becomes inoperable for a lengthy period of time. This “hot site” will be initiated if the Lee Campus server is down for more than 24 hours.

A comprehensive Disaster Planning Manual is maintained in the Office of Information Technology on the Lee Campus and on the Charlotte and Collier Campuses. A copy of this manual will also be kept in the vault in the Lee County Finance & Accounting Office J-104. Please refer to this manual for specific disaster recovery procedures.

SEE ATTACHED COMPLETE INFORMATION TECHNOLOGY RECOVERY PLAN



EDISON STATE
COLLEGE

EMERGENCY SHUT-DOWN
& EVACUATION
PROCEDURES

EMERGENCY SHUTDOWN PROCEDURES

In the event of a natural disaster or other major emergency in which serious structural damage has been sustained, it may be advisable to turn off potentially hazardous utilities such as electricity and natural gas supplies. This will normally be the job of the College Facilities Planning & Management Department and/or the local utility company. However, in the event such assistance is not available, water, natural gas and to a certain extent, electrical supplies can be shut off by other College personnel. Refer to the campus maps in the appropriate sections to determine the location of utility shut-off valves/controls.

NOTE: In some cases, particularly water shut-off valves, special tools are required. These tools are located in the Physical Plant building. Notify Plant Operations Manager of need.

EVACUATION PROCEDURES

1. Building Evacuation
 - a. Notice to evacuate the building(s) will be transmitted via the fire alarm system (continuous horn blast) or, in the event of an alarm failure, by verbal instructions from designated authority.
 - b. When the fire alarm horns sound, immediately evacuate the building in accordance with the evacuation instructions posted adjacent to each door.
 - c. Proceed to the designated assembly area (See Evacuation Routes/Assembly Areas next page) and await further instructions. Do not interfere with emergency equipment or personnel
 - d. Instructors:
 - (1) Ensure all students evacuate in a prompt, orderly manner. Assist physically handicapped students as required.
 - (2) Close any windows that may be open.
 - (3) Close the classroom door as you exit.
 - (4) Account for all students upon reaching the assembly point.
 - e. The all-clear signal shall be passed verbally by the Emergency Coordinator or designee.

Note: The building alarms sound only in the building in which activated. You must report the emergency via telephone. Portable communications devices i.e., radios/walkie-talkies, pagers or cellular phones are not to be used during a bomb threat due to the fact that some bombs may be detonated by transmitted signals. **DO NOT USE THE ELEVATOR DURING A FIRE!**

2. Campus Evacuation
 - a. Evacuation of all or part of the campus grounds will be announced by the Emergency Coordinator as directed.
 - b. All persons (students and staff) shall immediately vacate the site in question and re-locate to another part of the campus, or off campus, as directed.

Lee Campus

See Maps, Lee County, Section 1

EMERGENCY EVACUATION/ASSEMBLY LOCATION MAP

Note: All location maps are located in the Campus Plant Operations & Public Safety Offices

- 1..... Building A Evacuation..... Parking Lot #1
- 2..... Buildings B, C, D, DD, E & F Evacuation Parking Lot #2
- 3..... Buildings G, H, & I Evacuation..... Parking Lot #3
- 4..... Buildings N & O Evacuation Parking Lot #4
- 5..... Buildings P, Q, R, S, & T..... Parking Lot # 5
- 6..... Buildings J, K, LL..... Parking Lot # 7
- 7..... Buildings L & M..... Parking Lot # 8
- 8..... Building V..... Parking Lot #10

Collier Campus

See Maps, Collier County, Section 1

EMERGENCY EVACUATION/ASSEMBLY LOCATION MAP

Note: All location maps are located in the Campus Plant Operations & Public Safety Offices

#01..... Buildings A, B, C, D, H, & I Evacuation..... Parking Lot #2

#02..... Buildings E, F, G, & J Evacuation Parking Lot #5

Charlotte Campus

See Maps, Charlotte County, Section 1

EMERGENCY EVACUATION/ASSEMBLY LOCATION MAP

Note: All location maps are located in the Campus Plant Operations & Public Safety Offices

#01.....	Buildings SS & LS Evacuation	Circle Parking Lot #1 west end
#02.....	Buildings FO & CL (west) Evacuation	Parking Lot #2 north end
#03.....	Building SC Evacuation	Parking Lot #2 south end
#04.....	Building FC Evacuation	Parking Lot #5 east end
#05.....	Building PP Evacuation	Parking Lot #4 north end
#06.....	Building SA Evacuation.....	Parking Lot #4 south end
#07.....	Building CC Evacuation	Parking Lot #3 north end
#08	Buildings CL (east), HS, & OB Evacuation.....	Parking Lot #3 south end

Lee Campus

See Maps, Lee County, Section 2

ELECTRICAL POWER SHUT OFF LOCATIONS

DO NOT ATTEMPT TO REPAIR OR DISCONNECT ELECTRIC CIRCUITS UNLESS ABSOLUTELY NECESSARY AND YOU KNOW WHAT YOU ARE DOING!

DANGER:Power lines carry 48,000 volts and building circuits carry as much as 480 volts.

Note: All location maps are located in the Campus Plant Operations & Public Safety Offices

The electrical power disconnect controls listed below (see map next page for locations) must be connected/disconnected by special tools and protective equipment is required.

BUILDING..... BUILDING NAMELOCATION OF DISCONNECT

#1.....	A	Walker Hall	Room 006F – Panel “MDP-1” Main Breaker Panel Fed Directly From FP&L (Not On Edison Vault System)
#2.....	B	Gresham Hall	Room 111 – Panel “HL” Main Breaker – Vault 12 Fed
#3.....	C	Gresham Annex Hall Bldg.	Room 105 – Panel “H” Main Breaker – Vault 12 Fed
#4.....	D.....	Facilities/Physical Plant	Room 104A – Panel “DA” Breaker – Vault 12 Fed Panel “DA” Is A Sub-Panel Of The Main Disconnect Panel in DI04A The Main Panel Has Breakers To Cut Power To the Main Power Panels To Buildings “B”, “C”, “D”, “G”, “H”, “I”, & “J”
#5.....	E	Facility Storage	Northeast Corner Wall – Main Breaker – One Breaker Here feeds Panel In Building “F” Fed from
#6	F	Shipping & Receiving	South Wall Sub-Panel – Main Breaker – Fed By Panel In Building “E”
#7.....	G.....	Information Technology	Room 225 – Panel HDP Main Breaker – Vault 12 Fed
#8.....	H.....	Leonhardt Hall	Room 101B – Panel “HDP-B” Main Breaker – Vault 12 Fed
#9.....	I	Robinson Hall	Room 134 – Panel “MDP-C” Main Breaker- Vault 12 Fed
#10.....	J	Rush Library	Room 140 – Panel “HDPE” Main Breaker – Vault 12 Fed
#11.....	K	Hendry Hall	Room 120 – Panel “MDP” Main Switch – Vault 91 Fed
#12.....	L	Humanities Hall	Room 149 – Panel “Building L Main” Main Breaker – Vault 91 Fed
#13.....	LL	Art Annex Bldg.....	Northwest Corner Wall – Panel Marked Main -- Vault 91 Fed
#14.....	M	B. B. Mann PAH.....	East Mech/Elect Room – Panel “MMDP” Main Breaker – Vault 91 Fed
#15.....	N	Royal Palm Hall	West Chiller Plant Electrical Vault 110 – Panel “HH” Breaker Switch Marked “Buildings N & O”
#16.....	O.....	Sabal Hall.....	West Chiller Plant Electrical Vault 110 – Panel “HH” Breaker Switch Marked “Buildings N & O”
#17.....	P	Areca Hall	West Chiller Plant Electrical Vault 110 – Panel “HH” Breaker Switch Marked “Buildings P & Q”
#18.....	Q.....	Howard Hall	West Chiller Plant Electrical Vault 110 – Panel “HH” Breaker Switch Marked “Buildings P & Q”
#19.....	R.....	West Chiller	Inside the Chiller Plant
#20.....	S	Student Services.....	Room 136 in Service Yard
#21	T	eLearning	Room104 – Panel “HH” Main Breaker – Vault 110 Fed
#22.....	V.....	Child Care	Room V018A East side of building

Additional controls (Switch boxes/circuit breakers) to turn individual circuits on/off are located in each building's mechanical and/or electrical equipment room(s). CAUTION: The use of these controls will not turn off all power within the building. Some circuits (Exit lights, clocks, emergency lights, etc.) may remain on despite all efforts to the contrary. **BE CAREFUL!**

Collier Campus

See Maps, Collier County, Section 2

ELECTRICAL POWER SHUT OFF LOCATIONS

Note: All location maps are located in the Campus Plant Operations & Public Safety Offices

1.....	Building C	Electric Power Main Shut-Off Building C - Located in Room C-103
2.....	Building H.....	Electric Power Main Shut-Off Building H - Located in Room H-101
3.....	Building B	Electric Power Main Shut-Off Building B - Located in Room B-108
4.....	Building I	Electric Power Main Shut-Off Building I - Located in Room I-101
5.....	Building A.....	Electric Power Main Shut-Off Building A - Located in Room A-153
6.....	Building A.....	Electric Power Main Shut-Off Building A - Located in Room A-107
7.....	Building D.....	Electric Power Main Shut-Off Building D - Located in Room D-103
8.....	Building G.....	Electric Power Main Shut-Off Building G - Located in Room G-108
9.....	Building F	Electric Power Main Shut-Off Building F - Located in Room F-117
10.....	Building E (West)	Electric Power Main Shut-Off Building E (west) - Located in Room E-112
11.....	Building E (East).....	Electric Power Main Shut-Off Building E (east) - Located in Room E-125
12.....	Building J	Electric Power Main Shut-Off Building J- Located in Room J-132

Charlotte Campus

See Maps, Charlotte County, Section 2

ELECTRICAL POWER SHUT OFF LOCATIONS

Note: All location maps are located in the Campus Plant Operations & Public Safety Offices

BUILDING..... BUILDING NAME.....LOCATION OF DISCONNECT

- #1..... SS Student Services (MAIN) Room PP103 – Breaker H1
(EMERGENCY) Room PP102 – Panel EDP – Breaker #9
(LOCAL MAIN) Room SS007 – Panel H1 – Main Breaker
(LOCAL EMERGENCY) Room SS007 – Panel EH1 – Main Breaker
- #2..... FO..... Faculty Offices..... (MAIN) Room PP103 – Breaker H2
(EMERGENCY) Room PP102 – Panel EDP – Breaker #4
(LOCAL MAIN) Room FO009 – Panel H2 – Main Breaker
(LOCAL EMERGENCY) Room FO009 – Panel EH2 – Main Breaker
- #3..... CL..... Classroom..... (MAIN) Room PP103 – Breaker H3 & DP3
(EMERGENCY) Room PP102 – Panel EDP – Breaker #3
(LOCAL MAIN) Room CL004A – Panel H3 & DP3 – Main Breaker
(LOCAL EMERGENCY) Room CL004A – Panel EH3 - Main Breaker
- #4..... SC..... Yarger Science Hall (MAIN) Room PP103 – Breaker H4
(EMERGENCY) Room PP102 – Panel EDP – Breaker #8
(LOCAL MAIN) Room SC011 – Panel H2 – Main Breaker
(LOCAL EMERGENCY) Room SC011 – Panel EH4 - Main Breaker
- #5..... OB Observatory (MAIN) Room PP103 – Breaker H5
(EMERGENCY) No emergency power circuit to Observatory.
(LOCAL MAIN) OB104 – Panel H5 – Main Breaker
- #6..... HS..... Health Science..... (MAIN) Room PP103 – Breaker H6
(EMERGENCY) Room PP102 – Panel EDP – Breaker #2
(LOCAL MAIN) Room HS009 – Panel H6 – Main Breaker
(LOCAL EMERGENCY) Room HS009 – Panel EH6 – Main Breaker
- #7..... CC Child Care(MAIN) Room CC002 – Panel H7 – Main Breaker
NOTE: EMERGENCY POWER supplied to Childcare (CC #7) from
Peoples Learning Resources (LS #8) Room LS009 (Accessed through
LS124 Server Room) Panel EH8 – Main Breaker
- #8..... LS Peoples Learning Resources.....(MAIN) Room PP103 – Breaker H8
(EMERGENCY) Room PP102 – Panel EDP – Breaker #6
NOTE: Local panels located in Room LS009 but accessed through LS124
(Server Room) (LOCAL MAIN) Room LS009 - Panel H8 - Main Breaker
(LOCAL EMERGENCY) Room LS009 – Panel EH8 – Main Breaker
- #9..... SA..... Student Activities.....(MAIN) Room PP103 – Breakers DP9, & “Dimmer”
(EMERGENCY) Room PP102 – Panel EDP – Breaker #7

(Charlotte Campus cont.)

BUILDING..... BUILDING NAME.....LOCATION OF DISCONNECT

NOTE: Room SA021 access from outside only.
(LOCAL MAIN) Room SA021 – Panel DP9 – Main Breaker

Auditorium Stage – Dimmer Main Breaker
(EMERGENCY) Room SA021 – Panel EH9 – Main Breaker

#10..... PP Physical Plant.....(MAIN) Room PP103 – Breakers H10, H10CR & MCC1
(EMERGENCY) Room PP102 – Panel EDP – Breaker #1

#11..... FC..... Fitness Center.....(MAIN) Room PP103 – Breaker H11
(EMERGENCY) Room PP102 – Panel EDP – Breaker #5
(LOCAL MAIN) Room FC009 – Panel H11 – Main Breaker
(EMERGENCY) Room FC009 – Panel EH11 – Main Breaker

NOTE: Main Breaker for entire site located in Switchgear Room PP103.
Main Emergency Power Breaker for source commercial power located in Switchgear Room PP103 - Breaker EDP.
Main Emergency Power Breaker for both source commercial and emergency generator power located in Generator Room PP102 – Panel EDP – Main Breaker

Lee Campus

See Maps, Lee County, Section 3

WATER MAIN SHUT-OFF & FIRE HYDRANT LOCATIONS

Note: All location maps are located in the Campus Plant Operations & Public Safety Offices

BLDG	<u>LOCATION OF DISCONNECT</u>
#1..... A Building	Water Main from Southwest Water Management Shut off located on the West side of Edison Parkway. It is painted blue
#2..... A Building	shut off is located inside room 005A, behind the 12 inch gray door on North wall.
#3..... B Building	(3A) shut off located Northwest side of Gresham Hall Annex 5 feet from North sidewalk. (3B) shut off located Southwest side of Gresham Hall Annex 16 feet south of sidewalk.
#4..... C Building	shut off located Southwest corner of building, 5 feet south of sidewalk.
#5..... D Building	shut off located 2 feet east of sidewalk, outside Public Safety.
#6..... G Building	shut off located Eastside of building at intersection of two sidewalks next to chill water cover.
#7..... H Building	shut off located outside of H110, by the edge of sidewalk.
#8..... I Building	(8A) shut off located Northwest corner of planter in front of Bookstore. (8B) Kwik Copy shut off located Northeast corner of planter in front of Bookstore.
#9..... J Building	shut off located Southwest corner of building.
#10..... L Building	shut off located 19 feet South of Fire Hydrant, Southwest corner of J Building.
#11..... K Building	shut off located Northwest side of building, 18 feet from building, and 30 feet from sidewalk.
#12..... M Building	(12A) shut off for front of building and front restrooms located inside of lounge courtyard. (12B) shut off for rear of building and rear restrooms located at the Southwest side of loading dock. (12C) shut off located at bottom of ramp leading to mechanical room on the West side.
#13..... R Building	shut off located on the West side of Chiller Plant near the sidewalk.
#14..... West Campus	shut off located at the East side of Service Road #1 at the entrance to Service Road #1.
#15..... S Building	main shut off located North side of road behind S bldg. near speed bump
#16..... T Building	shut off located in front of the fire hydrant on the service road to T building.
#17..... T Building	temporary shut off located on the West side of building at hose bib.

NOTE: SHUT OFF VALVES FOR THE MAIN SUPPLY TO EAST AND WEST CAMPUSES ARE LOCATED NEAR THE FORT MYERS CARE & REHABILITATION CENTER BUILDING ADJACENT TO PARKING LOT #6. THE MAINS ARE LARGE YELLOW PIPES.

SPECIAL NOTE: FACILITIES DEPARTMENT SHOULD BE NOTIFIED IF THE MAINS ARE SHUT OFF.

M1- THE MAIN MARKED M1 SHUTS OFF EAST CAMPUS.

M2 - THE MAIN MARKED M2 SHUTS OFF WEST CAMPUS.

Collier Campus

See Maps, Collier County, Section 3

WATER MAIN SHUT-OFF & FIRE HYDRANT LOCATIONS

Note: All location maps are located in the Campus Plant Operations & Public Safety Offices

- 1 Fire Hydrant Located SE of Building E (east) - west of the walkway
- 2 Fire Hydrant Located South Side of Shipping & Receiving Parking Lot
- 1 Water Main Shut-Off Valve Bldg C Located E of Building C
- 2 Water Main Shut-Off Valve Bldg H Located On sidewalk west side of H-Building
- 3 Water Main Shut-Off Valve Bldg B Located Parking Lot on East side of B-Building
- 4 Water Main Shut-Off Valve Bldg. I Located Near transformer south side of I-Building
- 5 Water Main Shut-Off Valve Bldg A Located South Side of A-Building at East end
- 6 Water Main Shut-Off Valve Bldg G Located North side of G-Building outside of G-110
- 7 Water Main Shut-Off Valve Bldg F Located North side of F-Building at East corner
- 8 Water Main Shut-Off Valve Bldg E (west) Located North side of E-Building next to transformer

Charlotte Campus

See Maps, Charlotte County, Section 3

WATER MAIN SHUT-OFF & FIRE HYDRANT LOCATIONS

Note: All location maps are located in the Campus Plant Operations & Public Safety Offices

- #01..... Water Main Shut-Off Valve Building FC..... Located in Building FC Room 010
- #01A... Water Main Shut-Off Valve to Campus..... Located in Lawn Box (Underground) between Handball Courts & Roadway
- #01B... Water Main Shut-Off Valve to Campus..... Located in Lawn Box (Underground) between Handball Courts & Roadway
- #01C... Water Main Shut-Off Valve & Meter to City
..... Water Located at Florida St. Entrance (Blue pipes coming out of ground)
- #02..... Water Shut-Off Valve Building PP..... Located in Room 101
- #03..... Water Shut-Off Valve Building SS..... Located in Room 009A, first Floor
- #04..... Water Main Shut-Off Valve Building SA..... Located in Room 021, first floor
- #05..... Water Main Shut-Off Valve Building LS Located in Room 011A, first floor
- #06..... Water Shut-Off Valve Building FO Located in Room 004A, first floor
- #07..... Water Main Shut-Off Valve Building CC Located in Room 004, first floor
- #08..... Water Main Shut-Off Valve Building CL..... Located in Room 020, first floor
- #09..... Water Shut-Off Valve Building SC Located in Room 004A
- #10..... Water Shut-Off Valve Building HS Located in Room 003, first floor
- #11..... Water Shut-Off Valve Building OB..... Located in Room 109, first floor
- #012.... Irrigation Water Main Shut-Off Valve..... Located at Irrigation Pumping Station on the East side of campus
- #01..... Water Shut-Off Valve for Hydrant #1 Located 79 feet south along the roadway in Underground box
- #02..... Fire Hydrant Shut-Off for site Hydrant loop Located adjacent to volleyball court behind the chiller yard
- #03..... Fire Water Shut-Off-Building SS Located in Room 009A
- #03A... Water Shut-Off Valve for Hydrant #2 Located directly in front of Hydrant, underground
- #04..... Fire Water Shut-Off Valve Building SA..... Located outside Room 021
- #04A... Water Shut-Off Valve Hydrant #3 Located directly behind the Hydrant in the ground
- #05..... Fire Water Shut-Off Valve Building LS Located in Room 011A
- #06..... Fire Water Shut-Off Valve Building FO..... Located in Room 004A
- #06A... Water Shut-Off Valve Hydrant #4 Located behind Hydrant at 45° northwesterly direction
- #07..... Fire Water Shut-Off Valve Building CC Located in Room 004
- #08..... Fire Water Shut-Off Valve Building CL..... Located in Room 020, first floor
- #09..... Water Shut-Off Valve Building SC Located in Room 004A
- #10..... Water Shut-Off Valve Building HS Located in Room 003
- #10A... Water Shut-Off Valve Hydrant #5 Located directly adjacent to Fire Hydrant in Ground
- #10B... Fire Hydrant Shut-Off for Site Hydrant Loop ... Located in Health Science Courtyard

Lee Campus

See Maps, Lee County, Section 4

PROPANE GAS SHUT-OFF VALVE LOCATIONS

Note: All location maps are located in the Campus Plant Operations & Public Safety Offices

Propane gas shut-off valves are located:

1. In the flowerbed, outside eastside mechanical room, of the Barbara B. Mann Performing Arts Hall.
2. Service Yard Behind Building S

Collier Campus

See Maps, Collier County, Section 4

PROPANE GAS SHUT-OFF VALVE LOCATIONS

Note: All location maps are located in the Campus Plant Operations & Public Safety Offices

1. Propane Main Shut-Off Valve is located North of Building-E (east)

Charlotte Campus

PROPANE GAS SHUT-OFF VALVE LOCATIONS

None on campus

Lee Campus

See Maps, Lee County, Section 5

Note: All location maps are located in the Campus Plant Operations & Public Safety Offices

CHILLED WATER SHUT-OFF VALVES LOCATIONS

NOTE: all shut-off valves outside of the buildings except as noted

#	Building	Location
1.....	A.....	Northeast mechanical room A008
2.....	B.....	a. Main Air Handler #1 upstairs in room 131 b. Main Air Handler #2 upstairs in room 134b c. Fan coils & rooftop unit, Northwest corner of storage yard
3.....	C.....	Inside of room C105
<u>NOTE:</u> Main shut off for B and C Buildings from Chiller Plant located southwest side of C Building.		
4.....	D.....	Facilities compound, inside Main Chiller Room, above #1 Chiller
5.....	G.....	Northeast corner, front entrance, outside
6.....	H.....	Westside of building in front of stairs, outside
7.....	I.....	North side of building, outside of room 110
8.....	J.....	Westside of building, outside of room 128
9.....	K.....	Northwest corner, outside
10.....	L.....	Inside room 123
11.....	M.....	Southeast corner of new dressing rooms, outside
12.....	N, O.....	2 nd floor mechanical room between Royal Palm & Sabal Halls
13.....	P.....	2 nd floor mechanical room between Sabal and Areca Halls
14.....	Q.....	2 nd floor mechanical room between Areca & Howard Halls
15.....	S.....	Service Yard East side driveway valve on the right as you enter yard

NOTE:

IF MAIN WATER VALVE IS TURNED OFF, YOU MUST TURN OFF CHILLERS AND PUMPS FIRST.

Collier Campus

See Maps, Collier County, Section 5

CHILLED WATER SHUT-OFF VALVES LOCATION

Note: All location maps are located in the Campus Plant Operations & Public Safety Offices

- 1..... Chilled Water Main Shut-Off Valve Chiller 1 Located in I-104
- 2..... Chilled Water Main Shut-Off Valve Chiller 2..... Located in I-104
- 3..... Chilled Water Main Shut-Off Valve Bldg H & I..... Located in I-104
- 4..... Chilled Water Main Shut-Off Valve Bldg B..... Located in B-120
- 5..... Chilled Water Main Shut-Off Valve Bldg A Located in A-140
- 6..... Chilled Water Main Shut-Off Valve Bldg A & D Located in A-108
- 7..... Chilled Water Main Shut-Off Valve Bldg G Located in G-114 Mezzanine
- 8..... Chilled Water Main Shut-Off Valve Bldg F Located in F-115
- 9..... Chilled Water Main Shut-Off Valve Bldg E (east & west)..... Located in E-106 - E-118
- 10..... Chilled Water Main Shut-Off Valve Bldg C..... Located in C-112
- 11..... Chilled Water Main Shut-Off Valve Bldg. J..... Located in J-132

NOTE:

IF MAIN WATER VALVE IS TURNED OFF, YOU MUST TURN OFF CHILLERS AND PUMPS FIRST.

Charlotte Campus

See Maps, Charlotte County, Section 4

CHILLED WATER SHUT-OFF VALVES LOCATION

Note: All location maps are located in the Campus Plant Operations & Public Safety Offices

- 1FC Room 012, first floor
- 2PP Room 109. Valve is located to the right of the door as you exit 109
- 3SS Room 009A, first floor
- 4SA Room 021, first floor
- 5LS Room 011A, first floor
- 6FO Room 004A, first floor
- 7CC Room 002, first floor
- 8CL Room 020, first floor
- 9SC Room 004A, first floor
- 10HS Room 003, first floor
- 11OB Room 109, first floor

NOTE:

IF MAIN WATER VALVE IS TURNED OFF, YOU MUST TURN OFF CHILLERS AND PUMPS FIRST.

Lee Campus

See Maps, Lee County, Section 6

FIRE ALARM PANEL LOCATIONS MAPS

Note: All location maps are located in the Campus Plant Operations & Public Safety Offices

<u>BUILDING DESIGNATION & NAME</u>	<u>LOCATION OF FIRE PANEL</u>
A Walker Hall.....	Inside Building Room 006B
B..... Gresham Hall.....	Inside Building Room 111
C..... Gresham Annex.....	Inside Building Room 103B
D Facilities Planning.....	Inside Building Room 107 (Public Safety)
G INFORMATION TECHNOLOGY.....	Inside Building Room 235
H Leonhardt Hall.....	Outside Building Room 101B
I..... Robinson Hall.....	Inside Building Room 134
J..... Learning Resources Hall.....	Outside Building Room 140
K Hendry Hall.....	Inside Building Room 120
L..... Humanities Hall.....	Outside East Mechanical Room
LL Art Annex.....	Inside Building North Wall
M..... B. B. Mann PAH.....	East Mechanical Room
N Royal Palm Hall.....	Sabal Hall Stairwell Mechanical Room
O Sabal Hall.....	Sabal Hall Stairwell Mechanical Room
P Areca Hall.....	Howard Hall Stairwell Mechanical Room
Q Howard Hall.....	Howard Hall Stairwell Mechanical Room
R..... West Chiller Plant.....	Inside North Wall
S Student Services.....	Room S-114
T..... eLearning.....	Inside room 104

Collier Campus

See Maps, Collier County, Section 6

FIRE ALARM PANEL LOCATION MAPS

Note: All location maps are located in the Campus Plant Operations & Public Safety Offices

- 1Fire Panel Buildings A & DLocated in Room A - 135
- 2Fire Panel Buildings B, C, H, & ILocated in Room B - 108
- 3Fire Panel Building ELocated in Room E - 112
- 4Fire Panel Buildings F & GLocated in Room G - 108
- 5Fire Panel Building JLocated in Room J - 135

Charlotte Campus

See Maps, Charlotte County, Section 5

FIRE ALARM PANEL LOCATION MAPS

Note: All location maps are located in the Campus Plant Operations & Public Safety Offices

1Building FCLocated in Room 008, first floor
2Building PPLocated in Room 105, first floor
3Building SSLocated in Room 005, first floor
4Building SALocated in Room 021, first floor
5Building LSLocated in Room 008A, first floor
Building CCLocated in Building LS Room 008A, first floor
6Building FOLocated in Room003A, first floor
7Building CLLocated in Room 009, first floor
8Building SCLocated in Room 008A, first floor
Building OBLocated in Building HS Room 010, first floor
9Building HSLocated in Room 010, first floor

Lee Campus

See Maps, Lee County, Section 7

EMERGENCY (COURTESY) PHONE LOCATION MAP

Note: All location maps are located in the Campus Plant Operations & Public Safety Offices

- #1Robinson Hall (I)Located outside East side ext. 1035
- #2Howard Hall (Q)Located outside by Q-128 ext. 1444
- #3Continuing Education (T)Located outside Main doors ext. 1564
- #4Humanities (L)Located outside L- 102 ext. 1577
- #5Walker Hall (A)Located outside south entrance 1st floor ext. 1819
- #6Leonhardt Hall (H)Located by H-200 ext. 1857
- #7Hendry Hall (K)Located 1st floor ext. 1874
- #8Information Technology (G).....Located by 2nd floor sliders .ext 1888
- #9Hendry Hall (K).....Located 2nd floor ext.1890
- #10Gresham Hall (B).....Located by B-105 ext.1891
- #11Sabal Hall (O)Located 2nd floor by O-201ext. 1892
- #12Howard Hall (Q).....Located by Q-200B ext.1893
- #13Information Technology (G).....Located by G-135 ext. 1896
- #14Areca Hall (P).....Located 2nd floor ext. 1897
- #15Learning Resources (J)Located by J-138 ext. 2003
- #16Student Services (S).....Located by S-100F ext. 2040
- #17Student Services (S)Located East side next to bookstore ext. 2041
- #18Learning Resources (J)Located by J-140 outside East ext. 2042
- #19Humanities (L)Located by L-134A ext. 3001

Collier Campus

See Maps, Collier County, Section 7

EMERGENCY (COURTESY) PHONE LOCATION MAP

Note: All location maps are located in the Campus Plant Operations & Public Safety Offices

- 1Building-E (west)Located outside 1st Floor Elevator ext. 4001
- 2Building-E (west)Located outside 2nd Floor Elevator ext. 4002
- 3Building-ALocated near Room A-142 Extension ext. 4000

Charlotte Campus

See Maps, Charlotte County, Section 6

EMERGENCY (COURTESY) PHONE LOCATION MAP

Note: All location maps are located in the Campus Plant Operations & Public Safety Offices

- #01Building SALocated in Cafeteria ext 3531
- #02Building SALocated outside Bookstore entrance ext. 3531
- #03Building LS.....Located in Hallway outside LS-107 ext. 3526
- #04Building CLLocated in outside Breezeway
- #05Building HSLocated in Hallway



EDISON STATE
COLLEGE

HAZARDOUS MATERIALS
PLAN

SPILL PREVENTION, CONTROL AND COUNTERMEASURES

1. Purpose

The purpose of this plan is to minimize hazards to students, faculty, staff, the general public and the environment from fires, explosions or any other unplanned sudden release of hazardous waste or hazardous waste constituents to the air, soil or water. All personnel involved in the management and/or use of hazardous materials and/or waste at Edison State College shall be familiar with the contents. In addition, the plan shall be circulated to appropriate emergency response units that might be involved. For the purpose of this plan, an emergency is defined as a fire, explosion or release of hazardous waste that could threaten human health and/or the environment.

2. References

- (a) Federal Resource Conservation & Recovery Act (RCRA)
- (b) 40 CFR 264.50 - 264.56
- (c) State of Florida, Department of Education, "Hazardous Materials Guidelines (Sept. 1988)"
- (d) National Association of College and University Business Officers (NACUBO), "Hazardous Waste Management at Educational Institutions"

3. Scope

Edison State College is a conditionally exempt small quantity generator of hazardous waste in that it creates less than 100 kilograms of hazardous waste per month [(1 kilogram of acutely hazardous waste per month ("P" list 40 CFR 261)] and/or stores not more than 1000 kilograms of hazardous waste on site; or any combination thereof. As such, Edison State College is not subject to the requirements of 40 CFR 262 - 266. Nevertheless, hazardous materials and waste shall be treated and handled in such a manner as to minimize any threat to persons and/or the environment.

4. Storage

- (a) Hazardous materials shall be properly stored by the using department in accordance with the instructions contained in DOE, OEF DOCUMENT, "The Storage, Handling and Disposal of Chemicals Used in School Laboratories and Community Colleges".
- (b) Surplus hazardous materials shall be retained by the using department and reported as such.

5. Inventory

- (a) All classroom chemicals and other hazardous materials shall be inventoried by the using departmental paraprofessional member at the beginning of each year and reported to their immediate supervisor for forwarding to the Manager, Plant Operations, not later than the end of the Spring Semester (Term 3). As a minimum, this report shall include information as to the chemical name, common name, supplier, date received, quantity received, concentration, uses and required handling precautions, if any.
- (b) The receiving department shall report all chemicals received with the same information in order to comply with the Right-To-Know-Law.

6. Disposal

- (a) Surplus material shall be declared hazardous waste when it no longer has any value for educational or physical plant purposes.
- (b) Hazardous waste shall be temporarily stored by the Maintenance Department and disposed of through a State or County sponsored "Amnesty Day" program.

7. Spill Control

- (a) Non-ignitable, low-toxicity liquids or solids not generating dangerous gases may be handled by Maintenance personnel if the volume is sufficiently small. Chemical aprons, impermeable suits, multiple-cartridge respirators and chemical resistant gloves shall be used as necessary. Inert absorbents or neutralizing solids should be used to prevent the spread of liquids (Absorbent shall be spread around the periphery of the spill, then added to the center and mixed thoroughly moving toward the center of the spill). The resultant mixture shall be scooped into polyethylene bags at least six mills thick and placed in a 17h/17E DOT drum with extra vermiculite or Oil-Dri in the bottom and as filler.

- (b) Ignitable liquids or solids, highly toxic chemicals and materials generating dangerous gases shall be left to emergency personnel to handle. Qualified College personnel shall be present to advise assisting agencies as to the character, amount, source and extent of the spill.

8. Responsibilities of Emergency Coordinator

- (a) Direct evacuation of facility, if necessary.
- (b) Identify character, exact source, amount and real extent of any released material.
- (c) Assess hazard to human health and/or environment (Observation, review of records, etc.).
- (d) If threat to human health or the environment exists, immediately notify appropriate authorities for assistance as follows:
 - (1) Collier County Emergency Management239-774-8444
 - (2) Charlotte Emergency Management941-505-4620
 - (3) Lee County Environmental Services239-479-8182
 - (4) State Emergency Response Commission.....800-635-7179
 - (5) National Response Center800-424-8802
- (e) Report following:
 - (1) Chemical name.
 - (2) If extremely (acute) hazardous substance or not
 - (3) Estimate of amount released.
 - (4) Time and duration of the release.
 - (5) Medium into which the release occurred.
 - (6) Any known or anticipated acute or chronic health risks which may be associated with the emergency.
 - (7) Advice regarding required medical attention for exposed individuals.
 - (8) Precautions taken or to be taken (e.g., evacuation, etc.)
 - (9) Name and telephone number of contact person.
- (f) Ensure all reasonable measures to contain and/or prevent further release(s) are taken.
- (g) Provide for the treating, storing or disposing of recovered waste, contaminated soil and/or water and any other contaminated material that results from an emergency situation.
- (h) Ensure all emergency equipment is cleaned and ready for re-use before normal operations are resumed.
- (i) Notify the:
 - (1) EPA Regional Administrator [EPA Region Four]404-562-8357
 - (2) State of Florida DER District Office407-894-7555
 that the facility is in full compliance with paragraph 8f above prior to resuming normal operations.
- (j) Submit a follow-up, written report within 15 days of the incident to the National Response Center, the State of Florida Emergency Response Commission and the Lee County Environmental Services Office to include:
 - (1) Name, address and telephone number of owner or operator and the facility.
 - (2) Date, time and type of accident (e.g., fire, explosion, etc.).
 - (3) Name and quantity of material(s) involved.
 - (4) Extent of injuries, if any.
 - (5) Assessment of actual or potential hazards to human health or the environment, where applicable.
 - (6) Estimated quantity and disposition of recovered material that resulted from the incident.

INFORMATION ASSISTANCE

Chemical Waste Emergency Hotline	800-424-9300
Federal Regulations RCRA Hotline	800-424-9346
EPA National Response Center Toxic Chemical & Oil Spill Hotline & Terrorist Hotline	800-424-8802
Florida Department of Community Affairs Division of Emergency Management.....	850-488-1320
Florida Department of Education Office of Educational Facilities.....	850-487-1130
National Response Center	800-424-8802
SBA Ombudsman's Hotline	800-368-5888

AGENCY ADDRESSES

Regional Administrator

U.S. Environmental Protection Agency

Region IV

Sam Nunn Atlanta Federal Center
61 Forsyth Street, SW
Atlanta, GA 30303-3104
(404) 562-9900

Solid Waste Section

Department of Environmental Regulations
2600 Blair Stone Rd.
Tallahassee, FL 32301
(850) 245-8707

State Emergency Response Commission

2555 Shumard Oak Blvd.
Tallahassee, FL 32399-2100
1-800-635-7179
(850) 413-9970

Lee County Emergency Management

Mr. John Wilson
2665 Ortiz Ave.
Fort Myers, FL 33905
(239) 477-3600
fax: (239)-477-3636
website: www.Leeec.com
MAILING ADDRESS:
Lee County Public Safety
P.O. Box 395
Fort Myers, FL 33902-0398

Charlotte County Emergency Management

Mr. Wayne P. Sallade - Director
7474 Utilities Road
Punta Gorda FL 33982
(941) 505-4620

Collier County Emergency Management

Dan Summers, Director
3301 East Tamiami Trail
Building F
Naples, Florida 33114
239-774-8444

ASBESTOS EMERGENCY RESPONSE PROCEDURES

In the event a known, or suspected, asbestos-containing material such as thermal system insulation (TSI), vinyl asbestos floor tile, etc., is disturbed (surface broken, gouged, torn, cut, etc., as to permit the possible escape of asbestos fibers into the environment), the following action shall be taken:

1. Vacate the immediate area.
2. Secure room or building and/or post "guards" so as to ensure that no one is inadvertently exposed to asbestos fibers, if any.
3. Notify Plant Operations Manager, ext. 1288 or Director of College Facilities, ext. 1243.
4. The College Facilities Department will contact a licensed asbestos contractor for additional assistance, as appropriate. Follow the guidelines below until the asbestos contractor arrives:
 - (a) Minor occurrence (Less than 3 sq. ft. of surface material or 3 linear ft. of TSI involved):
 - (1) Isolate the area.
 - (2) Saturate debris using wet methods.
 - (3) Clean the area using a HEPA vacuum.
 - (4) Dispose of debris in a sealed container.
 - (5) Repair damage and/or,
 - (6) Contact licensed asbestos contractor for additional assistance, as appropriate.
 - (b) Major occurrence (Greater than 3 sq. ft. of surface material or 3 linear ft. of TSI involved):
 - (1) Isolate the area.
 - (2) Contact a licensed asbestos consultant for the design and control of the required emergency response action.

ASBESTOS CONSULTANT

**Apollo Environmental Consultants
11553 U.S. Hwy 41S
Gibsonton, FL 33534
(800) 348-3181**

**A.M.R.C., Inc.
5230 Clayton Ct.
Ft. Myers, Florida 33907
(239) 936-8266
Jack Snider III**

ASBESTOS TESTING LABORATORIES

**Universal Engineering Sciences
1205 De Elizabeth St.
Punta Gorda, Fl. 33950
Lindsay Weaver
941-995-1997**

**Greenberg Environmental
9960 Cypress Lake Dr.
Ft. Myers FL 33919
(239) 481-2442
Jan Greenberg**

EXPOSURE CONTROL PLAN

This plan is intended to comply with the OSHA Occupational **Exposure to blood borne Pathogens** Final Standard published in the Federal Register, December 6, 1991, 29 CFR Part 1910.1030.

Job Classifications:

1. Employees including faculty and staff in the following Allied Health disciplines:
 - (a) Cardiopulmonary
 - (b) College Facilities Employees
 - (c) Dental Assisting/Hygiene
 - (d) EMS (EMT and Paramedic)
 - (e) Nursing
 - (f) Radiologic Technology
 - (g) Respiratory Therapy
 - (h) Physical Therapist Assistant
2. Exposure tasks and procedures that are performed by employees in above job classifications are the following:
 - (a) Direct patient care and laboratory procedures in clinical facilities in the teaching of health science clinical courses.
 - (b) Accidental needle sticks involving materials in Edison health science laboratories.

Procedures for Handling Incidents/Methods of Compliance:

1. Exposure at a clinical setting: Edison employees and students shall follow exposure plan prescribed by the health care facility or provider.
2. Exposure at Edison Facilities, nursing laboratories, Radiologic Technology laboratories, EMS laboratory or Respiratory Therapy laboratories

Edison employees and students shall follow clinic laboratory exposure plan and complete accident report form as necessary.

Training Records:

Training records on all Division of Health & Sciences employees shall be kept on file in the office. The training records shall be kept on file for three years from the time on which the training occurred. Records shall include:

1. dates of the training sessions
2. contents of the training session
3. names and qualifications of persons conducting the training sessions
4. names and job titles of all persons attending the training sessions

Edison Division of Health & Sciences shall also comply with the requirements involving transfer of records set forth in 29 CFR 1910.20(e) of the OSHA rule governing access to employee exposure and medical records.

Medical Records and Post-exposure Evaluation and Follow-Up:

1. Documentation of the route(s) and circumstances of the exposure.
2. Identification and documentation of the source individual unless not feasible or prohibited by law.
3. Testing of the source individual's blood for HIV and HBV infectivity as soon as feasible if consent is obtained (unless infectivity of the source person is known or if testing is prohibited by law).

Results of the Source Individual tests shall be made available to the exposed employee and applicable laws and regulations shall be explained.

Exposed employee's blood may be collected ASAP after the incident if consent is obtained.

Procedures for Handling Exposure on EDISON Campus/Allied Health Building:

1. Anyone witnessing an accident/incident shall call the Human Resources Department.
2. All Division of Health & Sciences Program Directors overseeing the laboratory where incident occurred will be contacted.
3. Health & Sciences faculty or staff responding to a call shall use personal protective equipment (PPE). PPE shall include disposable single-use hypoallergenic gloves, protective clothing, goggles, and face masks when incident involves blood or other body fluids. **Personal Protective Equipment shall be worn only when there may be contact with blood or body fluids. Determination will occur on arrival to site. Body fluids shall be considered potentially infectious materials.
4. The Public Safety Department shall immediately be notified to complete a College Accident Report which includes a description of the incident involving exposure to blood or body fluids.
5. The Division Dean of Health & Sciences or the Program Coordinator shall contact appropriate individual(s) employee(s) regarding post exposure evaluation and follow-up procedure (i.e., County Health Department or hospital).
6. Personal Protective Equipment will be available in all appropriate laboratories and facilities including clinics.

Compliance with OSHA Standards:

1. Universal Precautions shall be observed to prevent contact with blood or other infectious materials. The Division of Health & Sciences shall provide at no cost to the employee with occupational exposure personal protective equipment (PPE) i.e., goggles, disposable hypoallergenic gloves, face mask and protective clothing.
2. The PPE shall be removed prior to leaving the area and discarded immediately after each use with a "red" bag and then placed in a designated biohazards receptacle. The receptacle shall be a puncture resistant, leak proof and labeled container.
3. The employee shall wash hands with soap or antiseptic cleaner and water immediately or as soon as feasible after removal of gloves or other PPE items. Employees with splashes, splatters or spray exposure to eyes, nose or mouth shall flush area with water immediately or as soon as feasible following contact.
4. If incident involves a needle stick or other sharps, such as glass, the above precautions should be instituted, immediately or as soon as possible, needles and sharps shall be placed in a designated sharp container which is puncture resistant, leak proof and labeled.
5. OSHA compliance standards will be posted in each appropriate Allied Health facility and laboratory.
6. Custodial (or Division of Health & Sciences staff) cleanup of the area shall include wearing PPE decontamination of the area using EPA approved disinfectant/sterile solution which is also a tuberculocide. A disinfectant solution shall be mixed and used in accordance with manufacturer's directions. PPE and soiled materials shall be placed in "red bag(s)" and discarded in designated biohazard receptacles followed with proper cleansing of hands and other exposed body areas. Broken glass shall be discarded using mechanical means such as forceps, tongs, brush and dust pan. Glass must be placed in a sharp container for appropriate disposal.
7. All "red" bags and sharp receptacles shall be disposed of by the biohazards disposal services.
8. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

Training:

All Division of Health & Sciences faculty and staff with potential occupational exposure shall participate in a training program at no cost and during working hours.

Training shall occur:

1. Within ten days of initial employment
2. At the time when the individual's job function requires occupational exposure to take place
3. Within 90 days after effective date of the OSHA standard
4. At least annually within one year of their previous training

5. As modification of tasks or procedures affect the employee's occupational exposure

The training program shall contain the following minimum requirements:

1. A copy of the OSHA regulations regarding occupational exposure to blood borne pathogens as published in the December 6, 1991, Federal Register, 29 CFR Part 1910.1030.
2. A copy and explanation of Division of Health & Sciences exposure plan which will include procedures to follow if an exposure incident occurs, method of reporting and documentation, universal precautions to follow, and medical follow-up.
3. A general explanation of the epidemiology and symptoms of blood borne diseases.
4. An explanation of the modes of transmission of blood borne pathogens.
5. An explanation of the appropriate methods of recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials and an opportunity for interactive questions and answers.
6. An explanation of the use and limitations of methods that will prevent or reduce exposure including use of personal protective equipment.
7. Information on the types, proper use, locations, handling, decontamination and disposal of personal protective equipment.
8. An explanation on the basis for selection of personal protective equipment.
9. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated and where vaccination will be offered free of charge.
10. Information on the post-exposure evaluation and follow-up procedures Edison will provide for the employee following an exposure incident.

Vaccinations (to be made available following training):

EDISON shall provide all employees designated under "job classifications" in this plan the hepatitis B vaccine and vaccination series, and post-exposure evaluation and follow-up at no cost to the employee at a local hospital in Lee County. Post-exposure prophylaxis, counseling and evaluation of reported illnesses shall be provided according to the recommendations of the U.S. Public Health Department.

Healthcare Professional Information

The healthcare professional evaluating the incident shall be provided the Report of the Exposure Incident. Within 15 days of completion of the evaluation, Edison shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion and whether hepatitis B vaccination is indicated and whether the employee has received vaccination.

The healthcare professional's opinion shall be limited to stating that the employee has been informed of the results of the evaluation and that the employee has been told of medical conditions resulting. All other findings and diagnoses shall be confidential and shall not be in the written report.

Medical Records

The Division of Health & Sciences shall maintain accurate records for each employee with occupational exposure in the Human Resources Office and in accordance with 29 CFR 1910.20. This record shall include:

1. The name and social security number of the employee
2. A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination as required by 29 CFR 1910.20(f)(2)
3. A copy of all results of examinations, medical testing and follow-up procedures as required by 29 CFR 1010.20(f)(3)
4. A copy of the healthcare professional's written opinion as required by 29 CFR 1910.20(f)(5)
5. A copy of the information provided to the exposed employee as required by 29 CFR 1910.20(f)(4)(B)(C) and (D)

Edison shall maintain complete confidentiality of the employee's medical records and will not disclose or report without the employee's express written consent to any person within or outside the workplace except as required by 29 CFR 1910.20.

Use of Sharp Instruments:

1. Sharp instrument container will be kept in each lab for easy access.
2. When full, the container will be taken to one of the Divisions paraprofessionals in Leonhardt Hall 100, who in turn will contact the appropriate agency for disposal.
3. Clinical study programs off campus will adhere to institutional policy and use supplies that are supplied by the institution.

Revision of Plan:

The Exposure Control Plan shall be reviewed annually and updated whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. This annual review will be the responsibility of the Infectious Disease Committee.

Bioterrorism Preparedness Program

Biological warfare refers to “germs”...virus, bacteria, or spores... that can kill us. Risk of biological warfare remains low compared to other tactics.

In the event of a health emergency, local and state health departments will inform the public about the actions individuals need to take.

Regarding a suspicious letter or package (see appendix)

1. Do not shake or empty the contents of any suspicious envelope or package.
2. Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have any container, cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
4. Leave the room and close the door, or section off the area to prevent others from entering.
5. Wash your hands with soap and water to prevent spreading any powder to your face.
6. Notify the incident to Public Safety. They will make sure the area remains clear and notify the proper contacts.

Envelope with powder and powder spills out onto surface

1. DO NOT try to clean up the powder. Cover the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.).
2. LEAVE the room and close the door or section off the area.
3. Wash your hands with soap and water.
4. Notify Public Safety and your supervisor.
5. Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some container that can be sealed.

Question of Room Contamination by Aerosolization

1. Turn off local fans or ventilation units in the area.
2. Leave area immediately.
3. Close the door, or section off the area to prevent others from entering.
4. Notify Public Safety and your supervisor.
5. Shut down air handling system in the building, if possible.

How to Identify Suspicious Packages and Letters

Some characteristics of suspicious packages and letters include the following:

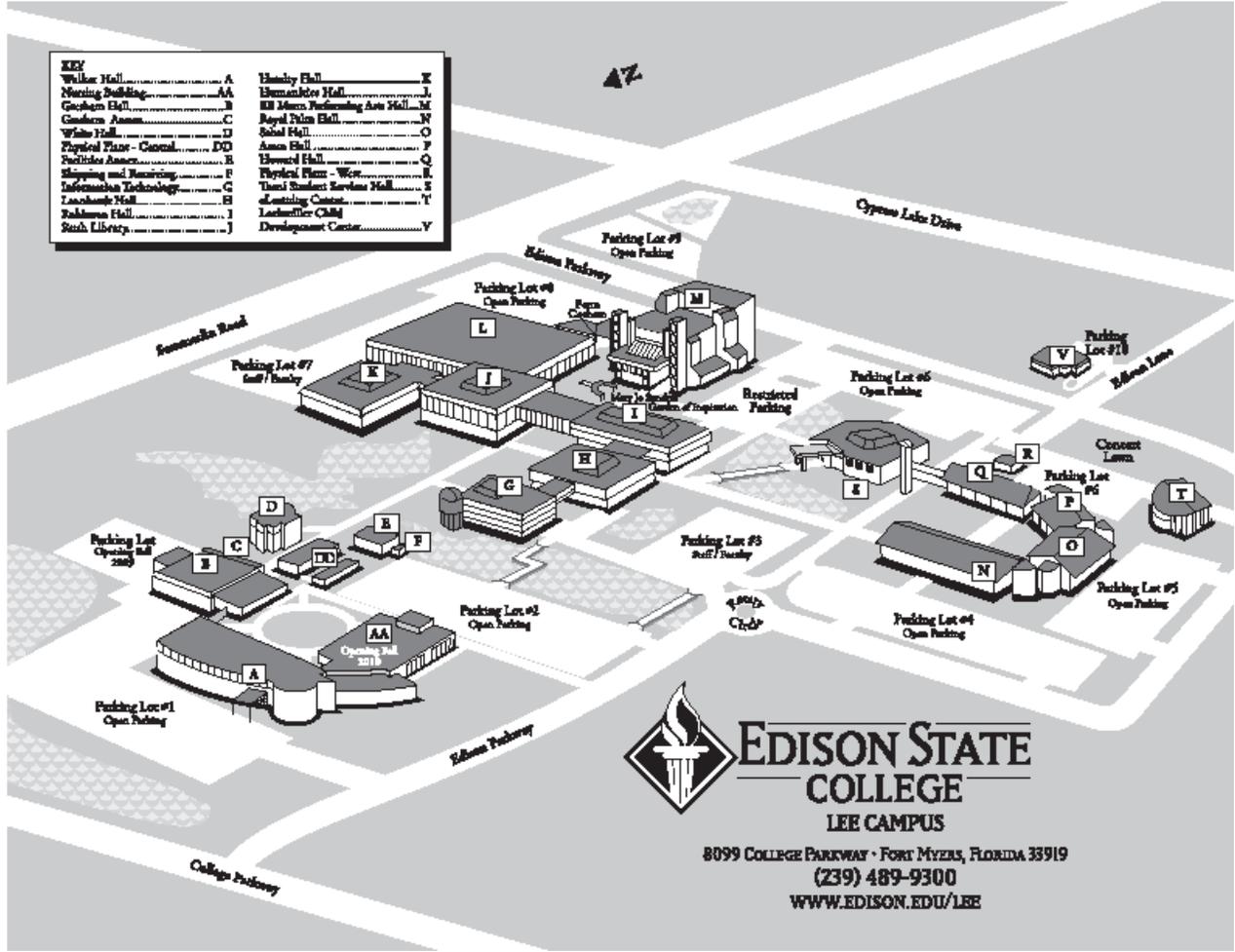
- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address

Florida: Florida Department of Health

Located: 4052 Bald Cypress Way
Mail Bin A07
Tallahassee, FL 32399

Phone: (850)245-4321
www.doh.state.fl.us
Fax: (850) 487-3729

KEY	
Walker Hall.....	A
Nursing Building.....	AA
Graham Hall.....	B
Modern Annex.....	C
White Hall.....	D
Physical Plant - General.....	DD
Physical Annex.....	E
Shipping and Receiving.....	F
Information Technology.....	G
Lanahan Hall.....	H
Robinson Hall.....	I
Stark Library.....	J
Hasty Hall.....	K
Hernandez Hall.....	L
Bill Moran Performing Arts Hall.....	M
Royal Palm Hall.....	N
Sabal Hall.....	O
Annex Hall.....	P
Howard Hall.....	Q
Physical Plant - West.....	R
Third Student Services Hall.....	S
Learning Center.....	T
Lanham Center.....	U
Development Center.....	V



EDISON STATE COLLEGE
 LEE CAMPUS
 8099 COLLEGE PARKWAY • FORT MYERS, FLORIDA 33919
 (239) 489-9300
 WWW.EDISON.EDU/LEE



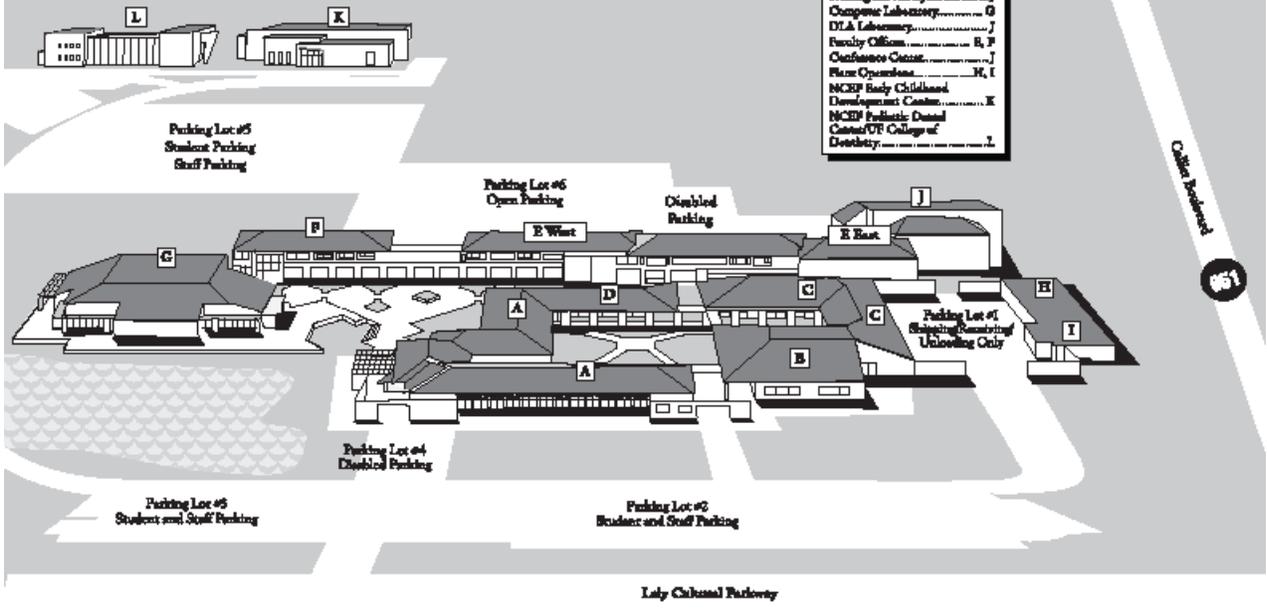
EDISON STATE COLLEGE

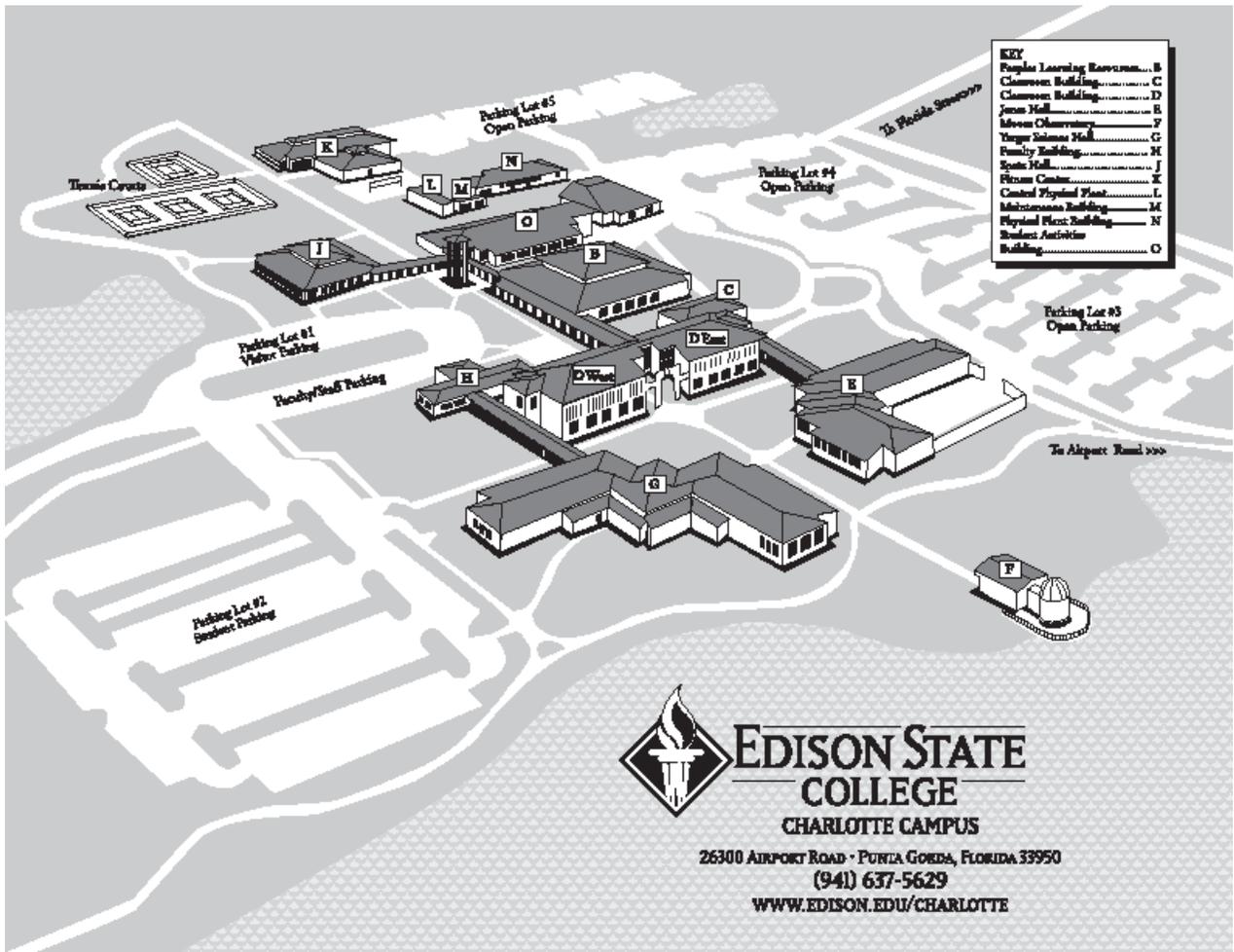
COLLIER CAMPUS

7007 LEY CULTURAL PARKWAY • NAPLES, FLORIDA 34113
 (239) 732-3737
 WWW.EDISON.EDU/COLLIER

Fiddlers Hammock

EDV	
Administration	A
Student Services	A
Admission, Registration, Counseling	A
Cadets	A
Continuing Education	J
Auditorium	B
Bookstore	C
Cafeteria	C
Student Center	D
Library	G
Classrooms	W, X, E, G, J
Science Laboratories	E
Nursing Laboratory	J
Computer Laboratory	G
DVA Laboratory	J
Faculty Offices	R, P
Conference Center	R, P
Plant Operations	M, I
NCEP Early Childhood Development Center	K
NCEP Pediatric Dental Center/OT Center of Distinction	L







EDISON STATE
COLLEGE

APPENDIX



**EDISON STATE
COLLEGE**

**EMERGENCY
NOTIFICATION
SYSTEM GUIDE**

**USING CONNECT-ED
TO DELIVER EMERGENCY
MESSAGES**

March 11, 2008

The College will be using a new Emergency Notification System, called *Connect-ED*, which will enable quick and efficient dissemination of critical information to members of the College community, our partners, vendors and subcontractors during campus emergencies. This may include nearby public and private schools, fire departments, sheriff's offices or EMS. This is not a substitute to making calls to 911.

In the event of an emergency, registered users will receive simultaneous messages to landline phones, cellular phones, e-mail addresses, and text messaging, of those users we have contact information for.

EMERGENCY SITUATIONS THAT MAY REQUIRE NOTIFICATION

- Bomb Threats
- Hostile Intruder on Campus: Man with a gun/Shots fired
- Fire/Explosion
 - Downed Aircraft
 - Hazardous Material spill
- Utility Failure/Problem (long-term, serious effect on campus)
 - Natural gas leak/Propane gas leak
- Weather-related emergencies
 - Tornado (watch vs warning)
 - Hurricane closure
- Serious Accidents: Industrial, Building collapse, Vehicle
- Clery Act crimes

The Clery Act mandates timely warnings for certain crimes that pose a serious or continuing threat to the campus community. This provides one way to comply with the Act for those types of crimes. Those crimes requiring immediate notification are:

- Murder and Manslaughter
- Forcible Sex Offenses
- Aggravated Assaults (weapons involved, serious bodily harm)
- Robbery (esp. with weapons)

COMPOSING EMERGENCY MESSAGES:

The information below is for general guidance and may vary depending on the facts involved. Message scripts should include who is sending the message, from what Campus, reason, date and time, response required, if any, and where to get additional information. Always say thank you and goodbye at the conclusion of the message so that the recipients know the message has ended and they received the entire communication. This will help to prevent confusion. Voice communication should be 25 to 60 seconds in length to effectively communicate the message content while keeping the recipient's attention. See additional information below.

Announce "who" is calling

Include name and title. For example, *"This is Dr. James Smith, President of Lee Campus, Edison State College"*

Announce which campus is affected and explain the "reason" for the call. For example, ***“Lee Campus will be closing as a result of a major water break”***

Announce the Date and Time and Duration - this is particularly important as text messages can sometimes be delayed in their delivery and cannot be recalled if an incident is over prior to the message being received by the recipient. For example, ***“Lee Campus will be closed effective at noon on Monday, January 5, and will reopen Tuesday morning, January 6 at 7 AM.”***

Any response required. For example, ***“If you are currently on campus, exit by way of College Parkway”***

Ways to obtain further information. For example, ***direct the recipients to college web site, local television and/or radio announcements, or tell them if additional updates will be sent via this emergency messaging system.***

Include a comment directing them to hang up and ***call 911 if they need immediate help***

End the call by saying ***Thank you and goodbye.***

EMERGENCY CALL Procedure

The college/campus may become aware of an emergency situation in a variety of ways. A call may go to Public Safety, the Campus President’s Office or another location. Preferably calls will be routed to Public Safety who will:

- Quickly assess the situation
- For potential life and death situations, an alert will be immediately transmitted by one of the Crisis Team members.

After normal business hours the public safety desk personnel will notify the public safety officer on duty, who will access the situation and notify the a Campus Emergency Notification Crisis Team member - starting with the first person on the following campus list- by using emergency contact information maintained by Public Safety. The officer will call home, cell and/or NEXTEL numbers of the Crisis Team member and brief them on the situation. Each campus has at least 6 contact persons.

The first Crisis Team member who is reached will determine if a message should be sent out using the Connect Ed procedure above. The public safety officer will record the Crisis Team member’s decision and who the team member said will actually send the message out.

CAMPUS EMERGENCY NOTIFICATION CRISIS TEAMS

LEE

- Dr. Noreen Thomas
- Rick Parfitt
- Reggie Mitchell
- Steve Nice
- Dr. Robert Beeson
- Dr. Steve Atkins
- Kevin Coughlin
- Billee Silva

COLLIER

- Dr. Jeff Allbritten
- Dr. Henry Linck
- Herb Hall
- Phil Marchesseault
- Rick Parfitt
- Steve Nice
- Dr. Noreen Thomas
- Dr. Steve Atkins
- Kevin Coughlin
- Billee Silva

CHARLOTTE

- Dr. Pat Land
- Dr. Tom Rath
- Kevin Brooks
- Bernie Krueger
- Rick Parfitt
- Steve Nice
- Dr. Noreen Thomas
- Dr. Steve Atkins
- Kevin Coughlin
- Billee Silva

HENDRY-GLADES

- Dr. Pat Land
- Dr. Tom Rath
- Brooke Bruhn
- Bill Sowers
- Rick Parfitt
- Steve Nice
- Dr. Noreen Thomas
- Dr. Steve Atkins
- Kevin Coughlin
- Billee Silva

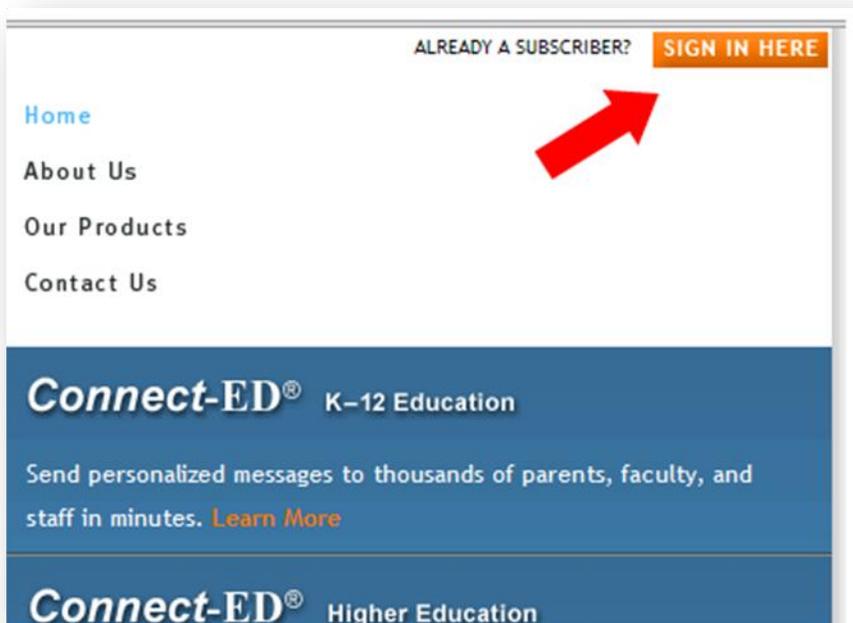
Sending Emergency Announcements through Connect-Ed

Sending an announcement involves the following steps:

1. Logging into Connect-Ed Site
2. Creating Your Message or Select a Saved Message
3. Choose your recipients
4. Scheduling / Sending Your Message

Step 1 – Log in

- Sign in to the Connect-Ed site at <https://www.blackboardconnect.com/signin/default.asp>
-
- Your username is _____
- Your password is _____
- Click the ‘SIGN IN HERE’ button, enter your username and password and click ‘Sign In’

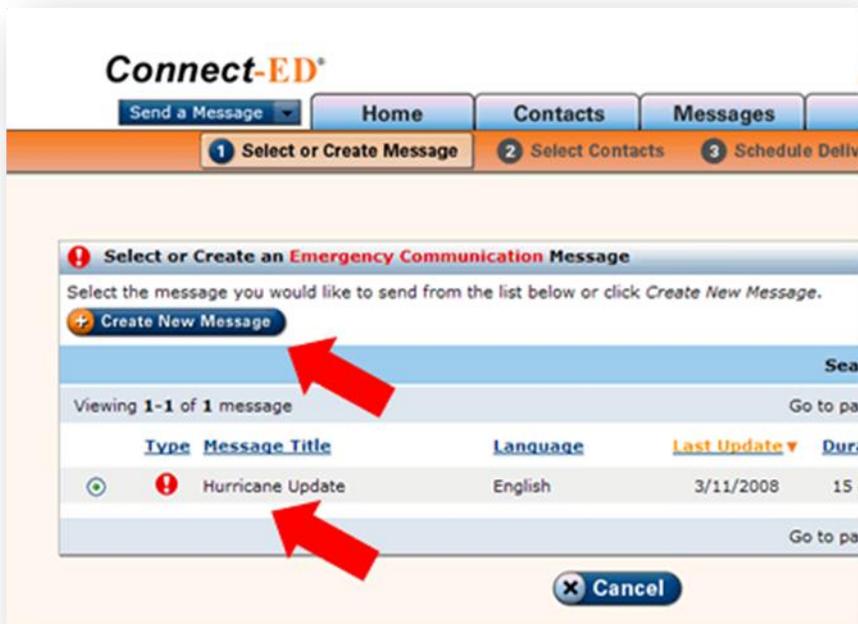


Step 2 – Create Your Message

- Select the 'Emergency Communication' button



- You may now choose the 'Create New Message' button or you may also select a message that was previously saved. Click 'Next' if choosing a saved message. **SKIP TO STEP 3 IF SELECTING A SAVED MESSAGE.**



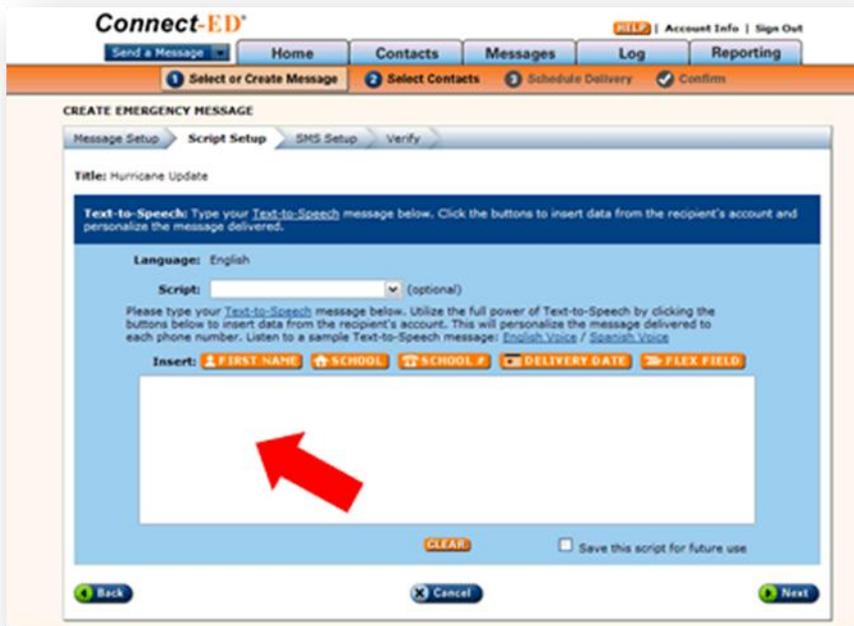
- If you selected 'Create New Message' you should now select Text-to-Speech.



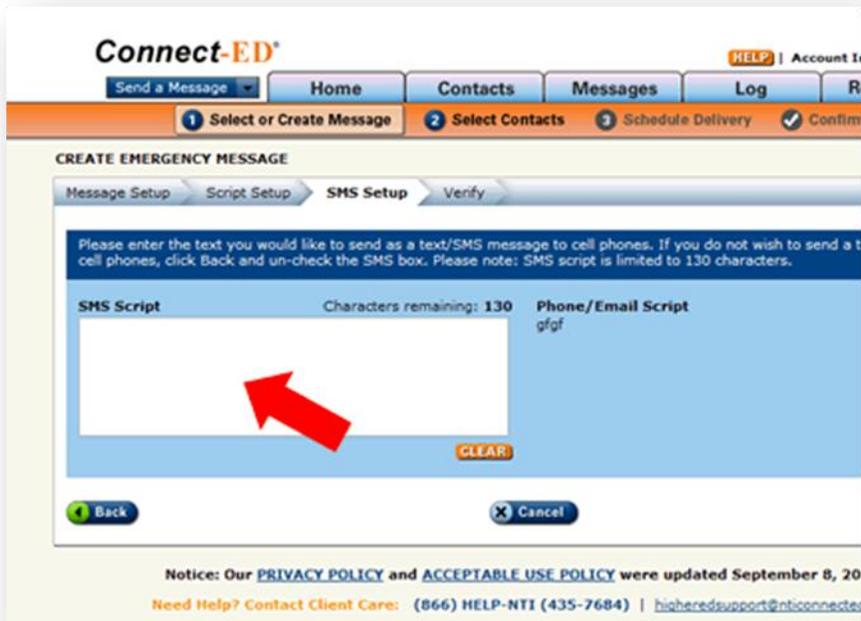
- Enter a TITLE, and check the first two check boxes. Click 'Next' when done.



- Enter your alert message in the text box provided. You may use the custom button to personalize the message. If you want to save the message for further use, click the 'Save script' button in the bottom right corner. Click 'Next' when done.



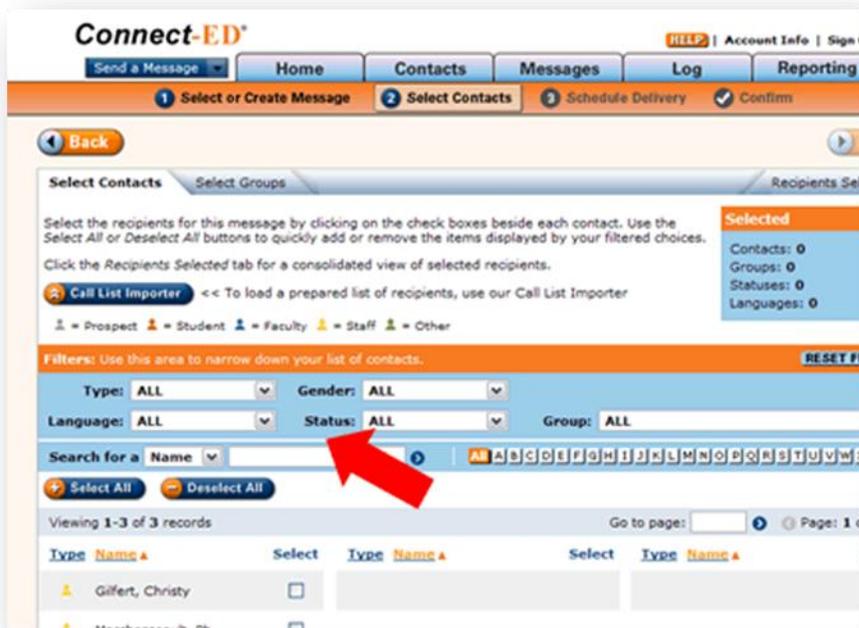
- Enter an abbreviated message to be send as a TEXT message to phone. Only 130 characters allowed. Click 'Next' when done.



- On the following screen, confirm your message is correct and click 'Done'. You will now be taken back to the message screen where you message is selected. Click 'Next' to continue.

Step 3 – Choose Your Recipients

1. Filter List—Select from the Filter drop-down menus to view only those contacts that meet your criteria: >> Type (i.e., Student, Faculty, Staff, Other)
2. Select Contacts—Select from the list of contacts you are viewing by checking the box to the right of each name, or **click to select all contacts that fit your filter criteria.**
3. Verify Contacts—Verify that the number of contacts selected is correct and click 'NEXT'.



Step 4 – Schedule / Send Message

Schedule Delivery

Select your time zone and when you want your message to be sent. When you are finished, click *Next*.

Select your time zone:

Send my message now

Send my message on this day:

/ /

At this time:

:

Confirm Your Message

Review the information below for accuracy and click *Confirm*.

Message: **Fall 07 Open House** [EDIT](#)

Contacts Selected: **967**

Unique Deliveries: **193 Phone Deliveries** [more info...](#) [EDIT](#)

675 E-mail Deliveries

100 SMS Deliveries

You have selected to send this message to more than 75% of your contacts. Please check the box to the left to confirm this is correct.

Delivery Date & Time: **9/21/2007 at 5:30 PM (PT)** [EDIT](#)

Delivery Type:

- Send message via telephone
- Send message via e-mail [more info...](#)
- Send message via SMS [more info...](#)
- Require PIN Authentication [more info...](#)

Confirm

- 1. Schedule**—Select your *time zone* from the drop-down menu. Select either *Send my message now* or use the drop-down menus to schedule delivery by selecting *Send my message on this day (and time)*. Click to continue.
- 2. Verify**—Make certain that all of your message information is correct, or click on the appropriate [EDIT](#) button to make a change.
- 3. Confirm**—Select *Delivery Type*, indicating whether the message should be sent via telephone, e-mail, and/or SMS. If you selected the PIN option and wish to create a special 5-digit PIN for this message only, enter it now.

- ▶ **Via telephone** – Your recorded message (including voice and text-to-speech) will be sent to selected phone numbers.
- ▶ **Via e-mail** – Your script will appear in the body of the message. A link to the audio file of your recorded voice message will also be included.
- ▶ **Via SMS** – Your SMS script will be sent to selected mobile phones and other devices that can receive text messages.

- 4.** When ready, click . On the Log screen, your message status should indicate *Scheduled* or *Sending*. Your message will be sent when scheduled.

TELEPHONES IN CLASSROOMS

As part of our effort to help make Edison State College a safer place to learn and work, telephones have been installed in classrooms on all Campuses to allow calls to be made directly to 911, campus public safety, the IT Help Desk and other campus office extensions.

Lee and Collier Campus Classroom Phone Instructions

The instructions are on each telephone and can be heard by picking up the receiver.

Dial 1: For a **911** call, including an emergency requiring an ambulance, fire or sheriff/police response.

Dial 2: for Campus Public Safety.

Dial 3: for IT Help Desk when needed immediately for the classroom.

Dial 4: to transfer to any campus office extension.

When you dial 1, you will automatically be calling 911. To get to another Edison extension you must first dial 4 then the extension.

For emergency calls give your location, Building and Room, to 911 and Public Safety.

Charlotte Campus Classroom Phone Instructions

The instructions are on each telephone.

EMERGENCYDial 911

Public SafetyDial 5608

IT Help DeskDial 5620

For emergency calls give your location, Building and Room, to 911 and Public Safety.

Hendry-Glades Center Classroom Phone Instructions

EMERGENCYDial 911

Public Safety Dial 674-0408

For emergency calls give your location, Building and Room, to 911 and Public Safety.

RISK ASSESSMENT NOTIFICATION PROCEDURES

MILD RISK: minor injuries, minor traffic accident, limited power outage. No serious affect on overall function of college

Call
Public
Safety

MODERATE RISK: fire alarm, weather watch, extended HVAC malfunctions, fight, etc. Affects a building or department, resolved with college resources

Call
Public
Safety

Notify Campus
Administration
Emergency System

ELEVATED RISK: bomb threat, imminent threatening weather, serious accident, power outage disrupting network & voice communications for extended time. Potential widespread impact, requires outside agency response.

Call **911**, &
Public
Safety

Notify Campus
Administration
Emergency System

EXTREME RISK: lethal weapons (active shooter), major fire, explosion, building structural failure. Seriously impairs or halts operation of college.

Call **911**,
& Public
Safety

Notify Campus
Administration
Emergency System

CAMPUS ADMINISTRATION EMERGENCY SYSTEM:

Campus President
 Campus Dean
 Campus VP (Lee)
 District Executive Vice President
 District VP-Student/Academic Affairs

Public Safety Offices

Lee Campus: 239-489-9203
 X 1203
 Charlotte Campus: 941-637-5608
 X 5608
 Collier Campus: 239-732-3708
 X 3712
 Hendry-Glades: 863-674-0408
 X 6000



SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:



- 1** Handle with care. Don't shake or bump.
- 2** Isolate it immediately
- 3** Don't open, smell, touch or taste.
- 4** Treat it as suspect. Call local law enforcement authorities

If a parcel is open and/or a threat is identified . . .

For a Bomb:

Evacuate Immediately
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Radiological:

Limit Exposure - Don't Handle
Evacuate Area
Shield Yourself From Object
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Biological or Chemical:

Isolate - Don't Handle
Evacuate Immediate Area
Wash Your Hands With Soap and Warm Water
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

REVISIONS

DATE

REVISIONS

September 3, 1999Faculty/Staff Personnel Changes
June 7, 2000Faculty/Staff Title Changes
June 9, 2000IT Department Revision
January 30, 2001Faculty/Staff Phone # Changes
February 21, 2001.....Update Maps For New Construction
August 1, 2001Faculty/Staff Personnel Changes
September 14, 2001Faculty/Staff Personnel Changes; Phone # Changes; Format Changes
December 2, 2002.....Revisions
February 13, 2003.....Addition: Bioterrorism Procedures
April 9, 2003.....Revisions
April 28, 2003Revisions
June 16, 2003.....Revisions
June, 2005.....Full Review & Revision
June 13, 2006.....Full Review & Revisions (added Epidemic/Pandemic Procedure)
August 24, 2006Revisions
April 19, 2007.....Revisions
May 5, 2007.....Faculty/Staff Personnel Changes; Phone # Changes; Format Changes
May 17, 2007.....Updated Contacts and Campus Responsibilities
July 5, 2007Updated Assignments & Titles
May 7, 2008.....Updated Assignments & Titles, Connect-ED, Media Contacts
December 15, 2008.....Revisions
May 8, 2009.....Revisions. Maps, titles.
August 19, 2009Revisions

