

Florida Memorial University Comprehensive Emergency Management Plan

Section I Basic Plan

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Draft

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Comprehensive Emergency Management Plan
DRAFT

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A: INTRODUCTION

Purpose

The FLORIDA MEMORIAL UNIVERSITY Comprehensive Emergency Management Plan (CEMP) is designed for use by the entire University community. The CEMP establishes standard operating guidelines, based on existing policies and procedures, for the response to an emergency impacting the University. The CEMP describes the emergency management roles and responsibilities of the entire University community and provides a preparedness and response strategy for the most likely hazards. The CEMP is designed to protect lives, property and functions of the University through effective use of University, local, state and federal resources. Since an emergency may be sudden and without warning, the CEMP is intended to be flexible in order to accommodate contingencies of various types and magnitudes. The FLORIDA MEMORIAL UNIVERSITY CEMP does not limit the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

Scope

The CEMP outlines the mitigation/prevention, preparation, response and recovery actions of FLORIDA MEMORIAL UNIVERSITY personnel and resources for all-hazards that could negatively impact the university. The CEMP incorporates the use of the National Incident Management System (NIMS) to facilitate interagency coordination between responding agencies and is consistent with the Miami-Dade County CEMP, State of Florida CEMP, and National Response Framework (NRF). FLORIDA MEMORIAL UNIVERSITY continually collaborates with local, state and federal emergency response agencies in the development, implementation and maintenance of the FLORIDA MEMORIAL UNIVERSITY CEMP.

FLORIDA MEMORIAL UNIVERSITY personnel and equipment will be utilized in accordance with the guidelines set forth in the CEMP to accomplish the following priorities in order of importance:

- Priority 1: Protection of Human Life
- Priority 2: Support of Health, Safety and Basic Care Services
- Priority 3: Protection of FLORIDA MEMORIALUNIVERSITY Assets
- Priority 4: Maintenance of Critical FLORIDA MEMORIAL UNIVERSITY Services
- Priority 5: Assessment of Damages
- Priority 6: Restoration of FLORIDA MEMORIALUNIVERSITY Operations

The FLORIDA MEMORIAL UNIVERSITY CEMP is comprised of four sections. The first section is the BASIC PLAN which provides a plan overview, specifies emergency management roles and responsibilities, explains how the University prepares for and mitigates against likely hazards, outlines the organizational structure of the University during an emergency, and provides standard operating response guidelines. The second section contains HAZARD SPECIFIC PLANS which cover the special circumstances and processes that are only relevant to a specific hazard type. The third section contains DIVISION SPECIFIC EMERGENCY OPERATIONS PLANS (EOP) which implements the guidelines set forth in the BASIC PLAN specific to the unique characteristics of FLORIDA MEMORIAL

UNIVERSITY operational divisions. The third section will include the FLORIDA MEMORIAL UNIVERSITY Continuity of Operations Plan (COOP) which will address all recovery guidelines. The fourth section contains FUNCTION SPECIFIC CHECKLISTS and other supporting documents to assist personnel to execute their roles and responsibilities in accordance with the guidelines set forth in the previous sections of the FLORIDA MEMORIAL UNIVERSITY CEMP.

Assumptions

The FLORIDA MEMORIAL UNIVERSITY CEMP is predicated on a realistic approach to the challenges likely to be encountered during a major emergency. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- An emergency may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- The succession of events in an emergency are not predictable; therefore, published response plans, such as the FLORIDA MEMORIAL UNIVERSITY CEMP, should serve only as a guide and may require modifications in order to meet the requirements of a specific emergency.
- An emergency may be declared if information indicates that such conditions are developing or probable.
- All emergencies begin locally. Therefore, most emergencies impacting FLORIDA MEMORIAL UNIVERSITY will begin at the campus level.
- Major emergencies may become county or statewide. Therefore, it is necessary for FLORIDA MEMORIAL UNIVERSITY to prepare for and carry out emergency response and short-term recovery operations in conjunction with local, state, and federal emergency response agencies.
- Assistance from local, state, and federal emergency response agencies may not be immediately available.

Authority

The authorization from the FLORIDA MEMORIAL UNIVERSITY Board of Trustees to the University President to prepare, maintain, and implement the CEMP can be found in The Bylaws of the University. The University President's assignment of specific emergency response roles and responsibilities to University employees can be found in the University Employee Handbook. The University President authorized the University's adoption of The Department of Homeland Security's National Incident Management System (NIMS) through a Proclamation signed September 10, 2007. The University will use the Incident Command System in response to a declared State of Emergency.

Miami-Dade County emergency management authority and support are governed by Chapter 8B of the Miami-Dade County Code. The State of Florida emergency management authority and support are governed by Florida Statute, Chapter 252. The federal government is authorized to support both the county and state governments in accordance with the Robert

T. Stafford Act and Title 44 of the Code of Federal Regulation.

On April 30, 2007, Florida Governor Charlie Crist signed Executive Order 07-77, establishing the Gubernatorial Task Force for University Campus Safety. The goal of the task force was to develop recommendations and identify best practices that Florida universities and colleges could use to make their campuses safer. The task force recommended that each University create an emergency management committee whose responsibility would include reviewing the institution's CEMP and recommending areas for improvement. In response to the above recommendation, FLORIDA MEMORIAL UNIVERSITY created a Campus Safety Task Force. The FLORIDA MEMORIAL UNIVERSITY Campus Safety Task Force is responsible for assisting the Director of Emergency Management in maintaining the CEMP and developing strategies to address new hazards as they are identified. Members of the FLORIDA MEMORIAL UNIVERSITY Campus Safety Task Force represent the following functional areas: Office of Administration (i.e., Campus Safety, Food Services, Physical Plant, and Risk Management); Business Affairs (i.e., Budget Office, Controller, Human Resources, and Information Technology(IT)); Academic Affairs (i.e., Provost's Office, and Deans); Student Affairs (Dean of Students, Residence Life, Counseling Center, and Health Center); and Office of Executive Assistant to the President University (i.e., Public Affairs Office).

B: EMERGENCY MANAGEMENT ROLES & RESPONSIBILITIES

University Level

University Crisis Management Team

FLORIDA MEMORIAL UNIVERSITY will maintain a University Crisis Management Team consisting of University personnel who are assigned specific emergency roles and responsibilities. Each position on University Crisis Management Team should identify a primary and an alternate person for the position.

University President / Incident Commander

General Emergency Management Responsibilities

The Executive Policy Group includes the University President and performs duties necessary for the enhancement and Management of the University. The President provides leadership and management to all divisions. The FLORIDA MEMORIAL UNIVERSITY CEMP is promulgated under the University President's authority. All policies and procedures related to the safety and security of the University community shall be approved by the University President or designee.

Emergency Response Role

The University President has the authority to declare a University State of Emergency as outlined below. This declaration activates the University's Crisis Management Team for the proper and expeditious handling of the emergency in accordance with the guidelines set forth in the FLORIDA MEMORIAL UNIVERSITY CEMP. The Incident Commander's responsibilities include:

- Takes general direction from University's Board of Trustees,

- Provides overall leadership for University-wide response,
- Sets overall University-wide priorities,
- Allocates critical resources based on University-wide priorities,
- Ensures the incident(s) are properly managed and delegates authority to others,
- Ensures that incident(s) objectives are met and do not conflict with each other or with University policy,
- Approves incident press releases
- Approves University-wide Incident Action Plans.

If the President is unavailable, the role is assumed by Provost, or the Vice President for Administration, or Command is reassigned to an equally capable and qualified person. All decisions concerning the cessation of University-wide functions, operations and the ordering of immediate protective actions (SHELTER-IN-PLACE, EVACUATION, or TEMPORARY CLOSURE) remain with the University President. If the Provost, or Vice President for Administration is unavailable, the Vice President for Student Affairs is authorized to assume this role.

Provost and Chief Academic Officer

General Emergency Management Responsibilities

The Provost for Academic Affairs is responsible for all matters pertaining to the development and implementation of academic policies and programs, scholarly activities, and research including budgetary support and personnel recommendations. The Provost provides leadership and management of all Schools and academic units that include: Office of the Provost, School Deans, Department Chairpersons, University Library, Undergraduate Studies and Programs, Graduate Programs, Registrar's Office, SACS Self-Study, QEP, Honors and Study Abroad Programs, Continuing and Adult Education Program, and Academic Enhancement Programs. The Provost for Academic Affairs has the authority to assign members from his/her division with emergency management roles and responsibilities in support of the FLORIDA MEMORIAL UNIVERSITY CEMP and other emergency preparedness initiatives. The Provost for Academic Affairs reports to the President.

Emergency Response Role - Planning Section Chief

During a declared University State of Emergency, the Provost will serve as Plans Section Chief on the University's Crisis Management Team. In general, the Planning Section is responsible for tracking all personnel resources, maintaining situation status, and providing situation reports, providing documentation resources, planning for demobilization and completing the Incident Action Plan. Specifically, The Planning Section Chief reports to the University President and will be responsible for:

- Obtain a briefing from the Incident Commander
- Activates and maintains the University Emergency Operation Center
- Gathers, analyzes, and disseminates information and intelligence,
- Manages the planning process
- Maintains accountability for University personnel and accounts for personnel involved in or affected by a campus emergency

- Identifies alternate locations for academic functions
- Responsible for developing the Incident Action Plan
- Maintain a Unit Log (ICS Form 214)

Two Units will be established in the Planning Section (as required):

Situation Unit

General Emergency Management Responsibilities

The Situation Unit collects processes and organizes all incident information to ensure situational awareness all incident personnel. The Situation Unit may prepare projections on potential incident growth, and maps and intelligence information.

Emergency Response Role

During a declared University State of Emergency, the Situation Unit Leader on the University's Crisis Management Team and will be responsible for:

- Report to and receive a briefing and any special instructions from the Planning Section Chief
- Collect all incident-related data, and maintain situation status throughout incident.
- Participate in Incident Action Planning meetings.
- Prepare the Incident Summary Form (ICS Form 209 or local form) before each planning meeting.
- Organizes faculty crisis counseling services
- Maintain a Unit Log (ICS Form 214)

Resource Unit

General Emergency Management Responsibilities

The Resource Unit is responsible for maintain the status of all assigned resources (primary and support) on the incident. The Resource Unit is responsible for the check-in of all incident personnel, and maintaining a resource tracking system indicating the location and status of all incident personnel.

Emergency Response Role

During a declared University State of Emergency, the Resources Unit Leader on the University's Crisis Management Team will be responsible for:

- Report to and receive a briefing and any special instructions from the Planning Section Chief
- Establish check-in locations and ensure that all personnel are accounted for
- Prepare Organizational Assignment List (ICS Form 203), and Organizational Chart (ICS Form 207)
- Prepare assigned portion of the Incident Action Plan
- Maintain a resource tracking system indicating the location and status of all incident personnel.

- Maintain a Unit Log (ICS Form 214)

Vice President for Student Affairs

General Emergency Management Responsibilities

The Vice President for Student Affairs (VPSA) is responsible for all matters pertaining to Enrollment Management and Student Services. The VPSA provides leadership and management of administrative units that include: Admissions, Financial Aid, Enrollment Management, Residential Life, Student Life, Health & Wellness, Career Services, and Judicial Affairs. If the President, Provost, or Vice President for Administration are unavailable, the VPSA may declare a University State of Emergency and activate the University's Crisis Management Team. The VPSA has the authority to assign members from his/her division with emergency management roles and responsibilities in support of the FLORIDA MEMORIAL UNIVERSITY CEMP and other emergency preparedness initiatives. The Vice President for Student Affairs reports to the University President.

Emergency Response Role – Operation Section Chief

During a declared University State of Emergency, the Vice President for Student Affairs will serve as Operation Section Chief on the University's Crisis Management Team. In general, the Operation Section is responsible coordinating response and maintaining University activities (Continuity of Operations). Coordination is provided by three primary Branches- Campus Safety; University Services; and Infrastructure and Recovery. The Operations Section Chief reports to the University President and if a campus State of Emergency is declared will be responsible for:

- Obtain a briefing from the Incident Commander
- Develops and implements strategy and tactics to carry out the incident objectives,
- Organizes and coordinates the campus response resources.
- Accounts for and notifies parents of students involved in or impacted by a campus emergency
- Identifies alternate locations for campus non-academic functions(e.g., programs, events, etc.)
- Organize student crisis counseling services
- Organize students and campus personnel into Community Emergency Response Teams (CERT) and manage deployment
- Organizes the provision of services under Infrastructure and Recovery Branch
- Organizes the provision of services under the Public Safety and Readiness Branch
- Organizes the provision of services under the University Services Branch
- Maintain a Unit Log (ICS Form 214)

The Operations Section will be organized (as the situation warrants) into three primary Branches delineated below:

Public Safety and Readiness Branch

General Emergency Management Responsibilities

The Public Safety and Readiness Branch is responsible coordinating internal (University resources) and external (Non-University resources) public safety response.

Emergency Response Role

If a campus State of Emergency is declared, the Public Safety and Readiness Branch will:

- Obtain a briefing from Operations Section Chief
- Develops strategy and tactics to carry out the incident objectives,
- Directs the campus response resources
- Directs evacuation efforts
- Maintains traffic and crowd control
- Control access to incident scene
- Secures University Emergency Operation Center
- Coordinates campus response resources with responding public safety resources (i.e., Law Enforcement, Fire Services, and Emergency Medical Services) operating under and unified Operations Section.
- Maintain a Unit Log (ICS Form 214)

University Services Branch

General Emergency Management Responsibilities

The University Services Branch is responsible coordinating response and maintaining University activities (Continuity of Operations) related to Student Health and Wellness; Residence Life; Food Services.

Emergency Response Role

If a campus State of Emergency is declared, the University Services Branch will:

- Obtain a briefing From Operation Section Chief
- Provides Health and Wellness services to students
 - Counseling
 - First Aid
- Provides Residence Life services
 - Advises on status of residencies
 - Identifies additional residence needs
 - Advises on alternative housing and sheltering options
- Provides Food Services
 - Coordinates with vendor(s)
- Provides support and activities in Student Activity Center
- Provides general population sheltering
- Provides support for Special Needs Sheltering
- Maintain a Unit Log (ICS Form 214)

Infrastructure & Recovery Branch

General Emergency Management Responsibilities

The Infrastructure and Recovery Branch is responsible for restoration of facilities use, restoration of utilities and restoration of a communications capability. The Physical Plant provides management of University facilities, grounds, and physical plant operations (utilities) and maintenance. The Communications Unit provides and maintains Telecommunications and Information Technology hardware, software and support.

Emergency Response Role

During a declared University State of Emergency, Infrastructure and Recovery Branch will:

- Obtain a briefing from Operations Section Chief
- Provides utility assessment and shut down services
- Coordinates with off-campus utilities providers
- Conducts preliminary damage assessments
- Orders, receives, stores and distributes Physical Plant resources
- Maintains inventory of supplies, equipment and vehicles
- Provides Facilities Management resources and services required to support incident(s)
- Assists in determining type and amount of Facilities Management resources needed to support incidents(s)
- Orders, receives, stores, and distributes Facilities Management resources
- Maintain inventory of supplies, equipment, and vehicles
- Set up and maintain facilities
- Coordinate facilities rehabilitation
- Maintains mail and receiving services
- Organizes incident debris removal
- Evaluate building safety
- Maintain a Unit Log (ICS Form 214)

Information Technology

General Emergency Management Responsibilities

The Office of Information Technology provides the vision and leadership for evaluation of short and long range goals for all instructional and administrative technology needs of the University. The Office of Information Technology Computer Services, Computer Operations & Technical Services, Telecommunications, and Network & Internet Services. The Information Technology is a part of the Infrastructure and Recovery Branch.

Emergency Response Role

During a declared University State of Emergency, the Office of Information Technology will:

- Obtain a briefing

- Maintains the operation of campus voice, internet, radio and wireless communications
- Identifies information technology resources and services required to support the incident
- Implements proper backup controls and redundancies to maintain critical campus information technology services
- Maintains information security controls
- Maintain a Unit Log (ICS Form 214)

Vice President for Business & Fiscal Affairs

General Emergency Management Responsibilities

The Vice President for Business & Fiscal Affairs (VPBFA) is responsible for the ongoing fiscal operational status of FLORIDA MEMORIAL UNIVERSITY and the overall administrative and fiduciary responsibility for general institutional services and management of business and financial activities. The Office of the Vice President for Business & Fiscal Affairs consists of the Controller, Director of Budget, Purchasing & Procurement, Human Resources, Internal Audit and Information Technology. The VPBFA has the authority to assign members from his/her division with emergency management roles and responsibilities in support of the FLORIDA MEMORIAL UNIVERSITY CEMP. The Vice President for Business & Fiscal Affairs reports to the University President.

Emergency Response Role **Finance-Administration Section Chief**

The Finance-Administration Section is responsible for the overall administrative and fiduciary responsibility for general institutional services and management of business and financial activities. The Finance-Administration Section is responsible for time-keeping, procurement (purchasing and leasing), claims and compensation and tracking all costs associated with the incident. When a University State of Emergency has been declared, the Finance-Administration Section Chief's responsibilities include:

- Obtains a briefing from the Incident Commander
- Ensures the continuation of all payroll and purchasing functions,
- Responsible for financial and cost analysis,
- Oversees contract negotiations,
- Tracks personnel and equipment time,
- Processes claims for accidents and injuries,
- Works with Plans Section to ensure resources are procured.
- Serves as point of contact for external non-agency tenants with a presence on campus (i.e., vendors who are providing services to the University)
- Maintains the Unit Log (ICS Form 214)

Vice President for Administration

General Emergency Management Responsibilities

The Vice President for Administration is responsible for the overall management of the University's emergency preparedness functions, including the development, implementation and maintenance of the FLORIDA MEMORIAL UNIVERSITY CEMP. The Vice President for

Administration is the University's representative on the Florida Regional Domestic Security Task Force and collaborates with all local, state, and federal emergency response agencies that serve and protect FMU. The Vice President for Administration reports to the President.

Emergency Response Role - University Coordinating Officer

The Vice President for Administration, in the capacity of the University Coordinating officer, is responsible for notifying the appropriate University personnel of a major campus emergency in accordance with the FMU Alert! Emergency Notification System activation protocol outlined in the University's Mass Emergency Notification Communication Policy and Procedures. If the Provost or Vice President for Student Affairs are unavailable, the Vice President for Administration is authorized to activate the University's emergency notification resources and to alert the general University community of a MAJOR EMERGENCY. The University Coordinating Officer is also responsible for advising the University President on activating and convening needed sections of the University's Crisis Management Team. If a University State of Emergency is declared, the University Coordinating Officer will be a member of the Command Staff on the University's Crisis Management Team and will:

- Obtains a briefing from the Incident Commander
- Provides briefings to and answers questions from Agency Administrators (University Executive Group).
- Ensures that regular, periodic Situation Status reports are prepared and transmitted as required.
- Transmits Resource Requests as appropriate (e.g., WebEOC, EOC Tasking, Constellation, etc.)
- Ensures that Resources are accounted for
- Maintains coordination with SGA, Student Organizations, and Athletic Department (in order to mobilized assistance teams as necessary)
- Maintains coordination with local, county, and state emergency management agencies
- Ensures that records are consolidated and transmitted as required by local, State and/or Federal authorities to provide financial accountability.
- Ensures that mapping services (GIS) are provided.
- Coordinates with the Planning Section to ensure that Incident Action Plans are completed and documented appropriately.
- Maintains a Unit Log (ICS Form 214)

Vice President for Institutional Advancement

General Emergency Management Responsibilities

The Vice President for Institutional Advancement is responsible for all matters pertaining to the management and operations of the university development including donor relations, alumni relations, community relations, church relations, and fund raising. The Vice President for Institutional Advancement provides leadership and management of administrative units that include Planned Giving and Annual Gifts; Alumni Affairs, and Church Relation. If a University State of Emergency is declared, the Vice President for Institutional Advancement will serve as the University Liaison Officer on the University's Crisis management Team.

Emergency Response Role - University Liaison Officer

The University Liaison Officer will serve as a Command Staff member and will be responsible for the following

- Obtain a briefing from the Incident Commander
- Provides a point of contact for Assisting and Cooperating Agencies (i.e., Red Cross, and Salvation Army).
- Identify representatives from each involved agency, including a communications link and his or her location.
- Provides briefings for agencies supporting the incident on incident status.
- Monitor incident operations to identify current or potential inter-organizational conflicts.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- Maintain the unit log (ICS Form 214).

Executive Assistant to the President

General Emergency Management Responsibilities

The Executive Assistant to the President is responsible for the University's activities relating to Marketing and external and internal communications. The Executive Assistant to the President supervises the University Director of Public Affairs who is the University's point of contact with all media agencies, and is responsible for assisting the Vice President for Administration with informing the University community about the FLORIDA MEMORIAL UNIVERSITY CEMP and other emergency preparedness initiatives. The Executive Assistant to the President reports to the University President.

Emergency Response Role - University Information Officer

The University Information Officer is one of the University officials responsible for activating the University's emergency notification resources and alerting the general University community of a MAJOR EMERGENCY. The Director of Public Affairs serves as the Executive Assistant to the President back up for emergency notification responsibility. If a campus State of Emergency is declared, the Executive Assistant to the President (or her designee, the Director of Public Affairs) will serve as the University Information Officer on the University's Crisis Management Team and will:

- Obtain a briefing from the Incident Commander
- Integrate with the Joint Information System, and ensure representation in the Joint Information Center
- Distributes emergency information to students, faculty and staff via University's notification resources,
- Advises Incident Commander on information dissemination and media relations,
- Obtains information from and provides information to the Planning Section,
- Obtains information from and provides information to community and media
- Maintain a Unit Log (ICS Form 214)

Director of Property and Risk Management

General Emergency Management Responsibilities

The Director of Property and Risk Management develops and recommends measures for assuring the safety of incident, personnel, and the campus community. With respect to emergency planning, the Director of Property and Risk Management functions generally as the Risk Manager and is responsible for reducing the University's exposure to personal and physical liabilities. The Director of Property and Risk Management reports to the Vice President for Administration.

Emergency Response Role - Safety Officer

When a State of Emergency is declared the Director of Property and Risk Management serves on the Crisis Management Team as the Safety Officer. The Safety Officer anticipates, assesses and reports hazardous and unsafe situations. As a member for the Command Staff on the Crisis Management Team, the Safety Officer is responsible for:

- Obtain an briefing from the Incident Commandeer
- Identify hazardous and potentially unsafe situations associated with the incident
- Participate in planning meetings
- May have emergency authority to stop and prevent unsafe acts
- Investigate accidents that have occurred within the incident area
- Maintain a Unit Log (ICS Form 214)

Faculty & Staff

General Emergency Management Responsibilities

Faculty and staff are seen as campus leaders and must be prepared to direct students, visitors, and colleagues to safe locations in the event of an emergency. Faculty and staff are responsible for being familiar with applicable emergency plans, procedures and evacuation routes for their assigned work locations. Faculty and staff are also responsible for maintaining up to date contact information for alert notification via FMU's Wireless Emergency Notification System (WENS). Accurate contact information in the WENS System ensures that community constituents can be notified during emergencies and can be provided with timely information on appropriate protective actions.

In addition to the items listed above, faculty are encouraged to include the following public safety and emergency preparedness information in their course syllabus and review this information with their students at the beginning of each term.

- Phone Number of Campus Public Safety Department:
 - Campus Safety Dispatch (open 24/7) - (305) 626-3771
 - Campus Safety Hotline - (305) 626-3772
- How to dial 911 from a Campus Phone: 9-911
- Identify the nearest classroom and building exits
- Identify assembly areas after evacuations (See Appendix ____)
- Information on what to do in an emergency
- Register to receive emergency notifications by all available means.

Emergency Response Role

If faculty and staff are involved in or witness a life-threatening emergency they are required to immediately call 911 and the Campus Safety Office at (305) 626-3771. Faculty and staff must be prepared to assess emergency situations quickly but thoroughly, and use common sense in implementing any protective actions. During a declared State of Emergency, faculty and staff not assigned a specific crisis management responsibility are required to take action as directed by the Crisis Management Team.

Students

General Emergency Management Responsibilities

Students are responsible for familiarizing themselves with emergency preparedness resources, campus emergency procedures, and evacuation routes in the buildings they use frequently. This information is accessible through the University's administration offices or can be requested at the Campus Safety office located on campus. Students are responsible for maintaining up to date contact information for FLORIDA MEMORIAL UNIVERSITY ALERT MESSAGES via campus WENS emergency notification system to ensure they can be notified during emergencies and can be provided with information on appropriate protective actions.

Emergency Response Role

If students are involved in or witness a life-threatening emergency, they are required to immediately call 911 and the Campus Safety Office on campus at (305) 626-3771. Students must be prepared to assess emergency situations quickly but thoroughly, and use common sense in implementing any protective actions. Students are required to implement protective actions in an orderly manner when directed by faculty, staff, or emergency response personnel.

Local Level

Miami-Dade County

The Miami-Dade County Department of Emergency Management & Homeland Security (DEM & HS) is responsible for coordinating all countywide emergency management efforts and the response to a declared county emergency. DEM & HS prepares and implements the County CEMP and conducts exercises to test county and municipal emergency response capabilities. The County Mayor has the authority, under section 8B of the Miami-Dade County Code, to declare a county emergency, activate the Emergency Operations Center (EOC) and allocate the resources necessary to protect lives and property. The Miami-Dade County EOC is the facility in which all emergency and disaster preparations, response, and recovery activities are coordinated among participating agencies residing within the County's jurisdiction.

City of Miami Gardens

The FLORIDA MEMORIAL UNIVERSITY campus is located within the jurisdiction of The City of Miami Gardens. The Miami Gardens Police Department (MGPD) is the primary law enforcement agency for campus. The Miami-Dade Fire Rescue Department (MDFR) is the

primary fire rescue agency for campus.

Miami-Dade County Public Schools

Students from Miami-Dade County Public Schools (M-DCPS) attend classes on the FLORIDA MEMORIAL UNIVERSITY campus. M-DCPS is responsible for the safety, security and conduct of its students. The M-DCPS Police Department is the primary law enforcement agency for incidents impacting M-DCPS students and employees.

Regional Level

Regional Domestic Security Task Force

The State of Florida has taken a regional approach in the fight against terrorism and preparation for catastrophic disasters. The State is divided into seven Regional Domestic Security Task Forces (RDSTF). Each task force is made up of the local, state, and federal emergency response agencies that serve and protect the communities within the defined region. The Southeast RDSTF (Region 7) encompasses Miami-Dade, Broward, Monroe and Palm Beach counties. The task force is broken down into functional workgroups that meet regularly and discuss ways to update/sustain equipment, train personnel, increase public awareness and establish protocols for response to a terrorist incident under a unified command. The Vice President for Administration or designee is the FLORIDA MEMORIAL UNIVERSITY 's representative on the Campus Security Workgroup. The FMU's ongoing participation in the RDSTF is instrumental in applying for homeland security grants, planning of regional exercises, and ensuring the consistency of the FLORIDA MEMORIAL UNIVERSITY CEMP with other local and state response plans.

The FLORIDA MEMORIAL UNIVERSITY has established partnerships with Barry and St. Thomas Universities also located in RDSTF Region 7. Administrators, Staff & Faculty at the universities have together conducted incident response training using the National Incident Management System guidelines Incident Command System.

State Level

Florida Division of Emergency Management

The Florida Division of Emergency Management (FDEM) is responsible for the coordination of all statewide emergency management efforts. FDEM prepares and implements the State of Florida CEMP and conducts exercises to test state and county emergency response capabilities. The Governor has the authority to issue an Executive Order declaring a Florida State of Emergency and activating the State's emergency response resources. During a declared Florida emergency, FDEM is authorized to support the local response efforts through the activation of the State CEMP and EOC. If the Governor is not able to issue an Executive Order due to time constraints, the Director of FDEM is authorized to activate the State CEMP and immediately initiate emergency response actions. The Region 7 FDEM

Coordinator is responsible for coordinating FDEM initiatives with the FLORIDA MEMORIAL UNIVERSITY's Vice President for Administration who serves as the University Coordinating Officer during State of Emergencies.

Florida Department of Law Enforcement

The Florida Department of Law Enforcement (FDLE) was created to promote public safety and strengthen domestic security by providing services in partnership with local, state, and federal criminal justice agencies to prevent, to investigate, and to solve crimes while protecting Florida's citizens and visitors. Through its seven Regional Operations Centers, fourteen field offices, and seven crime laboratories, FDLE delivers investigative, forensic, and information system services to Florida's criminal justice community. FDLE is responsible for coordinating the seven RDSTFs and the State of Florida Domestic Security Oversight Committee (DSOC). The Region 7 FDLE Special Agent Supervisor is responsible for coordinating FDLE and DSOC homeland security and emergency management initiatives with the FLORIDA MEMORIAL UNIVERSITY Vice President for Administration.

Florida Department of Education

The Florida Department of Education (FDOE) governs public education for the State of Florida. The Director of Independent of Colleges and Universities of Florida (ICUF) is responsible to assist FDEM and FDLE with all statewide emergency management efforts that impact ICUF members. The Director of ICUF is also responsible for coordinating FDOE emergency management initiatives with the FLORIDA MEMORIAL UNIVERSITY Vice President for Administration.

C: PREPAREDNESS & MITIGATION/PREVENTION ACTIONS

Collaboration

Collaboration with off-campus emergency response agencies is a need particularly critical for the FLORIDA MEMORIAL UNIVERSITY. FLORIDA MEMORIAL UNIVERSITY is committed to enhancing collaboration and communication with these agencies to avoid duplication of effort; ensure that the University's emergency policies, plans, and procedures are consistent with local, state and federal plans; and be as prepared as possible for a major campus emergency of any type. The university collaborates with representatives from, the City of Miami Gardens Police Department and Public Works, Miami-Dade Police Department, Miami-Dade Fire Rescue, City of Miami, M-DCPS, FDLE, FDEM, Southeast RDSTF, and the Miami-Dade County Health Department, U.S. Department of Homeland Security, Florida Power and Light, and Florida City Gas.

Planning

The FLORIDA MEMORIAL UNIVERSITY CEMP is reviewed, updated, and enhanced on a continual basis in accordance with newly implemented laws or regulations and the lessons learned after emergency preparedness exercises or real-life emergency incidents. The Vice

President for Administration chairs an **Emergency Preparedness Working Group** that consist of representatives from Academic Affairs; Administration Division (Campus Safety, Facilities Management & Plant Operations, Food Service, and Risk Management); Business and Fiscal Affairs (Human Resources and Information Technology); Institutional Advancement Division; Office of the President (Executive Assistant to the President and Director of Public Affairs); and Student Affairs Division (Dean of Students, Health & Wellness, Residential Life, and Student Government Association). The Emergency Preparedness Working Group convenes at least three times a year (December, April, and July). The members of the working group consult other members of the FLORIDA MEMORIAL UNIVERSITY community as needed for additional input.

The emergency preparedness and the planning process are the responsibility of the entire University community. Students, Faculty, Staff and Visitors can access the latest version of the CEMP's BASIC PLAN on the FLORIDA MEMORIAL UNIVERSITY **website at www.fmuniv.edu**. The other CEMP sections are password protected and can only be accessed online by the appropriate FLORIDA MEMORIAL UNIVERSITY personnel. The Vice President for Administration is responsible for distributing a copy of the entire CEMP and updated campus floor plans to all supporting emergency response agencies on an as needed basis not to exceed one year.

Hazard Analysis

The Florida Memorial University is a historically black private institution of higher education and its campus is located on the southeast coast of the Florida peninsula in Miami Gardens, Florida in Miami-Dade County. The campus, located on approximately 75 acres, is surrounded primarily by residential neighborhoods to the East (42nd Avenue) and West (44th Court), and by Opa Locka Executive Airport to the South (156th Street), and Miami-Dade Public School Bus Depot and Jan Mann Alternative School constitute our Northern boundary. Miami-Dade County's low and flat topography coupled with its coastal geography makes the University extremely vulnerable to hurricanes and other natural hazards. Miami-Dade County is also home to approximately 396 critical infrastructure and key resource facilities. FMU's close proximity to these facilities leaves the University vulnerable to numerous accidental technological hazards. All institutions of higher education are vulnerable to intentional human-generated hazards. The university enrolls approximately 2,000 students full-time and has approximately 300 employees.

Due to FMU's vulnerability to a wide range of hazards, the CEMP was developed using a risk based hazard analysis. The BASIC PLAN is all-hazard in scope while later sections of the CEMP provide specific guidance to some of the University's most likely hazards. The University's vulnerabilities are listed below by hazard category.

Natural Hazards

- Hurricanes
- Fires

- Floods
- Tornadoes
- Pandemics
- Utility/Telecommunication Failures

Accidental Technological Hazards

- Hazardous Material Spills/Releases
- Major Vehicle Accidents
- Airplane Crashes

Intentional Human-Generated Hazards

- Active Shooters
- Civil Disturbances/Demonstrations/Riots
- Bombings
- Other Terrorism Incidents

Training

Training is a critical component of the FLORIDA MEMORIAL UNIVERSITY's preparedness actions. FLORIDA MEMORIAL UNIVERSITY's Vice President for Administration is responsible for identifying University personnel who should receive training based on their roles and responsibilities in the overall preparedness for, management of, and response to a University emergency. FLORIDA MEMORIAL UNIVERSITY adhered to the guidelines of the National Incident Management System (NIMS) and identified three levels for University personnel each with its own minimum mandatory level of training.

The three levels of University personnel are:

1. General Personnel: Personnel with any role in University emergency preparedness, incident management, or response.
2. Critical Personnel: Personnel with a critical role (i.e., needed to perform essential functions of the university) in the response to a University emergency
3. Leadership Personnel: Personnel with a leadership role in the response to a University emergency

General Personnel	Critical Personnel	Leadership Personnel
<ul style="list-style-type: none"> All Florida Memorial University Personnel that may be assigned to perform essential functions 	<ul style="list-style-type: none"> All Members of the University Crisis Management Team Deans: Academic & Students Chief Information Officer All Personnel needed to perform an essential functions of the university 	<ul style="list-style-type: none"> University Coordinating Officer Provost/CAO, VPSA, VPBFA, VPADMIN; VP, Institutional Advancement Directors, Campus Safety

Course #	Course Title	General	Critical	Leadership
100.a	An Introduction to ICS	X	X	X
200.a	ICS for Single Resources and Initial Action Incidents		X	X
300	Intermediate ICS for Expanding Incidents			X
400	Advanced Incident Command			X
700.a	An Introduction to NIMS	X	X	X
800.b	An Introduction to the National Response Framework (NFR)		X	X

The FLORIDA MEMORIAL UNIVERSITY's Vice President for Administration is required to maintain a database of all training completed by University personnel and ensure the FLORIDA MEMORIAL UNIVERSITY's training program is compliant with current state and federal guidelines and regulations. The Vice President for Administration is responsible for collaborating with all local and state emergency response agencies to identify additional training opportunities that can benefit FLORIDA MEMORIAL UNIVERSITY personnel.

Exercising

The FLORIDA MEMORIAL UNIVERSITY Vice President for Administration is responsible for the development, implementation and maintenance of a yearly exercise schedule to test and evaluate the CEMP. At a minimum, the FLORIDA MEMORIAL UNIVERSITY must participate in the Statewide Hurricane Exercise. The Vice President for Administration will review the academic calendar to determine the best times to conduct the specified exercises and work with the Emergency Preparedness Working Group to finalize the schedule with each functional area to ensure the least impact to normal University operations and the adequate involvement of faculty, staff and students. The Vice President for Administration, to the extent possible, will attempt to hold exercises in conjunction with the local, state and federal emergency response agencies that serve and protect the FLORIDA MEMORIAL UNIVERSITY to avoid duplication of efforts and enhance collaboration. All exercises are required to be conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). Lessons learned from completed exercises will be documented and an Improvement Plan will be created to identify areas for improvement.

D: EMERGENCY ORGANIZATION STRUCTURE

Implementation of the Incident Command System

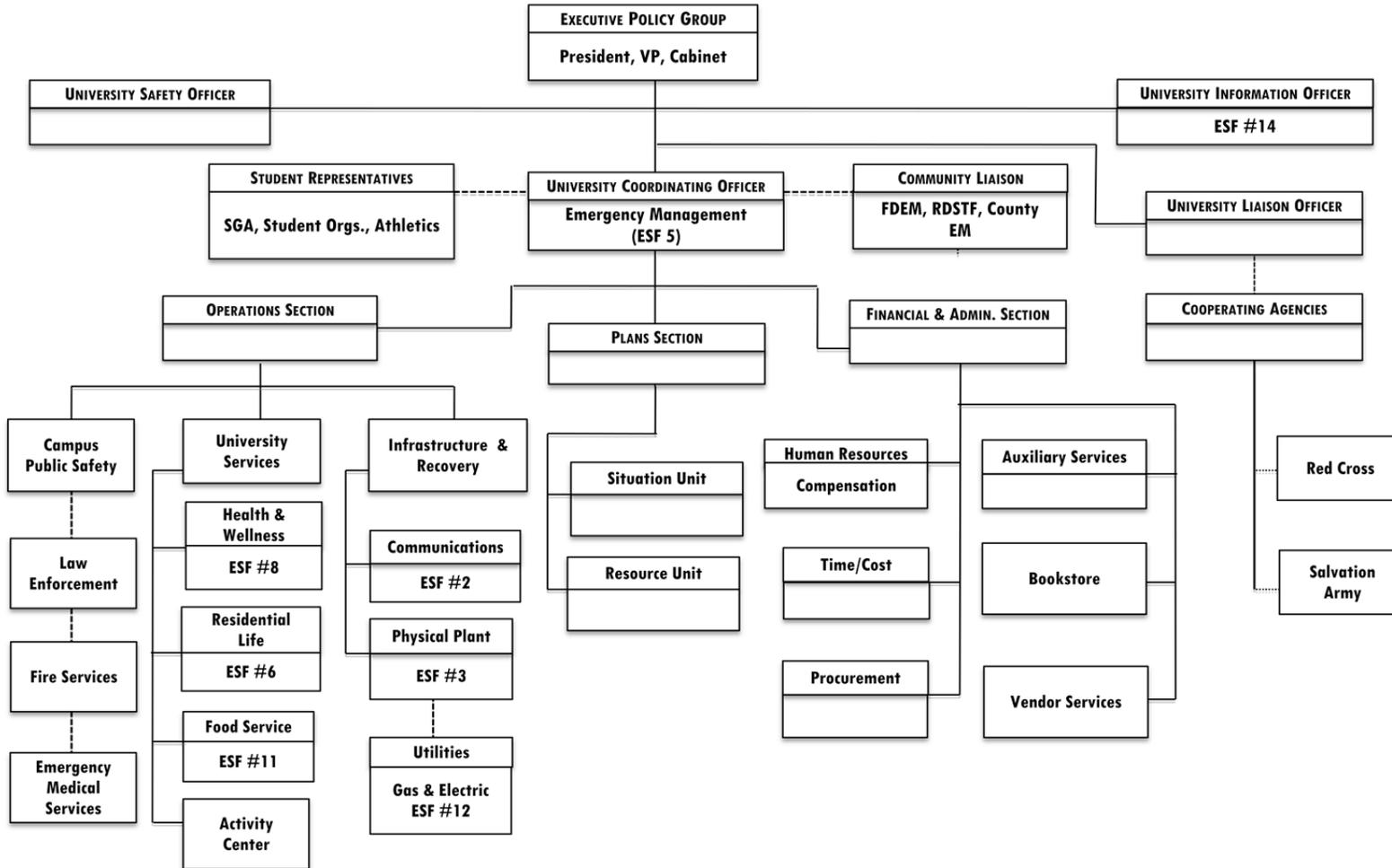
The FLORIDA MEMORIAL UNIVERSITY will operate under the Incident Command System (ICS) included in the National Incident Management System in response to a declared University or campus State of Emergency. A basic premise of NIMS is that incidents typically are managed at the local level first. The FLORIDA MEMORIAL UNIVERSITY CEMP assumes that all emergencies affecting the University will be managed at the campus level.

Comprehensive Emergency Management Plan

ORGANIZATIONAL CHART

ICS 207

Incident Name:	Date Prepared:	Time Prepared:	Operational Period Date: From: To:	Operational Period Time: From: To:
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E: RESPONSE & RECOVERY OPERATIONS

Incident Identification & Threat Assessment

The most critical steps in the emergency response process are incident identification and threat assessment. The FLORIDA MEMORIAL UNIVERSITY CEMP assumes that most emergency incidents on campus are going to be identified by students, faculty, staff or visitors. If students, faculty, staff, or visitors are involved in or witness a life-threatening emergency, it is essential for them to immediately call 911 and Campus Safety (x63771 from a campus phone, or (305) 626-3771 from cell). This notification is the first step in the activation of the FLORIDA MEMORIAL UNIVERSITY CEMP and emergency response. The local 911 Public Safety Access Point and Campus Safety will dispatch the appropriate resources to the incident scene. The first responding campus Safety Officers are responsible for safely assessing the scene for threats, reporting known threats to other responding officers and confirming the emergency severity and type to the dispatcher. The campus dispatcher is then responsible for initiating the major emergency notification process as outlined in the section “Alert and Notification”, below.

A non-life threatening emergency should be immediately reported to the Campus Safety Office. When doubt exists or if a non-life threatening emergency has potential to become more dangerous, always take action consistent with **reporting an emergency (Appendix A)**.

Once the appropriate University personnel are notified of an incident, the threat assessment process begins. University Personnel must assess the emergency incident and any known threats to determine the appropriate level of response. The following sources of information should be used to assist in the threat assessment process:

1. Kind of incident
2. Location of the incident
3. Time of the incident
4. Information received from local Law Enforcement, Fire Rescue and Emergency Management agencies
5. Information received from the FLORIDA MEMORIAL UNIVERSITY Campus Safety personnel on scene
6. Information received from local, regional, state, and federal intelligence report(s)

Emergency Response Levels

In responding to any emergency it is important for University personnel to identify and classify the severity of the incident to ensure the appropriate resources are allocated and an organizational structure to manage the incident response is implemented in a timely fashion. There are three levels of emergency response (e.g., Level 1, Level 2, and Level 3). The lower the level the larger (or greater) the scale of the incident and the more resources and coordination required to manage it. Level 1 represents the highest threat to life safety and/or operation of the University, and the incident response becomes of primary importance to the

University. The responsibility of classifying emergency levels starts at the campus level and proceeds to local law enforcement and fire rescue agencies as the severity of the emergency increases. Emergency response levels are identified and categorized below based on the potential threat to life safety.

Level 3 - Minor Emergency

A MINOR EMERGENCY is defined as a localized incident with a limited threat to life/safety and no impact to normal University operations. Response to a MINOR EMERGENCY is managed at the campus level with limited support from external resources. The FLORIDA MEMORIAL UNIVERSITY CEMP is not activated for a MINOR EMERGENCY, but certain sections can be used as standard operating guidelines to the extent necessary.

Level 2 - Major Emergency

A MAJOR EMERGENCY is defined as an incident that threatens life/safety and/or severely impacts normal University operations. Response to a MAJOR EMERGENCY can be managed at the campus level and could require significant resources internal and external to the UNIVERSITY. The FLORIDA MEMORIAL UNIVERSITY CEMP is activated for a MAJOR EMERGENCY.

Level 1 – Disaster

A DISASTER is defined as an incident that results in the catastrophic loss of life and/or closure of the campus for an extended period of time. Response to a DISASTER is managed at the University level and requires mutual aid from external agencies. The FLORIDA MEMORIAL UNIVERSITY CEMP is activated for a DISASTER.

Alert & Notification

FLORIDA MEMORIAL UNIVERSITY ALERTS

To aid students, faculty, staff, and visitors in their awareness of emergencies, the FLORIDA MEMORIAL UNIVERSITY combines all of its emergency notification systems into a **single system concept**. Regardless of which notification methods/technologies are utilized, to the recipient, all emergency notification and warning messages come from FLORIDA MEMORIAL UNIVERSITY.

Emergency Communication Methods

FLORIDA MEMORIAL UNIVERSITY'S emergency notification system consists of the following delivery methods, listed in order of effectiveness (activation, delivery speed, audience reach, etc). The UNIVERSITY recognizes that emergency information will travel via word-of-mouth. However, this method is unreliable and cannot be coordinated, so it is not

considered an official communication method.

Primary (immediate)

- SMS Text Message
- Bulk Email
- Public Address System
- Emergency Phone Tree
- Voicemail Message
- FLORIDA MEMORIAL UNIVERSITY Website
- Media Release / Press Conference Secondary (15 minutes and beyond)
- University Hotline

The delivery methods listed above will be initially activated by the Vice President for Administration, and if unavailable or unable, the Provost, then the Vice President of Student Affairs, or by the Executive Assistant to the President (or Director of Public Affairs) in accordance with the established guidelines listed below. Once a Crisis Management Team is formed, these methods of notification will be activated as directed by the Crisis Management Team.

Decision Criteria

Five criteria must be considered to determine if activation of the WENS emergency notification system is warranted, which communications delivery methods will be utilized, and who authorizes activation of the system:

1. Kind of Hazard

- What is the hazard? (Room fire, tornado, hurricane)
- What is the impact to the FLORIDA MEMORIAL UNIVERSITY? (Minor, major, disaster)
- What is the potential for the situation to escalate or worsen?
- Is the situation under control?

2. Life Safety / Property Protection

- What is the potential for death?
- What is the potential for serious injury?
- What is the potential for minor injury?
- What is the potential for property damage?
- What is the potential for disruption to normal operations of the University?

3. Urgency

- How soon does the message need to go out? (Seconds, hours, days)
- Is there time for approval?

4. Audience

- Who needs to be alerted? (Administration, faculty, staff, students, visitors)
- How many people need to be alerted? (dozens, hundreds, thousands)

5. Capabilities / Limitations

- What are the limitations of the system? (audience, delivery time, mass panic)
- Which system should be used? (bulk text message, public address system, Press conference)
- How quickly can the messages be sent? (Immediately, minutes, hours)

Activation Approval

Activation of the FLORIDA MEMORIAL UNIVERSITY's emergency notification system must be approved by the appropriate University officials. The FLORIDA MEMORIAL UNIVERSITY CEMP was developed under the assumption that there is a need to streamline the activation process for an emergency notification system to ensure timely notification and warning. Seconds count! A cumbersome activation and/or approval procedure may result in injury or loss of life. As such, this process serves to establish a flexible, but controlled, activation approval hierarchy.

Activation Approval for Campus Public Address System Delivery Methods

The following individuals are trained and authorized to activate the campus public address system delivery method during a life-threatening MAJOR EMERGENCY. As practical and without jeopardizing life safety, the Director of Campus Safety is the primary person responsible for activating the campus public address system delivery method during a MAJOR EMERGENCY. If he/she is not available or capable of activating the system proceed down the list to the next available individual:

1. Director, Campus Safety (305) 975-1921
2. Campus Safety Supervisor On-Duty (305) 626-3771
3. Vice President for Administration (305) 623-1452 (O); (305) 798-6788 (C)
4. Vice President for Student Affairs (305) 623-3711
5. Dean of Students (305) 626-

As practical and without jeopardizing life safety, the following individuals shall be consulted prior to message dissemination. If the preceding individual is not available or is not capable, proceed down the list to the next available individual:

1. Vice President for Administration / University Coordinating Officer (305) 798-6788 (C)
2. Vice President for Student Affairs / Operations Section Chief (305) 815-8283 (C)
3. Provost / Plans Section Chief (305) 815-8042 (C)
4. Executive Assistant to the President / Information Officer (305) 613-5193 (C)

Authorized users are only permitted to send Prepared Alerts without prior consultation with one of the individuals listed above. Situations or messages that do not fall within the prescribed parameters of a Prepared Alert must be approved individually prior to dissemination.

Activation Approval for All Other FLORIDA MEMORIAL UNIVERSITY Delivery Methods

The following individuals are trained and authorized to activate (WENS) and all other FLORIDA MEMORIAL UNIVERSITY ALERTS delivery methods during a life-threatening

MAJOR EMERGENCY. As practical and without jeopardizing life safety, the Vice President for Administration is the primary person responsible for activating the WENS Alert delivery method during a MAJOR EMERGENCY. If he/she is not available or is not capable of activating the system, proceed down the list to the next available individual.

1. Vice President for Student Affairs / Operations Section Chief (305) 815-8283 (C)
2. Provost / Plans Section Chief (305) 815-8042 (C)
3. Executive Assistant to the President / Information Officer (305) 613-5193 (C)
4. Director of Public Affairs / Information Officer (305) 815-8045

Prepared Alerts

The following emergency scenarios and associated prepared sample messages were approved by the appropriate University officials. These prepared alerts are eligible for immediate activation by an authorized user only if a University emergency falls within the prescribed parameters listed below. All Prepared Alerts will be followed by a message, which issues appropriate protective actions. Information about protective actions is accessible through the UNIVERSITY website.

DANGEROUS SITUATION

Definition: Any intentional human-generated hazard, generally of a criminal nature, occurring or imminent, that poses an immediate threat to the health and safety of individuals on campus and requires response from local law enforcement.

Examples: active shooter, suicide bomber, hostage situation, civil unrest, terrorist attack, credible bomb or terrorist threat.

Origin: Campus Safety or Municipal Police Department.

Urgency: Immediate (seconds)

Threat: Potentially fatal or serious injuries to individuals on campus.

Sample Dangerous Situation Prepared Message for Public Address Delivery Methods:

“Attention! Attention Please! A Dangerous Situation has been confirmed on campus. The appropriate personnel are responding. Seek shelter immediately in a secure location and await further instruction.”

Sample Dangerous Situation Prepared Message for SMS Text Message & Bulk Email Delivery Methods:

FMUAlert! DANGEROUS SITUATION! If on campus, seek secure location. If off campus, avoid area. Go to www.fmuniv.edu for details.

HAZARDOUS CONDITION

Definition: Any technological situation, generally as the result of an unintentional accident or natural occurrence, occurring or imminent, that poses a threat to the health and safety of individuals on campus.

Examples: gas leak, chemical spill, biological hazard, radiological hazard, large fire.

Origin: Campus Safety, Municipal Police Department, or Miami-Dade County Health Department.

Urgency: Immediate (seconds)

Threat: Potentially fatal or serious injuries to individuals exposed to the hazard.

Sample Hazardous Condition Prepared Message for Public Address Delivery Methods:

“Attention! Attention Please! A Hazardous Condition has been confirmed on campus. The appropriate personnel are responding. Seek shelter immediately

in a safe location in the nearest building away from doors and windows and await further instruction.”

Sample Hazardous Condition Prepared Message for SMS Text Message & Bulk Email Delivery Methods:

FMUAlert! HAZARDOUS CONDITION! If on campus, seek shelter indoors. If off campus, avoid area. Details can be found at www.fmuniv.edu/ or (305) 626-3600.

WEATHER EMERGENCY

Definition: Any natural weather hazard that immediately threatens life safety.

Examples: Tornado Spotted, Flood Warning, Severe Lightning (During Outdoor Events)

Origin: National Weather Service (NWS) -Miami, NOAA Weather Radios, Emergency Alert System, local media.

Urgency: Immediate (seconds -5 minutes)

Threat: Potentially fatal or serious injuries to individuals located outdoors on campus.

Sample Weather Emergency Prepared Message for Public Address Delivery Methods:

“Attention! Attention Please! A Weather Emergency has been reported in the area.

Seek shelter immediately in the nearest building away from windows and doors.

Await further information before going outdoors.”

Sample Weather Emergency Prepared Message for SMS Text Message & Bulk Email Delivery Methods:

FMUAlert! WEATHER EMERGENCY! Seek shelter immediately in the nearest building away from windows and doors. Go to www.fmuniv.edu.

Emergency Declaration

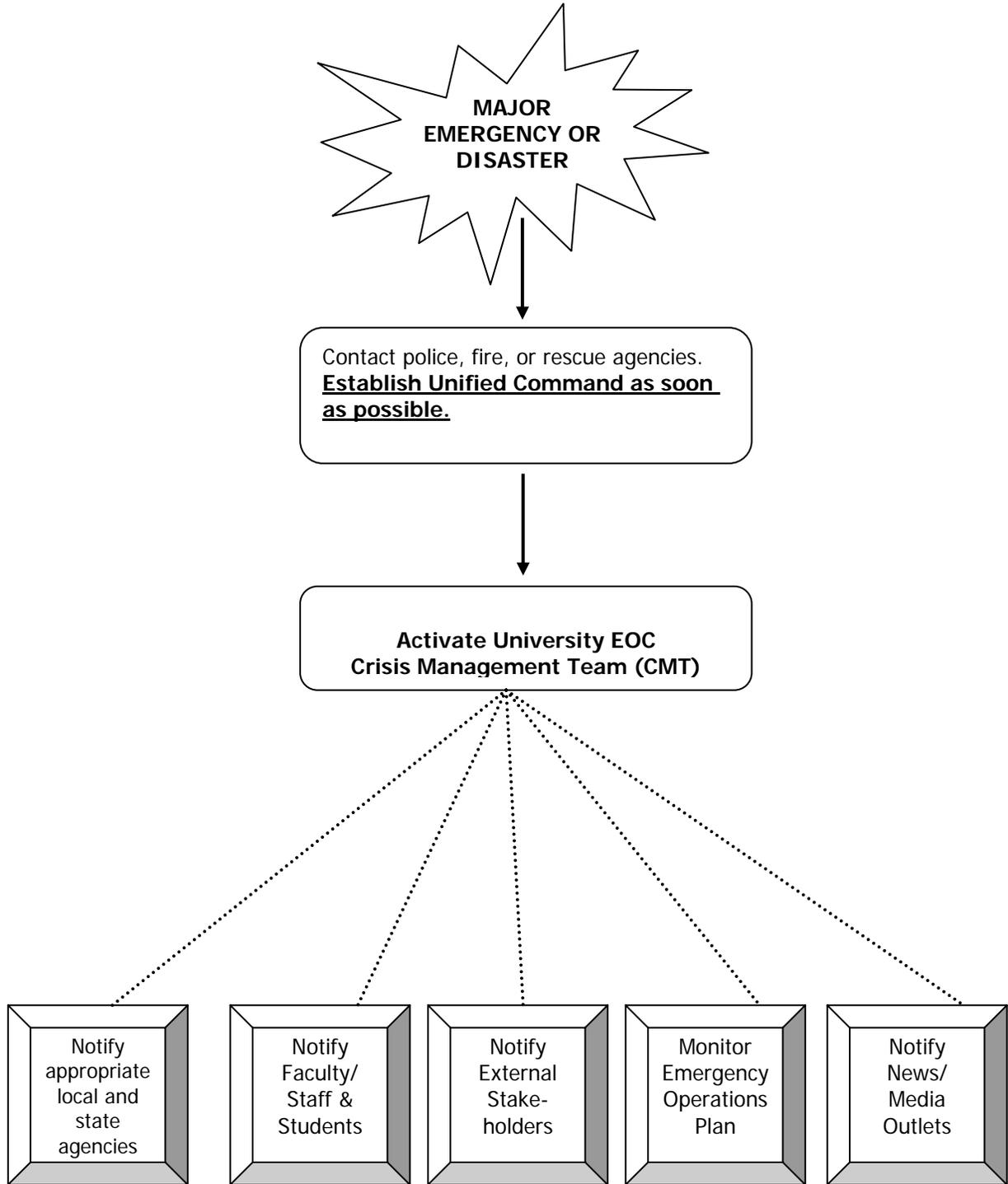
Declaring a University State of Emergency

The University President has the authority to declare a University State of Emergency. This declaration activates the University Crisis Management Team with the authority to implement actions for the protection of life and property warranted by the scope, location, and/or magnitude of the emergency. If the University President is unavailable, the Provost (or the President's designee as stipulated in the University's Succession Plan) may declare a University State of Emergency and activate the University Crisis Management Team.

Once the University President and/or designee have been notified of a major emergency incident, they should assess the situation to determine if a University State of Emergency should be declared. The following questions should be asked to assist in assessing the situation.

1. Are lives threatened?
2. Is there significant property damage?
3. Are standard University operations departments able to manage the incident?
4. Are specialized emergency services needed? (i.e. Bomb Squad, Urban Search and Rescue, SWAT, HazMat)
5. Are significant outside mutual aid services needed from the City, County or State?
6. Are University operations and/or events severely impacted?

If a University State of Emergency is declared, the Crisis Management Team is activated and the Incident Commander is responsible for the proper and expeditious handling of major University emergencies according to the guidelines set forth in the University CEMP. The Incident Commander will provide the overall leadership for a University-wide response and set University-wide priorities. All personnel assigned to the Crisis Management Team will come under the authority of the Incident Commander. University personnel not assigned a specific crisis management responsibility are required to take action as directed by the University Crisis Management Team.



University Emergency Operations Center

During a declared University emergency, the **University Incident Commander** will identify a specific location for the University Crisis Management Team to meet and begin directing response actions and assigning emergency responsibilities. The location where the University Crisis Management Team meets will be designated as the University Emergency Operations Center (EOC). The EOC will be positioned outside the present and potentially hazardous zone but close enough to the incident to maintain command.

The **Vice President for Administration** will identify a primary and secondary location on campus that could serve as an EOC during an emergency. These locations will be capable of supporting the needed communication resources to respond to an emergency. A third off-campus location will also be identified in case the primary and secondary designated locations are unsafe or inaccessible during the emergency.

Campus Emergency Response Kits

The FLORIDA MEMORIAL UNIVERSITY's **Vice President for Administration** and **Director of Campus Safety** are responsible for collaborating with the local emergency response agencies that serve and protect the University. Even though collaboration and communication are priorities to FLORIDA MEMORIAL UNIVERSITY and its partners and every effort is taken to familiarize local emergency response personnel with the campus, the CEMP was developed under the assumption that some responders will be dispatched to a University emergency with limited knowledge about the campus layout. Therefore, Public Safety is required to maintain an emergency response kit to be distributed to the local emergency response agencies during a declared emergency. At a minimum the kits must include the following items:

- One campus public safety radio
- One flash drive with PDF version of campus floor plans
- One paper copy of campus floor plans
- Fifty paper copies of the campus site plan
- One copy of instructions on how to access internal FLORIDA MEMORIAL UNIVERSITY communication systems

In addition to the items listed above for the campus emergency response kits, **Campus Safety is required to maintain a three day supply of nonperishable food for one entire shift of personnel.**

Protective Actions

There are three protective actions (SHELTER-IN-PLACE, EVACUATION, and TEMPORARY CLOSURE) that can immediately be issued and implemented by University Campus Safety

personnel or the University Crisis Management Team in response to a spontaneous MAJOR EMERGENCY.

The cancellation of a FLORIDA MEMORIAL UNIVERSITY sponsored event or the closure of FLORIDA MEMORIAL UNIVERSITY in preparation for a tropical storm/hurricane or other planned event is not covered below. Closures in preparation for a tropical storm/hurricane are covered in the HAZARD SPECIFIC section of the CEMP.

Shelter-In-Place

One of the protective actions that may be issued by authorized personnel or Campus Safety or the University Crisis Management Team personnel is SHELTER-IN-PLACE. A SHELTER-IN-PLACE protective action may be issued in response to a hazardous materials spill/release, active shooter situation, or weather emergency. This protective action is aimed at keeping students, faculty, staff and visitors safe while remaining indoors. SHELTER-IN-PLACE means selecting a secure, interior room if possible, with no or few windows, and taking refuge there. Students, faculty, staff and visitors are required to immediately SHELTER-IN-PLACE in an orderly manner when directed by emergency response personnel or a UNIVERSITY emergency notification system message. Specific information regarding how to properly SHELTER-IN-PLACE can be accessed on the UNIVERSITY's website at www.fmuniv.edu or can be requested at the Campus Safety offices located on campus.

Evacuation

Another protective action that may be issued by Campus Safety or University Crisis Management Team personnel is a building, or campus-wide EVACUATION. An EVACUATION protective action may be issued in response to a fire, hazardous materials spill/release, or active shooter situation. An EVACUATION protective action should not be issued for a bomb threat unless there is credible and specific information regarding the location and time of the threat. This protective action is aimed at keeping students, faculty, staff and visitors safe by creating distance between them and the hazard area. EVACUATION means immediately leaving the area in which you are located for another designated safe location. If a campus-wide EVACUATION is issued, everyone on a campus is required to immediately leave on foot in an orderly manner and should not try to leave by car. Specific information regarding how to properly EVACUATE can be accessed on the FLORIDA MEMORIAL UNIVERSITY's website at www.fmuniv.edu or can be requested at the Campus Safety offices located on campus.

Temporary Closure

A third protective action option that may be issued by Campus Safety or University Crisis Management Team personnel is TEMPORARY CLOSURE. A TEMPORARY CLOSURE protective action may be issued after an EVACUATION is ordered and it is determined that a building or the campus is unsafe until further notice. This protective action is aimed to keep students, faculty, staff and visitors safe by keeping them out of the hazard area and away from emergency response operations. TEMPORARY CLOSURE means all campus classes

and functions are canceled until further notice. Only personnel performing essential functions should remain on campus unless they ordered to leave by Campus Public Safety, University Crisis Management Team, or local emergency response agency personnel. Current information regarding the status of the UNIVERSITY campus during an emergency can be accessed on the FLORIDA MEMORIAL UNIVERSITY's website at www.fmuniv.edu.

People with Disabilities

FLORIDA MEMORIAL UNIVERSITY recognizes the need to incorporate provisions within all sections of the CEMP to address the specific needs of people with impairments to their sensory capability, or mobility. Their impairments can be permanent or temporary. The FLORIDA MEMORIAL UNIVERSITY CEMP addresses the unique issues regarding identifying people with impairments who might need assistance during an emergency and provisions within the plan for notification and evacuation. The FLORIDA MEMORIAL UNIVERSITY' Emergency Preparedness Working Group will work to ensure that requirements of students, employees, and visitors with disabilities are addressed in all sections of the FLORIDA MEMORIAL UNIVERSITY CEMP. The FLORIDA MEMORIAL UNIVERSITY Vice President for Administration will work through the Office of the Vice President for Student Affairs to ensure that all people with disabilities will have accessibility to all information, plans, products, and services developed for emergency preparedness.

Self-Identification

The best way to identify emergency needs for persons with disabilities is to ask all members of the University community whether they may need assistance in case of a University emergency. The Equal Employment Opportunity Commission (EEOC) has issued guidance regarding what information employers are allowed to gather when developing an emergency plan. According to the EEOC:

- An employer may periodically ask all of its current employees if they will require assistance in an emergency. The employer must be clear that self-identification is voluntary and the purpose for the request is to provide information to assist them in case of an emergency.
- An employer may ask employees with known disabilities if they will require assistance in the event of an emergency. An employer should not assume, however, that everyone with an obvious disability will need assistance during an evacuation. For example, individuals who are vision-impaired may prefer to walk down stairs unassisted. People with disabilities are generally in the best position to assess their particular needs.
- The UNIVERSITY will follow the same guidance for the student population as is followed for employees

FLORIDA MEMORIAL UNIVERSITY created a voluntary, online Persons with Disabilities Registry to assist with the identification of individuals who might need assistance during a University emergency. At least once per semester, the University's ADA Coordinator will email all students, faculty, and staff regarding the emergency preparedness resources that

are available for persons with disabilities. The email will also direct faculty, staff and students with permanent or temporary disabilities the opportunity to voluntarily identify themselves via the online registry. Supervisors are directed to ask faculty and staff with known disabilities if they will require assistance in the event of an emergency and to ensure they are aware of the resources available to them. The Office of the Vice President for Student Affairs is responsible to notify students with disabilities the availability of the emergency preparedness resources and assist them to sign-up via the online registry if they choose to do so.

. FLORIDA MEMORIAL UNIVERSITY will only use the information contained within the Persons with Disabilities Registry for the sole purpose of identifying those who may require additional assistance during emergency and where they are primarily located on campus. The Campus Safety Department is only authorized to access the Persons with Disabilities Registry during a campus emergency. The registry will contain the name, student/employee number, location, type of assistance requested and emergency contact information for the individuals who are known to be on campus at the time the report is accessed. The Persons with Disabilities Registry is linked to employee records and student class schedules. The Campus Safety Department will be responsible for contacting only the persons with disabilities who are known to be on campus at the time of the emergency incident. All information on the Persons with Disabilities Registry will be kept confidential. However, the local emergency response agency may be informed, when appropriate, if an individual with a disability might require immediate emergency medical treatment or if the assistance requested is outside the capabilities of the Campus Safety Department.

Evacuation Provisions

FLORIDA MEMORIAL UNIVERSITY has identified Primary Area of Refuge on all floors of each building where there is no exit at grade level. Whenever possible, these locations should be in approximately the same place on each floor, close to a stairwell. These designated locations allow for the swift evacuation of persons with disabilities by emergency personnel, as they do not have to locate a variety of offices or locations throughout the building. These locations should have a closing door, a phone for communication, and supplies that enable the person(s) to block smoke from entering under the door. If possible, they also should have a window so that evacuees can signal their location; however, the fire rating of the location is most important. The location must be clearly identified on emergency evacuation plans, so that faculty, staff, students, visitors and emergency personnel may easily locate them. The Vice President for Administration shall consult with the local fire department and FLORIDA MEMORIAL UNIVERSITY's Director of Facilities Management & Plant Operations to identify possible Primary Area of Refuge based on the building configuration and construction.

One of the responsibilities of Building and/or Floor Coordinators is to ensure occupants have evacuated the building. In cases where the Building and/or Floor Coordinator encounters a person with a disability, they should either escorted the person to a designated Primary Area of Refuge, escorted the person from the building, or identify a volunteer "buddy" who can assist the person. If the person with a disability is unable to evacuate with assistance, the Building or Floor Coordinator should immediately provide the name and location of the

individual needing evacuation assistance to the Campus Safety Department. Building Coordinators must always check designated Primary Area of Refuge, if safe to do so, before evacuating in order to provide complete and accurate information to Campus Safety regarding the location of persons who will need evacuation assistance.

In circumstances where evacuation is not possible, and a Primary Area of Refuge has not been identified, a person with a disability should SHELTER-In-PLACE and inform the Building Coordinator and at least two other evacuees of their location. This information is to be provided immediately to the Campus Safety Department. If a telephone is available to the person with a disability sheltering in place, they should call the Campus Safety Department to confirm their location and provide details regarding their current situation and identify their request for accommodation.

The Campus Safety Department is required to maintain equipment to assist with the emergency evacuation of persons with disabilities, especially persons with mobility impairments who cannot use the stairs. This equipment should only be used in life threatening situations since it requires two or more trained personnel and can easily cause injury if not used correctly. Similarly, individuals with mobility impairments should only be carried out of a building in case of a life threatening emergency. This presents a risk not only for the person with a disability, but also the "good Samaritans" or buddies who have agreed to assist the individual. Executing both of these types of evacuation techniques require extensive training by emergency evacuation professionals.

Notification Provisions

Students, faculty, and staff with a disability who may need assistance during an emergency are encouraged to **sign-up to the Persons with Disabilities Registry** in order for the Campus Safety, or the Office of the Vice President for Student Affairs to notify them and complete a welfare check. Students, faculty, staff, and visitors with disabilities who have not pre-registered are responsible to ask for assistance for assistance in case of an emergency. This should include providing Building Coordinators or others with their name and location if they are unable to evacuate. If they choose to SHELTER-IN-PLACE, they should attempt to call the Campus Safety Department to notify officers of their location, in addition, to asking others who are evacuating to provide their location to emergency personnel immediately upon leaving the building.

Students, faculty, and staff with a disability are encouraged to review the methods of emergency notification that are present on campus. **This information is posted on the FLORIDA MEMORIAL UNIVERSITY's website at www.fmuniv.edu.** Some FLORIDA MEMORIAL UNIVERSITY buildings are equipped with fire alarm strobes that will flash strobe lights simultaneously to alert persons with hearing impairments of an emergency who may not notice or hear audible-only emergency alarms. Since the details of the emergency may not be immediately known to the person with a hearing impairment, a volunteer "buddy" should provide guidance on how to implement the appropriate protective action. Some FLORIDA MEMORIAL UNIVERSITY buildings are equipped with voice and siren notification methods that are integrated into the fire alarm system. Most people with a visual impairment

are familiar with their immediate surroundings and frequently-traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons with visual impairments may need assistance during an emergency evacuation. A volunteer "buddy" should offer assistance to the individual with a visual impairment and provide guidance through the evacuation route.

Public Information

Public Information is a priority response action. The increased demand for public information after a major emergency can quickly overwhelm the capabilities of response personnel if it is not addressed appropriately. In response to a MAJOR EMERGENCY, FLORIDA MEMORIAL UNIVERSITY supports the **creation of a Joint Information System (JIS)**. A JIS integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during emergency operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Crisis Management Team; advising the Crisis Management Team concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort. The FLORIDA MEMORIAL UNIVERSITY CEMP was developed under the assumption that a JIS will initially be developed and managed by the lead local emergency response agency. The FLORIDA MEMORIAL UNIVERSITY's **Executive Assistant to the President (or Director of Public Affairs)** is responsible for integrating the University's public information resources into the JIS and coordinating all official information regarding the FLORIDA MEMORIAL UNIVERSITY via the JIS process. In order to support the JIS process, the FLORIDA MEMORIAL UNIVERSITY has adopted the following principles.

Joint Information Centers

A Joint Information Center (JIC) is a designated location established to coordinate all incident-related public information activities and the JIS process. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC. **The Vice President for Administration, in conjunction with the Office of the President, will work with the Director of Facilities Management and the Chief Information Officer to identify a location that could serve as a JIC during an emergency.**

Official Spokespersons

The **Executive Assistant to the President (and/or Director of Public Affairs)** and the University President are the only official spokespersons for FLORIDA MEMORIAL UNIVERSITY who are authorized to complete interviews with the media during a declared University emergency. The **University President is authorized to designate other official spokespersons for the FLORIDA MEMORIAL UNIVERSITY as may be needed.**

Designated Areas for Media

The FLORIDA MEMORIAL UNIVERSITY CEMP was developed under the assumption that there will be increased media presence during a campus MAJOR EMERGENCY. Without coordination and a secure perimeter, the media could interfere with response operations. Therefore, FLORIDA MEMORIAL UNIVERSITY will **designate assembly area(s) for media** near campus. **A media assembly area** will be positioned outside the present and potential hazard zone and the secure perimeter of response operations, but close enough to accurately report the incident. The Vice President for Administration will work with the Director of Public Affairs and the Director of Facilities Management & Plant Operations to identify a location on campus that could serve as a designated location to assemble the media during a declared emergency. As the scope of the emergency increases, so does the media presence. Therefore, the FLORIDA MEMORIAL UNIVERSITY will identify locations capable of holding a large press conference after the emergency. A designated press conference location should be positioned as close to the Joint Information Center as possible. The Vice President for Administration will work with the **Director of Public Affairs and the Director of Facilities Management & Plant Operations to identify a location that could hold large press conferences after an emergency.**

Rumor Control

The FLORIDA MEMORIAL UNIVERSITY CEMP was developed under the assumption that rumors and unofficial information will be spread during a declared MAJOR EMERGENCY. The implementation of a Joint Information System and the activation of a Joint Information Center will help FLORIDA MEMORIAL UNIVERSITY control rumors, but may have limited results. The FLORIDA MEMORIAL UNIVERSITY CEMP was developed under the assumption that current UNIVERSITY hotlines and call centers will not be able to handle the call volume of a MAJOR EMERGENCY. **The Vice President for Administration will work with the Director of Public Affairs to develop contingency plans for handling the call volume and requesting assistance as necessary to provide rumor control.**

Student & Employee Accountability

Family reunification is a priority during and after a major life threatening emergency. Requests for information regarding the welfare of students and employees could quickly overwhelm the University's internal communication resources and negatively impact the

FLORIDA MEMORIAL UNIVERSITY's response capabilities. Increased demand on external communication infrastructure, such as cell phones, will also hinder the family reunification process. Therefore, the FLORIDA MEMORIAL UNIVERSITY Crisis Management Team personnel will immediately evaluate the need to implement an external accountability system for the University community to report their welfare status. Once the need for student and employee accountability is determined, FLORIDA MEMORIAL UNIVERSITY will request assistance from the Greater Miami chapter of the American Red Cross. The Vice President for Administration is responsible for collaborating with the Greater Miami s chapter of the American Red Cross on a regular basis.

The American Red Cross has the resources to assist FLORIDA MEMORIAL UNIVERSITY with welfare status information and family reunification. The American Red Cross provides a "Safe and Well" Website for people who have been impacted by a disaster or major emergency. FLORIDA MEMORIAL UNIVERSITY will request that the American Red Cross allow the University to direct students and employees to the "Safe and Well" Website. The FLORIDA MEMORIAL UNIVERSITY Director of Public Affairs will then distribute a press release to all media outlets directing students and employees to immediately report their welfare status online at <https://disastersafe.redcross.org>. The press release will also include instructions for how to access the "Safe and Well" Website to obtain the welfare status of their individuals of interest.

Maintenance of Critical Services

A MAJOR EMERGENCY may cause the University to cease certain operations. In order for FLORIDA MEMORIAL UNIVERSITY to effectively respond to a MAJOR EMERGENCY, continue to protect life and property, and to eventually restore critical operations, the following services must be maintained throughout the incident:

- Public Safety
- Facility Operations
- Facility Safety & Security Systems
- Physical Plant Maintenance
- Computer & Network Services
- Telecommunications
- Purchasing
- Payroll

Essential Personnel

FLORIDA MEMORIAL UNIVERSITY conducted a needs assessment and determined the positions and functions within the University that are critical for responding to and recovering from an emergency. If a position or function was determined to be critical, the employee responsible for that position or function was designated as essential personnel. Essential personnel are required to remain available for assignment during a declared emergency as a condition of their employment. Employees are advised annually if they are essential in the

case of a declared emergency. Essential personnel are required to carry their FLORIDA MEMORIAL UNIVERSITY-issued identification card in order for scene security to be maintained.

The University reserves the right to designate additional functions as essential according to circumstances and the needs of the University. The designation of essential functions is authorized under this Comprehensive Emergency Management Plan, and the University's Employee Handbook.

Damage Assessment

FLORIDA MEMORIAL UNIVERSITY Facilities Management created the Post Hurricane Building Assessment and Recovery process to determine the extent of damages after a hurricane and the length of time needed to resume normal operations on campus. The color coded key listed below is based on the Post Hurricane Building Assessment and Recovery process and will be used to assess damage from a MAJOR EMERGENCY or DISASTER no matter the cause. This color coded key can be used to assess the damage of buildings and operational resources as well as the campus as a whole.

- Blue = No serious damage, Operational within 24-48 hours
- Green = Minor damage, Operational within 24-48 hours
- Yellow = Major damage, Operational within one week
- Orange = Extensive damage, Operational within six to eight weeks
- Red = Destroyed, Cannot resume operations without being rebuilt or replaced

Mutual Aid

FLORIDA MEMORIAL UNIVERSITY is a signatory of the Florida Statewide Mutual Aid Agreement. The Statewide Mutual Aid Agreement is an agreement between state and local entities to leverage limited resources and assist each other during a major disaster. The Statewide Mutual Aid Agreement streamlines the assistance process within the State of Florida when resources are needed most. The agreement provides the FLORIDA MEMORIAL UNIVERSITY a mechanism to request critical resources through the County EOC that may be needed to restore University operations after a disaster. The Statewide Mutual Aid Agreement also provides access to assistance from the Federal government and other states via the Robert T. Stafford Disaster Relief and Emergency Assistance Act and Emergency Management Assistance Compact. FLORIDA MEMORIAL UNIVERSITY can also invoke assistance under the statewide Mutual Aid Agreement when the University needs assistance from a participating agency during a minor emergency and does not have an existing mutual aid agreement with them.

The Vice President for Administration is responsible for maintaining the Statewide Mutual Aid Agreement with the Florida Division of Emergency Management. The Vice President for Administration is the primary University official authorized to coordinate FLORIDA MEMORIAL UNIVERSITY resources in accordance with the Statewide Mutual Aid

Agreement. The Director of Facilities & Plant Operations, and Director of Property and Risk management serve as the Vice President for Administration backups for mutual aid requests. All requests for mutual aid must be approved by the University President or his/her designee.

Critical Operations Restoration

As the immediate threat to life, property, and the environment subsides, the restoration of critical FLORIDA MEMORIAL UNIVERSITY operations becomes the priority. A MAJOR EMERGENCY or DISASTER may cause the entire University to cease critical operations. Critical operations restoration is the first step of transitioning from emergency response to recovery once it has been determined that the campus is safe and secure for all personnel. The Planning Section Chief will be responsible for thinking ahead and strategizing about the recovery process while emergency response actions are still being implemented. The specific processes and responsibilities regarding the restoration of critical FLORIDA MEMORIAL UNIVERSITY operations are not covered in the UNIVERSITY CEMP BASIC PLAN. Specific information regarding the restoration of critical FLORIDA MEMORIAL UNIVERSITY operations will be covered in the FLORIDA MEMORIAL UNIVERSITY Continuity of Operations Plan (COOP).