



# Florida National University Emergency Response Procedures

September 2017



# Emergency Response Procedures Manual

## EXECUTIVE SUMMARY

The University highly emphasizes pro-active prevention and the education of faculty, staff, and students as a means to minimize hazards and behaviors that can lead to injuries, or hamper the effectiveness of response efforts associated with manmade emergencies or natural disasters. However, in as much as critical incidents may occur despite all efforts to prevent or curtail them the University has developed plans designed to prepare for, respond to, contain, mitigate, and recover from emergencies or critical incidents that may impact the University.

These plans provide guidelines for Florida National University (FNU) administrators, faculty, staff and students to provide for the safety of community members, ensure an efficient and coordinated response to critical incidents, and to ensure the ability of the University to return to normal operations in the shortest possible time following an emergency.

These plans focus on those occurrences presumed to present the greatest risk to the University, identifies individuals responsible for implementing elements of the plans, outlines in FNU policies and procedures for responding to specific emergencies, and provides guidance regarding the communication of information to members of the University community and general public.

While the manual does not cover every conceivable situation, it does define the basic management model and provides guidelines to enable individuals and the University to respond appropriately to most campus' emergencies. Our objective in all instances is to effectively respond to and control any incident where individuals are in danger or need help, or that significantly impacts or disrupts routine campus operations.

## PURPOSE

These procedures and policies are intended to reflect the basic response individuals should take in the most common emergencies likely to be experienced at the University and to define the management model to be employed when the University must respond to major emergencies of all types. In responding to major emergencies priority will always be placed on preventing or minimizing harm or injury to individuals, minimizing damage to University assets, and restoring normal operations in the shortest possible time frame.

The University is committed to maintaining a high state of emergency preparedness by educating community members to their roles and responsibilities, conducting regular vulnerability assessments, regularly reviewing and revising policies and procedures,

providing prepositioned emergency response resources, and routinely testing and evaluating emergency response plans.

## **1.0 BASIC EMERGENCY RESPONSE ACTIONS:**

### **1.1 MEDICAL EMERGENCY**

Call Hialeah Campus (HC) at 305-821-3333, South Campus (SC) 305-226-9999, or Training Center (TC) 305-231-3326

Provide your name, location, number of people injured, and description of the medical emergency

Give a call back number in case of dropped calls and stay on the phone for instructions.

Administer basic first aid

Do not move injured party

Stay with the injured until help arrives

Call 911

### **1.2 FIRE**

When a fire alarm is activated, evacuation is mandatory

Evacuate the building immediately. Do not use the elevators

Take personal belongings with you (keys, wallets, etc.)

Call (HC) at 305-821-3333, (SC) 305-226-9999, (TC) 305-231-3326, or 911

Follow instructions from supervisors, fire department, or the police

Help those needing assistance to move from the area

Do not re-enter the building until authorized to do so by emergency personnel

### **1.3 HURRICANE/SEVERE WEATHER**

Monitor local TV stations, radio stations, NOAA weather radio, weather related Internet sites, etc.

Be prepared to take shelter on the lowest level of the building

Do not pull the fire alarm Stay away from windows

Move to an interior hallway

Wait for an all clear notification prior to returning to your work area or class room If outdoors, lie in a ditch or low-lying area if there is no time to get indoors

### **1.4 CHEMICAL SPILL/HAZARDOUS MATERIALS EMERGENCY**

Call (HC) at 305-821-3333, (SC) 305-226-9999, or (TC) 305-231-3326

Call the Florida Poison Information Center at 1-800-222-1222

Provide information on the type of chemicals (if known), size of the spill, and possible exposures

Evacuate the area and the building based on instructions from emergency personnel

The evacuated area should remain evacuated until an all clear indication is given by the appropriate authorities

Do not leave the area as you may need to be decontaminated.

## **1.5 ARMED INTRUDER**

Call (HC) at 305-821-3333, (SC) 305-226-9999, (TC) 305-231-3326, or Police Department at 911.

In case of an immediate life-threatening event, each individual should take whatever actions are necessary to protect his or her own life. If it is possible to flee the area safely and avoid danger, do so. If flight is impossible, lock (or barricade) all doors and secure yourself in a safe area.

Remain in place until an “all clear” is given by an authorized person or law enforcement official.

## **1.6 NOTIFICATION OF MAJOR EMERGENCIES**

Notice of major emergencies on campus or in the immediate vicinity will be communicated by utilizing one or more of the following communication methods to alert the campus of immediate or imminent danger:

RAVE Emergency Notification System - Emergency notifications via phones, cell phones, text messages, and email

## **1.7 EVACUATION PROCEDURES**

In the event that a building evacuation is required, all members of the FNU community are to assemble at the location assigned to their building to facilitate a count. The locations are listed below:

### **PRIMARY EVACUATION ASSEMBLY POINTS**

**If the incident being confronted renders any of these areas unsafe use the 500-1000 foot safe distance from danger rule to identify an appropriate alternate assembly point.**

### **BUILDING ASSEMBLY AREAS**

**Leave the nearby vicinity of the building and gather at designated assembly points at least 50 feet away, so Emergency Personnel have clear access to the building.**

Hialeah Campus

1. Parking – North Parking next to W 44<sup>th</sup> Place.

South Campus

1. Parking – Across from Main Entrance

Training Center

1. Parking – Across from Main Entrance

## **1.8 CAMPUS CLOSING – INCLEMENT WEATHER/OTHER**

In the event of inclement weather, you may obtain information regarding the University’s operational status by following the steps below:

1. Call the information line at HC 305-821-3333, SC 305-226-9999, or TC 305-231-3326 at 8:00 a.m. to find out the operational status of the University.
2. Check periodically the University Web site [www.fnu.edu](http://www.fnu.edu) for updates

A message will be posted on the home page regarding the operational status of the University.

3. Although the University's operational status during inclement weather is often reported to local television news media, please **DO NOT** rely on these sources to confirm the University's status.

4. For the most accurate update, it is important that you access the information lines referenced above or [www.fnu.edu](http://www.fnu.edu).

### **On Campus: When Bad Weather Strikes**

When bad weather strikes during the hours of normal business operations, please follow the steps below to determine school closings:

1. Call the information line at HC 305-821-3333, SC 305-226-9999, or TC 305-231-3326 to find out the operational status of the University.

2. Check your e-mail -- messages will be sent regarding the University's operational status.

3. Although the University's operational status during inclement weather is often reported to local television news media, please **DO NOT** rely on these sources to confirm the University's status.

For the most accurate update, it is important that you access the information lines referenced above or [www.fnu.edu](http://www.fnu.edu).

4. Print a copy of this policy and keep it on file for future reference. Doing so will eliminate confusion and ensure that you have the most up -to-date information regarding FNU's operational status.

### **1.9 RESPONDING TO MAJOR EMERGENCIES**

A hazard vulnerability analysis of the University and surrounding community identified several types of critical incidents likely to be encountered. The University emergency response plans and procedures have been developed with a focus on these potential threats.

In order of priority, these vulnerabilities have been identified as: Injuries, Fire/Explosion, Severe Weather, Hazardous Materials Incidents, Transportation Accidents, Criminal Acts, and Community-Wide Disasters.

### **1.10 AUTHORITY AND RESPONSIBILITIES**

The President or her designee shall direct the University response to major emergencies or disasters, and may delegate authority to an Emergency Management Team for implementation of operational responses to critical incidents that impact the University. When activated the mission of the Emergency Management Team shall be to coordinate the University response to a critical incident, emergency, or disaster in the safest, most timely, and effective manner possible. The Emergency Management Team is authorized to utilize and commit any available University resources including personnel, facilities, tools, or other assets deemed necessary to minimize the potential for harm or injury to individuals, or to minimize damage to or loss of University assets.

The actions of the Emergency Management Team shall in all instances be guided by the following objectives and principles:

Protection of the life and safety of all members of the University community.

Containment / mitigation of emergency situations, and assessment of damages. Restoration of routine University operations.

The Emergency Management Team is authorized to make any administrative decisions necessary to accomplish its mission including but not limited to: declaring a state of emergency, canceling classes, ceasing normal business operations, closing the campus to visitors, initiating mutual aid agreements, contracting for emergency services, or any other actions that may be prudent and necessary to ensure an effective response to the circumstances being confronted.

It is anticipated that as incident management operations progress the administrative control of the University will incrementally transition from an emergency command structure back to normal University organizational structure, policies, procedures, and routines.

### **1.11 EMERGENCY MANAGEMENT TEAM COMPOSITION**

Individuals in the following positions may serve on the Emergency Management Team at the direction of the President or her designee:

Members of the Senior Management Team (Vice Presidents and Campus Dean)  
Department and Division Heads

### **1.12 INITIATION OF EMERGENCY RESPONSE OPERATIONS**

In a spontaneous emergency the individual with first knowledge of the event will notify the Campus Dean. The Campus Dean will determine if the Emergency Management Team should immediately be activated, or if the President or a Senior Team Member should be consulted to determine if activation of the Emergency Management Team is appropriate.

In a spontaneous emergency situation the Campus Dean is authorized to initiate any and all available emergency notification systems capable of alerting FNU Community members of immediate or imminent danger.

In the event of a pending or projected emergency the President or her designee may authorize the activation of the Emergency Management Team.

The Emergency Management Team when activated will establish functional task groups as needed to address each of the following critical response components under the direction and supervision of an individual designated as the Incident Commander:

Initial Response and Incident Containment Team (Responsible for initial response to incidents and on scene management through resolution of the incident)  
Representation from Facilities Management and Student Services is desirable if feasible.

Communications Team (Responsible for managing communication processes for internal and external constituents) Representation from The Office of Academic Affairs, Enrollment Management, Student Services is desirable if feasible.

Community Support Team (Responsible for identifying and supporting the short and long term needs of students, faculty, staff, and visitors) Representation from Student Services, Human Resources, Counseling and Facilities management is desirable if feasible.

Business Continuation Team (Responsible for ensuring all essential business operations can be sustained through the emergency period) Representation from the Facilities Management, Business and Financial Affairs, Academic Affairs, and The President's Office is desirable if feasible.

Executive Policy Team (Responsible for defining policy guidelines and objectives for the working teams. The focus of the group is on ensuring the long term viability of the institution) Representation from the President's Office, Business and Financial Affairs, Board of Governors, and Academic Affairs is desirable if feasible.

The numbers of individuals assigned to each group and the task priorities established by each group shall be dictated by the nature and scope of the emergency. When feasible a Vice President should lead each of the major task groups.

## **2.1 EMERGENCY COMMUNICATION SYSTEMS**

Notice of major emergencies on campus or in the immediate vicinity will be communicated by utilizing one or more of the following communication methods to alert the campus of immediate or imminent danger:

RAVE Emergency Notification System - Emergency notifications via phones, cell phones, web sites, text messages, and email

The Campus Dean's Office is the focal point for reporting emergency conditions at all times and will in most instances be the unit responsible for issuing initial emergency alerts utilizing the methods referenced above.

## **2.2 EMERGENCY TELEPHONE ROSTER**

The Campus Dean's Office shall have access at all times to emergency telephone numbers for all key personnel.

## **2.3 CRISIS COMMUNICATION PROCEDURE:**

The Office of the Campus Dean is charged with developing and maintaining a comprehensive Crisis Communication Plan to support the needs of the University in times of emergencies.

## **2.4 GENERAL PREVENTION POLICY**

As a means of reducing the possibility of critical incidents it is the policy of the University to maintain an aggressive and proactive approach to all safety concerns, which will include but will not be limited to training, inspections, and incident review. These efforts will be monitored by the Campus Dean's Office.

## **2.5 GENERAL EMERGENCY PREPAREDNESS POLICY**

It shall be the policy of the University to anticipate emergency situations, and each work unit and facility shall have current emergency response procedures in place to address the special needs of the facility and to protect life and property and ensure the institution's ability to function effectively.

The Facilities Management and Student Services shall maintain policies and procedures, tools / equipment, and supplies capable of supporting emergency response operations for each of the following emergencies: Fire, Severe Weather, Mass Causality Incidents, Pandemic Illnesses, Armed Assaults, and Community-Wide Disasters.

Division and Department Heads are charged with responsibility for implementing this policy.

## **2.6 FIRE PREVENTION POLICY**

It shall be the policy of the University to develop systems to eliminate or reduce potential fire hazards throughout the campus. The fire prevention program is designed to protect students, personnel, visitors, and property from fire and combustible products. All items related to fire/life safety shall be in compliance with the: City of Miami and Hialeah Buildings and Fire Code Other relevant local, state and federal regulations.

## **2.7 INSPECTIONS**

Safety inspections of all facilities are conducted on an on-going basis. In addition to scheduled maintenance checks to detect problems unit Supervisors are expected to routinely check for and immediately report any hazards in their workspace.

## **2.8 EMERGENCY PLAN REVIEW**

FNU Emergency Response Plans shall be reviewed annually during the fall semester by the University Campus Dean and revisions shall be published prior to the first day of class of the spring semester.

## **2.9 DRILLS AND EXERCISES**

Fire and Disaster Drills shall be conducted from time to time to assess the adequacy of current plans and to evaluate the response of faculty, staff, and students. The response during a drill is expected to reflect what would occur during an emergency similar to the scenario presented. A minimum of one fire drill per semester will be conducted in each campus. A campus - wide disaster drill that evaluates the emergency notification system and emergency management model shall be conducted annually.

## **2.10 TRAINING**

A formal training program shall be maintained that will ensure all employees, and students are aware of the University's emergency procedures. The design and oversight of this program shall be the joint responsibility of the Campus Dean and Student Services Office. Every Division and Department Head is charged with ensuring that the individuals they supervise participate in all prescribed safety training. Table top drills shall also be used to train key personnel throughout the year.

New employees shall receive training in emergency procedures during New Employee Orientation and through ongoing departmental in-service. All departments shall formulate appropriate in-service training to enable employees to respond to the range of emergencies they are most likely to encounter.

## **3.1 BEING PREPARED FOR CAMPUS OR HOME EMERGENCIES**

Every member of the FNU Community should take steps in advance to be prepared for emergencies on and off campus. In addition to being familiar with campus emergency procedures, taking the following steps and having available the items suggested below can greatly enhance your ability to remain safe and or assist others during an emergency.



**I have programmed the FNU's phone number, HC 305-821-3333, SC 305-226-9999, or TC 305-231-3326 into my cell phone so I can call them quickly in case of emergency.**

**My close friends in the University's Campus know how to contact my family or other emergency contacts.** My family knows how to contact my friends in case of emergencies.

**I have an entry in my cell phone of ICE (In Case of Emergency) so that police/fire/EMS can contact my emergency contact if I cannot speak.**

**I know more than one way to get out of every building where I live (home) or have classes.** If one exit is blocked, I can get out of the building using a different exit. I am familiar with the fire exits in my home and in the buildings in which I have classes.

**I know where to shelter at home and at school in case of severe weather such as a tornado.** For a severe weather shelter area, I should avoid: windows and areas where there might be flying glass, exterior walls, rooms with high ceilings, and I should try to get to one of the lowest levels in the building.

**When I go out at night, I have a plan on how I will get home.** I have friends that I can call to pick me up if I get stuck at a party or location where I feel uncomfortable. My friends know where I am going and the people I am with.

**I know how to get to a Health Care Center if I get sick. I am planning to get a flu shot.** To decrease my chances of getting the flu, I wash my hands regularly with alcohol based soap. I cough into my sleeve and not my hands.

**I know there is a possibility of a pandemic influenza and understand that if this occurs, I should avoid large gatherings and keep a 3-6 foot buffer between myself and other people.**

**I have an emergency kit that includes a flashlight, a radio (and fresh batteries), nonperishable food, a first aid kit, and other items at my home.**